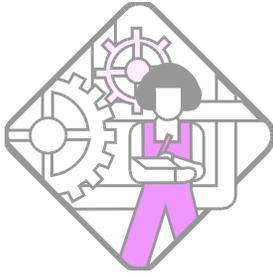


# MECHANICAL PERMIT APPLICATION

Permit Number (office use only)	<b>PM</b> -
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City of Dowagiac  
 241 S. Front Street P.O. Box 430  
 Dowagiac, MI 49047  
 (269) 782-8427  
 Fax: 782-1838

AUTHORITY:	P.A. 230 OF 1972, AS AMENDED
COMPLETION:	MANDATORY TO OBTAIN PERMIT
PENALTY:	PERMIT CANNOT BE ISSUED

## I. JOB INFORMATION:

Job Address:	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED	Jurisdiction City: DOWAGIAC County: CASS
Owner Name:	Mailing Address:	Daytime Phone:

## II. APPLICANT INFORMATION:

<input type="checkbox"/> Contractor <input type="checkbox"/> Owner Occupant	Name	State License Number 71-	Expiration Date
Mailing Address	State Registration Number NA	Local Licensing Jurisdiction NA	
City	State	Zip Code	Local License Number NA
Telephone Number ( )	Cell: ( )	Other:	Expiration Date NA
Fax Number ( )	Workers Compensation Insurance Carrier (or reason for exemption)	Federal Employer ID Number (or reason for exemption)	MESC Employer Number (or reason for exemption)

## III. TYPE OF JOB (BRIEF DESCRIPTION OF WORK):

<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other:	<input type="checkbox"/> New Home <input type="checkbox"/> Addition	<input type="checkbox"/> Remodel <input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved) <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)
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## IV. PLAN REVIEW REQUIRED

See below for plan review requirements before completing this section. Plans and specifications must be submitted for one- and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 Btu's.

What is the input rating of the heating system in the building? \_\_\_\_\_  
 What is the building size in square feet? \_\_\_\_\_

Have plans been submitted?  YES  NO  NOT REQUIRED

Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:

- One- and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

## V. APPLICANT SIGNATURE

**Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of sections 23a are subjected to civil fines.**

Signature of Licensee or Homeowner (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit) <input type="checkbox"/> Licensee <input type="checkbox"/> Homeowner	Date
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## VI. HOMEOWNER AFFIDAVIT

I hereby certify the mechanical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**COMPLETE APPLICATION ON BACK SIDE**

**VII. FEE CLARIFICATIONS**

\* ITEM #2, RESIDENTIAL HEATING SYSTEM: This item is used for the installation of a heating system in a **new** residential structure.  
 \*\* ITEMS #10, Gas Piping and #18, Duct, need not be added. Replacement systems should be itemized.  
 \*\*\* ITEMS #14 & 15: A homeowner must own tank to install. If homeowner does not own tank, a Michigan licensed mechanical contractor must install tank.

**VIII. FEE CHART – Enter the number of items being installed; multiply by the unit price for total fee.**

ITEM DESCRIPTION	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	50.00	1	50.00
2. Residential Heating System (includes duct & pipe) <b>New Building Only</b> *	50.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	30.00		
4. Boiler	30.00		
5. Water Heater (gas piping & venting – direct replacement only)	5.00		
6. Damper – (control, back-draft, barometric or fire/smoke)	5.00		
7. Solid Fuel Equipment (includes chimney)	30.00		
8. Chimney, Factory Built (installed separately), B Vent, PVC Venting	25.00		
37. Gas Burning Fireplace	30.00		
9. Solar; Set of 3 Panels – fluid transfer (includes piping)	20.00		
10. Gas Piping; each opening - new install (residential) **	5.00		
11. Air Conditioning (includes split systems) RTU – Cooling Only	30.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	30.00		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	5.00		
16. Humidifiers / Air Cleaners	10.00		
14. Tanks: Aboveground *** (other than LP)	20.00		
38. Aboveground connection	20.00		
15. Underground*** (other than LP)	25.00		
39. Underground connection	25.00		
17. Piping (ALL piping is min. \$25.00) Fuel Gas Piping \$0.05/ft _____	0.05		
40. Process Piping \$0.05/ft _____	0.05		
41. Hydronic Piping \$0.05/ft _____	0.05		
42. Refrigeration Piping \$0.05/ft _____	0.05		
46. Commercial A/C Piping \$0.05/ft _____	0.05		
43. Exhausters (commercial)	15.00		

ITEM DESCRIPTION	FEE	# ITEMS	TOTAL
18. Duct \$0.10/ft _____ (min. fee \$25.00)**	0.10		
19. Heat Pumps: Commercial (pipe not included)	20.00		
20. Air Handlers/Heat Wheels <b>Under 10,000 CFM</b>	20.00		
21. <b>Over 10,000 CFM</b>	60.00		
22. Commercial Hoods	15.00		
23. Heat Recovery Units	10.00		
24. V.A.V. Boxes (all variable volume or zone damper equipment)	10.00		
25. Unit Ventilators/PTAC Units	10.00		
26. Unit Heaters (Terminal Units)	15.00		
27. Fire Suppression/Protection (includes piping) \$0.75/ head (min. \$20.00)	0.75		
28. Coils (Heat/Cool)	30.00		
29. Refrigeration (split system)	30.00		
30. Chiller/Cooling Towers Chiller-Refrigeration	30.00		
44. Chiller-Air Conditioning	30.00		
31. Cooling Towers-Refrigeration	30.00		
45. Cooling Towers- Air Conditioning	30.00		
32. Compressor/Condenser	30.00		
33. Special Insp. (pertaining to sale of bldg)	50.00		
34. Additional Inspection	50.00		
35. Final Inspection	50.00	1	50.00
36. Certification Fee	30.00		

*Make check payable to:  
City of Dowagiac*

**Total Fees \$**

**Payment Method**

Cash

Check #

Credit/Debit Card

**NOTE:  
FEES ARE VALID UNTIL MARCH 31, 2017**

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Mechanical work shall not be started until the application for permit has been filed with the Building Department. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call the Building Department, providing as much advance notice as possible. The Building Department will need the job location, type of inspection and permit number.

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**WHERE TO SUBMIT APPLICATION:** The City of Dowagiac is responsible for code enforcement within the city limits. Applications should be submitted to the address on the front of this application. Questions regarding City issued permits may be directed to the City Mechanical Inspector.

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**The City of Dowagiac is an equal opportunity employer. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.**