



MECHANICAL PERMIT APPLICATION (HEATING)

COMMUNITY DEVELOPMENT DEPARTMENT

Revised 11/30/09

45175 W Ten Mile Rd
Novi, Michigan 48375

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

I. JOB LOCATION

(248) 347-0415 (248) 735-5600 fax (248) 347-0480 Automated Inspection Hotline

Name of Owner/Agent		Has Building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required		Subdivision/Project Name	
Street Address & Job Location (Street No. and Name)			City	Zip Code	County Oakland
Lot/Unit Number					

II. CONTRACTOR/HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	State Perm I.D. Number	Expiration Date
Address (Street No. and Name)		City	State
Zip Code		Zip Code	
Telephone Number	Cell Phone Number	Fax Number	Federal Employer ID Number (or reason for exemption)
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	

III. TYPE OF JOB

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)

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 building size in square footage? _____

What is the input rating of the heating system in the building? _____

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.

If work being performed is described above, answer Section IV. "Not required" and circle the section that applies.

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 building or a residential structure. Violators of section 23a are subjected to civil fines.

Signature of Licensee or Homeowner (<u>Homeowner's signature indicates compliance with Section VI Homeowner Affidavit</u>)	Date
--	------

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.

HEATING PERMIT APPLICATION

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 #17; Duct, **SHOULD NOT BE** charged. Replacement systems should be itemized.

ITEM #4, RESIDENTIAL BOILER:

A residential boiler must be installed by a licensed boiler installer.

ITEMS #13 and #14, TANKS:

A homeowner must own tank to install. If homeowner does not own tank, a license mechanical contractor must install tank.

VIII. FEE CHART - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	\$30.00	1	\$30.00
2. Residential Heating System (includes duct and pipe) <i>New Building Only (see Section VII)</i>	\$50.00		
3. Gas/Oil Burning Equipment (Furnace, Rooftop Units)	\$30.00		
3a. Compressors (split/combination) Commercial Roof Top Units Only	\$30.00		
3b. Gas fired generator	\$30.00		
4. Residential Boiler (see Section VII)	\$30.00		
5. Water Heater	\$5.00		
6. Flue / Vent Damper / Chimney liner	\$5.00		
7. Solid Fuel Equip. (includes chimney) 37. Gas Burning Fireplace	\$30.00		
8. Chimney, Factory built - installed separately	\$25.00		
9. Solar; set of 3 panels (includes piping)	\$20.00		
10. Gas Piping; each opening - new installation / Gas Pressure Test	\$5.00		
11. Heat Pumps; Complete Residential	\$30.00		
12. Bath & Kitchen exhaust ducts	\$5.00		
Tanks -			
13. Aboveground (see Section VII)	\$20.00		
32. LP Tank Connection			
14. Underground (see Section VII)	\$25.00		
33. LP Tank Connection			

	FEE	# ITEMS	TOTAL
15. Humidifiers	\$10.00		
16. Piping - minimum \$25.00 34. Process piping	\$.05 / ft		
17. Duct - minimum \$25.00	\$.10 / ft		
18. Heat Pumps; Commercial (pipe not included)	\$20.00		
Air Handlers/Heat Wheels			
19. Under 10,000 CFM	\$20.00		
20. Over 10,000 CFM	\$60.00		
21. Commercial Hoods / grease ducts	\$15.00		
22. Heat Recovery Units	\$10.00		
23. V.A.V. Boxes	\$10.00		
24. Unit Ventilators	\$10.00		
25. Unit Heaters	\$15.00		
26. Fire Suppression/Protection - minimum \$20.00	\$.75 per head		
27. Special/Safety Inspection	\$45.00		
28. Additional Inspection	\$40.00		
29. Final Inspection	\$30.00	1	\$30.00

TOTAL FEES

MAKE CHECKS PAYABLE TO CITY OF NOVI

INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the application for permit has been approved and issued by the City of Novi. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.** The telephone number for inspection requests will be provided on the permit form. When ready for an inspection, call the number provided 24 hours in advance no later than 3:30 pm. You will need the **job location and permit number** in requesting an inspection. Any questions regarding mechanical permits and inspections can be directed to the Inspector between 8-9 am and 4-5 pm.

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 CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**