



Southwest Michigan Building Authority

**MECHANICAL PERMIT APPLICATION**

7275 West Main Street, Kalamazoo MI 49009

Phone: (269) 585-4150

Email: [info@swmiba.org](mailto:info@swmiba.org)

Web: [www.SWMIBA.org](http://www.SWMIBA.org)

**PERMIT #** \_\_\_\_\_

**PARCEL ID #** \_\_\_\_\_

Authority: 1972 PA 230. Completion: Mandatory to obtain permit. Penalty: Application must be completed, signed, and proper fee paid, or permit will not be issued.

**I. Job Location**

Name of Owner / Agent	Phone Number of Owner / Agent	Has a Building Permit been obtained for this project?
Job Location (Street Number & Street Name)	Name of City, Village, or Township of Job Location	

**II. \_\_\_Applicant \_\_\_Contractor \_\_\_Homeowner \*\*\*Be sure to include your contact information\*\*\***

Name	Company Name	License Number	Expiration Date
Address (Street Number and Name)	City, State	Zip Code	
Phone Number (Include Area Code)	Fed. Emp. No. (Or Reason for Exemption)		
Workers Compensation Insurance Carrier (Or Reason for Exemption)			
Email Address			

**III. Type of Job**

<input type="checkbox"/> <b>Single Family</b>	<input type="checkbox"/> <b>New</b>	<input type="checkbox"/> <b>Service Only</b>	<input type="checkbox"/> <b>Premanufactured Home Setup (State Approved)</b>	<input type="checkbox"/> <b>State Owned</b>
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> <b>Alteration</b>	<input type="checkbox"/> <b>Special Inspection</b>	<input type="checkbox"/> <b>Premanufactured Home Setup (HUD Mobile Home)</b>	<input type="checkbox"/> <b>School</b>

Description of Work:

**IV. Homeowner Affidavit**

I hereby certify the mechanical work described on this permit application shall be installed in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Michigan 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.

**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 subject to civil fines.

By submitting this application and checking the box next to your typed signature, you are verifying and agreeing that it will be legally binding and enforceable and the legal equivalent of your handwritten signature, pursuant to the Uniform Electronic Transmissions Act, P.A. 305 of 2000; MCL 450.831 et seq.

**TYPED SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner's signature indicates compliance with section V):**
**DATE:**

**Check Box to Verify Signature**

\_\_\_\_\_

## VI. Fee Clarification

Item 2, Residential Heating System: This item is used for the installation of a heating system in a new residential structure. Items #7 Gas Piping and #9 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 #21 & #23, Tanks: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical inspector must install tank.

## VII. Fee Chart - Enter the number of items being installed, multiply by the unit price for total fee.

MECHANICAL FEE CHART		FEE	# ITEMS	TOTAL
1	Application Fee (Non-Refundable).	\$25.00	1	\$25.00
2	Residential Heating System (Inc. duct & pipe) <b>New Building Only**</b> (Ea)	\$50.00		
3	Gas/Oil Burning Equipment (Ea) Select One <input type="checkbox"/> Furnace <input type="checkbox"/> Fireplace <input type="checkbox"/> Other	\$30.00		
4	Boiler* (Ea)	\$30.00		
5	Solid Fuel Equipment (Includes Chimney) (Ea)	\$30.00		
6	Gas/Wood and Wood Burning Appliances	\$30.00		
7	Gas Piping (New Installation) - <b>Each Opening**</b> (Ea)	\$5.00		
8	Duct - Base Fee \$25.00 - Commercial + ( _____ LF)x\$0.10/LF (Base+LF)	\$25 + \$0.10/LF		
9	Duct - Flat Fee \$25.00 - Residential** (Flat Fee)	\$25.00		
10	Solar (Set of 3) Fluid Transfer (Includes Piping)	\$20.00		
11	Water Heater (Ea)	\$6.00		
12	Damper (Ea)	\$5.00		
13	Exhausters (Ea)	\$15.00		
14	Dryer, Bath & Kitchen Exhaust (Ea)	\$5.00		
15	Commercial Hoods (Ea)	\$15.00		
16	Piping (ALL Piping-Minimum Fee \$25.00): Fuel Gas (Base/Ft)	\$25 or \$0.05 per Ft		
17	Piping (ALL Piping-Minimum Fee \$25.00): Process (Base/Ft)			
18	Piping (ALL Piping-Minimum Fee \$25.00): Hydronic (Base/Ft)			
19	Piping (ALL Piping-Minimum Fee \$25.00): Refrigeration (Base/Ft)			
20	LP Tank (Ea)	\$20.00		
21	Tanks: Above Ground*** (Other than LP) (Ea)	\$20.00		
22	Tanks: Above Ground Connection (Ea)	\$20.00		
23	Tanks: Underground*** (Other than LP) (Ea)	\$25.00		
24	Tanks: Underground Connection (Ea)	\$25.00		
25	Alterations to Existing Fire Suppression/Protection Min. Fee \$20.00 + \$1.00 per Head	\$20+\$1/Head		
26	New Fire Suppression Fee (Flat Fee)	\$150.00		
27	<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Air Handlers <input type="checkbox"/> Heat Pump <input type="checkbox"/> Compressor/Condenser	\$30.00 Ea		
28	Heat Recovery Units (Ea)	\$10.00		
29	Humidifiers/Air Cleaners (Ea)	\$10.00		
30	Refrigeration (Split System) (Ea)	\$30.00		
31	Chiller (Ea)	\$30.00		
32	Unit Ventilators/PTAC Units (Ea)	\$10.00		
33	Unit Heaters (Terminal Units) (Ea)	\$15.00		
34	Coils (Heating/Cooling) (Ea)	\$30.00		
35	Cooling Towers (ea)	\$30.00		
36	Other Appliances Not Listed (Ea)	\$30.00		
37	Fire Department Connection (FDC)	\$25.00		
<b>INSPECTION FEES</b>				
38	<input type="checkbox"/> Underground <input type="checkbox"/> Rough-in <input type="checkbox"/> Final <input type="checkbox"/> Hydro	\$50.00 Ea		
39	Reinspection / Consultation****	\$50.00 Ea		
<b>TOTAL FEE (Must include the \$25 application fee.)</b>				

\*See VII. Fee Clarification, Item #2 on Page 2. \*\*See VII. Fee Clarification, Item #4 on Page 2. \*\*\*See VII. Fee Clarification, Items #21 & #23 on Page 2. \*\*\*\*See IX Mechanical Permit Application Supplemental on Page 3.

### VIII. Supplement to Mechanical Permit Application

#### **MECHANICAL PERMIT APPLICATION SUPPLEMENTAL**

If consultation is requested before a permit has been issued, a \$50 cost of services rendered fee will be charged, and will be paid prior to consultation.

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below. Plans are not required for the following residential project types:

1. One and Two family dwelling containing not more than 3,500 square feet of building area.
2. Alterations and Repair Work determined by the mechanical official to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than \$3,500 square feet.

If work is being performed as described above, check "NO" in section IV.

What is the building size in square footage?

\_\_\_\_\_

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

\_\_\_\_\_

Plans are required for all other building types and commercial projects and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's seal and signature.

### IX. Instructions for Completing Application

General: Mechanical work shall not be started until the permit for said work has been issued by SMBA. All installation 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 SMBA providing as much advance notice as possible, SMBA will need the job location 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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.

#### **SMBA Internal Use ONLY**

Plan Review:  Required  NOT Required

Determined By (Initials) \_\_\_\_\_ Date \_\_\_\_\_

Building Official

Fire Marshal

Electrical Inspector

Other \_\_\_\_\_

MAKE CHECKS PAYABLE TO:

**SOUTHWEST MICHIGAN BUILDING AUTHORITY -OR- SMBA**

**ALL INSPECTIONS REQUIRE A 48 HOUR NOTICE!**