



Mechanical Permit Application

Community Planning and Economic Development
245 N Rose Street, Ste 100
Kalamazoo, MI 49007
(269) 337-8026

www.kalamazoocity.org

| | |
|-------------|----------------------------|
| Authority: | 1972 PA 230 |
| Completion: | Mandatory to obtain permit |
| Penalty: | Permit can not be issued |

Date _____ Issued _____ Fee _____ Permit # _____

I. Job Location

| | |
|---|---|
| NAME OF OWNER/AGENT | HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required |
| STREET ADDRESS & JOB LOCATION (Street No. and Name) | TELEPHONE NUMBER (include area code) |

II. Contractor/Homeowner Information

| | | | |
|--|--|--|-----------------|
| INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner | NAME | CONTRACTOR'S LICENSE NUM. | EXPIRATION DATE |
| ADDRESS (Street No. and Name) | CITY, STATE | ZIP | EMAIL ADDRESS |
| TELEPHONE NUMBER (Include Area Code) | CELL # | 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 | <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

Plans must be submitted before a permit can be issued, except as listed below.

Plans are not required for the following:

- 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 minor nature.
- Business, mercantile and storage building 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, check box below "Plans Not Required".

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 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 or engineer's seal and signature.

Plans Not Required

V. Applicant Signature

| | | |
|---|--|------|
| SIGNATURE OF LICENSEE OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI Homeowner Affidavit) | | 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 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.

Complete Application on Back Side

VII. Fee Classification

| |
|--|
| 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) 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 #14 and #15, Tanks: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank. |

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

Description of Work: _____

FLAT FEES (FOR REPLACEMENT OF ONE WATER HEATER, ONE A/C UNIT or ONE FURNACE ONLY! ALL OTHER WORK SHOULD BE ITEMIZED IN THE "ALL OTHER WORK" SECTION)

| | Fee | Total | | Fee | Total |
|--|----------|-------|---|----------|-------|
| Water Heater Replacement (Includes 1 Inspection & Application Fee) | \$115.00 | | Air Conditioner Replacement (Includes 1 Inspection & Application Fee) | \$140.00 | |
| Furnace Replacement (Includes 1 Inspection & Application Fee) | \$140.00 | | Furnace & Air Conditioner Replacement (Includes 1 Inspection & Application Fee) | \$170.00 | |

ALL OTHER WORK (must include application fee and final inspection fee)

| | FEE | ITEM # | TOTAL |
|---|----------|--------|---------|
| 1. Application Fee (non-Refundable) | \$70.00 | 1 | \$70.00 |
| 2. Residential Heating System (includes duct & pipe) **NEW BUILDING ONLY** | \$50.00 | | |
| 3. Gas/Oil Burning Equipment (furnace) New and/or Conversion Units | \$30.00 | | |
| 4. Residential Boiler ** | \$30.00 | | |
| 5. Water Heater | \$5.00 | | |
| 6. Flue/Liner | \$5.00 | | |
| 7. Solid Fuel Equip. (includes chimney) | \$30.00 | | |
| 8. Chimney, factory built (installed sep.) | \$25.00 | | |
| 9. Solar; set of 3 panels (includes piping) | \$20.00 | | |
| 10. Gas piping; each opening - new installation (residential) | \$5.00 | | |
| 11. Air Conditioning | \$30.00 | | |
| 12. Heat Pumps (complete residential) | \$30.00 | | |
| 13. Bath and Kitchen exhaust | \$5.00 | | |
| Tanks | | | |
| 14. Aboveground*** | \$20.00 | | |
| Aboveground Connection | \$20.00 | | |
| 15. Underground*** | \$20.00 | | |
| Underground Connection | \$20.00 | | |
| 16. Humidifiers | \$10.00 | | |
| Piping systems - minimum \$25.00 | \$.05/ft | | |
| 17. Piping | | | |
| Process piping | \$.05/ft | | |
| 18. Duct - minimum \$25.00 | \$.10/ft | | |
| 19 Heat Pumps; Commercial (pipe not included) | \$20.00 | | |

| | FEE | ITEM # | TOTAL |
|---|----------------|--------|---------|
| Air Handlers/Heat Wheels | | | |
| 20. Under 10,000 CFM (RTU) | \$20.00 | | |
| 21. Over 10,000 CFM | \$60.00 | | |
| 22. Commercial Hoods (includes Puff Test) | | | |
| Type II | \$60.00 | | |
| Type I | \$60.00 | | |
| 23. Heat Recovery Units | \$10.00 | | |
| 24. V.A.V. Boxes | \$10.00 | | |
| 25. Unit Ventilators | \$10.00 | | |
| 26. Unit Heaters | \$15.00 | | |
| 27. Fire Suppression/Protection min. \$60.00 + engineering (if applicable) | \$.75 per head | | |
| 28. Evaporator Coils | \$30.00 | | |
| 29. Refrigeration (split system) | \$30.00 | | |
| 30. Chiller/Compressor | \$30.00 | | |
| 31. Cooling Towers | \$30.00 | | |
| Inspections | | | |
| 32. Special/Safety Insp. | \$70.00 | | |
| 33. Additional Inspection | \$70.00 | | |
| 34. Rough-In Inspection | \$70.00 | | |
| 35. Final Inspection | \$70.00 | 1 | \$70.00 |
| 36. Certification Fee | \$30.00 | | |
| 37. Gas Burning Fireplace | \$30.00 | | |

* See VII. Fee Clarification, Item #2 on front

** See VII. Fee Clarification, Item #4 on front

*** See VII. Fee Clarification, Items #14 and #15 on front

All Total Fees (Include the \$70.00 non-refundable application fee).

Make checks payable to City of Kalamazoo

Mechanical Inspector Approval _____

Date _____

IX. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with the City of Kalamazoo. 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 scheduling line at 337-8026**, providing as much advance notice as possible. The inspector 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 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 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 Kalamazoo is responsible for code enforcement. Permit applications should be sent to the address listed on the front of the application. Questions regarding permits may be directed to the Permit Technician at 337-8173. Code questions may be directed to the Mechanical Inspector at 337-8561. Any scheduling of inspections must be directed to 337-8026.