

**Mechanical Permit Application**  
 Big Rapids Charter Township  
 14212 Northland Drive  
 Big Rapids, MI 49307-2319  
[www.bigrapids-townshipmi.gov](http://www.bigrapids-townshipmi.gov)

**Effective January 1, 2020**

Authority: 1972 PA 230 Completion: Mandatory to obtain permit Penalty: Permit cannot be issued
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**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 AND JOB LOCATION (STREET NUMBER AND NAME)	NAME OF TOWNSHIP IN WHICH JOB IS LOCATED

**II. Contractor/Homeowner Information**

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> HOMEOWNER	NAME/CONTRACTOR OF RECORD (COMPANY)	STATE LICENSE NUMBER / EXPIRATION
ADDRESS (Street Number and Name)	CITY AND STATE	ZIP CODE
TELEPHONE NUMBER WITH AREA CODE	FAX	CELL PHONE NUMBER
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	WORKERS COMPENSATION CARRIER (or reason for exemption)	MESC EMPLOYER NUMBER (or reason for exemption)
E-MAIL ADDRESS		

**III. Type of Job**

<input type="checkbox"/> Single Family <input type="checkbox"/> New <input type="checkbox"/> Other <input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection <input type="checkbox"/> LP Tank	<input type="checkbox"/> Premanufactured MH Setup (HUD Approved) <input type="checkbox"/> Manufactured Home Setup
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**IV. Plan Review Required**

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:**

- 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 ft.
- 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 architecture or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission No. \_\_\_\_\_  Plans Not Required

**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 CONTRACTOR 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 Big Rapids Township Mechanical Inspector. I will cooperate with the Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**VII. Fee Clarification**

**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. **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.

**Complete Application on Back Side**

**VIII. Fee Chart** – enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	\$50	<b>1</b>	<b>\$50</b>	18. Heat Pumps: Commercial (pipe not included)	\$20		
2. Residential Heating System (includes duct & pipe)	\$50			19. Air Handlers/Heat Wheels	\$20		
3. Gas/Oil Burning (furnace) New and/or Conversion Units	\$30			20. Under 10,000 CFM	\$20		
4. Residential Boiler	\$30			21. Over 10,000 CFM	\$60		
5. Water Heater, Flue/Vent Damper gas or oil	\$5			22. Commercial Hoods	\$15		
6. Solid Fuel includes chimney ( ) Gas Burning Fireplace	\$30			23. Heat Recovery Units (each) V.A.V. Box/Unit Ventilators	\$10		
7. Chimney, factory built (installed separately)	\$25			24. Unit Heaters (Terminal Units)	\$15		
8. Solar; set of 3 panels (includes piping)	\$20			25. Fire Suppression / Protection - ( per head) minimum \$25	.75/ head		
9. Gas Piping; each opening new installation (residential)	\$5			26. Evaporator Coils	\$30		
10. Air Test Concealed Gas Lines	\$20			27. Refrigeration (Split System)	\$30		
11. Air Conditioning (includes split system)	\$30			28. Chiller/Cooling Towers/ Compressors	\$30		
12. Heat Pumps (complete residential)	\$30			29. INSPECTIONS Additional or Re-inspection	\$40		
13. Bath & Kitchen Exhaust	\$5			30. Underground, Rough-in	\$40		
14. Tanks-Above ground (piping)	\$20			31. Final	\$25	<b>1</b>	<b>\$25</b>
15. Underground (piping)	\$25			32. Hourly or Fractional Fee	\$50		
16. Piping minimum \$25	.05 /ft			33. Certification Fee	\$10		
17. Duct minimum \$25	.10/ft			34. <b>Fee for Work without permit</b>	<b>\$100</b>		

**TOTAL FEE DUE** \_\_\_\_\_

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Mechanical work shall not be started until the application for permit has been filed with Big Rapids Township. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.** The telephone number to schedule an inspection is provided for on this permit form. When ready for an inspection, call Big Rapids Township Building Department to schedule, providing as much advance notice as possible. Please provide 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 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 or reinstated.**

**WHERE TO SUBMIT APPLICATIONS:** For your convenience, Big Rapids Township operates its own local permit program for code enforcement and applications. Permits within the jurisdiction of Big Rapids Township should be submitted to:

**Big Rapids Township Building Department  
14212 Northland Drive  
Big Rapids, MI 49307**

Phone: 231-796-3603 Fax: 231-796-2533 Web Site: [bigrapidstownshipmi.gov](http://bigrapidstownshipmi.gov)

The Big Rapids Township Building Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.

**Make checks payable to: BIG RAPIDS TOWNSHIP BUILDING DEPARTMENT  
NO REFUNDS AFTER 30 DAYS**