

**BIG RAPIDS TOWNSHIP  
MECHANICAL PERMIT APPLICATION**

14212 Northland Dr., Big Rapids, MI 49307  
Phone: 231-796-3603 Fax: 231-796-2533

AUTHORITY: P A 230 of 1972, AS AMENDED  
  
COMPLETION: Mandatory To Obtain Permit  
PENALTY: Permit Can Not Be Issued

**I. Job Location**

Name/Owner/Agent	Has a building permit been obtained for this project? ___ Yes      ___ No      ___ Not required		
Street Address & Job Location (Street No. & Name)	City	Township	County

**II. Contractor/Homeowner Information**

___ Contractor ___ Homeowner	Name	State License Number	Expiration
Address (Street No. & Name)		State Registration Number	
City	State	Zip Code	
Telephone Number	Cell Phone	Federal Employer ID	
Workers Compensation Insurance		MESC Employer Number	

**III. Type Job**

___ Single Family	___ New	___ Service Only	___ Pre-manufactured Home Setup	___ State Owned
___ Other	___ Alteration	___ Special Inspection	___ Manufactured Home (HUD)	___ School

**IV. Plan Review Required**

See below for plan review requirements before completing this section. Plans and specifications must be submitted for one & two-family dwellings when 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 this 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 Public Act No. 299 of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:

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

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

**V. APPLICANT SIGNATURE**

Section 23a of the State Construction Code Act PA 230 of 1972, 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/Homeowner ( <i>Homeowners signature indicates compliance with Section VI</i> )	Date
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**VI. HOMEOWNER AFFIDAVIT**

I hereby certify the mechanical work described on this permit application shall be **installed by me in my own home**, in which I am living or about to occupy. All work shall be installed in accordance with the State 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 all necessary inspections.

**COMPLETE BACK SIDE OF 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 #18 Duct, **SHOULD NOT BE charged**. Replacement systems should be itemized.

**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 includes 1 inspection)	\$30	1	\$30	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 Equipment 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 V.A.V. Box/Unit Ventilators	\$10 ea		
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-minimum \$25	.75/hd		
9. Gas Piping: each opening new installation	\$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. Additional Reinspection	\$30		
13. Bath & Kitchen exhaust	\$5			30. Underground Inspection	\$30		
14. Tanks-Above ground & piping	\$20			31. Final	\$30		
15. Underground & Piping	\$25			32. Special/Safety Inspection Includes Certificate Fee- Per Hour or Fraction	\$45		
16. Piping minimum \$25	.05 /ft			33. Certification Fee	\$10		
17. Duct Minimum \$25	.10 /ft			34. Fee for Work Started Without a Permit	\$100		

**TOTAL FEES** \_\_\_\_\_

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Mechanical work shall not begin 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.** When ready for an inspection call Big Rapids Township providing as much advance notice as possible. Provide the job location and permit number.

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**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 canceled when no inspections are requested and conducted within six months of the date of issuance or the date of a previous inspection. Canceled permits cannot be refunded or reinstated.**

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**WHERE TO SUBMIT APPLICATION:** Big Rapids Township has adopted its own local program for code enforcement and applications for permits within the jurisdiction of the Township should be submitted to:

**BIG RAPIDS TOWNSHIP BUILDING DEPARTMENT, 14212 Northland Dr., Big Rapids, MI 49307.**  
**Phone: 231-796-3603 Fax: 231-796-2533.**

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

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