

City of Port Huron

Planning Department- Inspection Division
100 McMorran Boulevard, Port Huron, MI 48060
Phone: (810) 984-9733 Fax: (810) 984-5384

MECHANICAL PERMIT APPLICATION

Property ID #: 74-06- _____ - _____ - _____	Date Received:	Permit No.:
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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	City, State, Zip

II. CONTRACTOR/HOMEOWNER INFORMATION

Owner Name:	Owner Address (If different from Job Location)	
City, State, Zip Code	Owner Phone Number:	
Owner Email Address:		
CONTRACTOR COMPANY NAME:	Contractor Office Address:	
City, State, Zip Code	Contractor Email and/or Fax Number:	
Contractor Primary Phone Number:	Contractor Secondary/ Cell Phone Number:	
License Number	Expiration Date	Federal Employer ID or Reason from Exemption
MESC Employer Number or Reason for Exemption	Workers Comp. Ins. Carrier	

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. DESCRIPTION OF WORK TO BE DONE

(PLEASE BE VERY SPECIFIC)

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V. 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:

1. One- and two-family dwelling when the total building heating/cooling system input rating is 375,000 BTUs or less
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.
4. 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 direction of an architect or engineer licensed pursuant to P.A. 299 of 1980 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission No. _____ **Plans Not Required**

VI. APPLICANT SIGNATURE *Signature of Licensee or Homeowner*

Section 23a of the State Construction Code, Act 230 of 1972, as amended, 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 structure. Violators of Section 23a are subject to civil fines.

x _____
Signature of Applicant Date

VII. HOMEOWNER AFFIDAVIT

I hereby certify the Mechanical work 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 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 necessary inspections.

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 units being installed and multiply by the unit price for total fee)

ITEM	FEE	#	TOTAL	ITEM	FEE	#	TOTAL
1. Application Fee (Non-Refundable)	\$50.00	1	\$50.00	18. Duct (Min. \$25.00) PER FOOT	0.15		
2. Residential Heating System (includes duct and pipe) NEW BUILDING ONLY!	55.00			19. Heat Pumps; Commercial (Pipe not included)	25.00		
3. Gas/Oil Burning Equipment (furnace) New and/or conversion units	35.00			AIR HANDLERS/HEAT WHEELS	25.00		
4. Residential Boiler (See Section VIII)	35.00			□ 20. Under 10,000 CFM	65.00		
5. Water Heater	10.00			□ 21. Over 10,000 CFM			
6. Flue/Vent Damper	10.00			22. Commercial Hoods	20.00		
7. Solid Fuel Equipment (Includes Chimney) □ 39. Gas Burning Fireplace	35.00			23. Heat Recovery Units	15.00		
8. Chimney, Factory built- (Installed Separately) B Vent, PVC Venting	30.00			24. V.A.V. Boxes	15.00		
9. Solar; set of three panels (Includes Piping)	25.00			25. Unit Ventilators	15.00		
10. Gas Piping- each opening- New Installation (Residential)	10.00			26. Unit Heaters (Terminal Units)	20.00		
11. Air Conditioning (Includes Split Systems)	35.00			27. Fire Suppression/Protection (Min. \$20.00) PER HEAD	1.00		
12. Heat Pump; Complete Residential	35.00			28. Evaporator Coils	35.00		
13. Bath, Kitchen & Dryer Exhaust	10.00			29. Refrigeration (Split System)	35.00		
TANKS: □ 14. Aboveground (see Section VIII) □ 40. LP Tank Connection	25.00			30. Chiller	35.00		
□ 15. Underground (see Section VIII) □ 41. LP Tank Connection	30.00			31. Cooling Towers	35.00		
16. Humidifiers	15.00			32. Compressor	35.00		
17. Piping- Minimum \$25.00 □ 42. Process piping PER FOOT	0.10			33. Special/Safety Inspection	55.00		
				34. Rough/Additional Inspection	50.00		
				35. Final Inspection	50.00	1	\$50.00
				36. License Registration Fee	15.00		
				37. Plan Review Fee PER HOUR	60.00		
				38. Penalty Fee (Work started before permit issued)	-		

**Make Checks Payable to the "City of Port Huron"
TOTAL FEES DUE**

XI. INSTRUCTIONS FOR COMPLETING APPLICATION

General: Mechanical work shall not be started until the application for permit has been filed with the City of Port Huron. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected and approved.** The telephone number for the inspector is provided on the front of this form. When ready for an inspection, call the inspector 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 (6) months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six (6) 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. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

The City of Port Huron will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, heating, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

WHEN PROPERLY VALIDATED (IN SPACE BELOW) THIS IS YOUR PERMIT

ISSUED/RECEIVED BY: _____

RECEIPT NO. _____

DATE ISSUED _____

□ CASH

□ CHECK #: _____