

**Mechanical Permit Application**  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
P.O. Box 30255, Lansing, MI 48909  
517-241-9313  
www.michigan.gov/bcc

Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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**I. Project or Facility Information**

NAME OF OWNER/AGENT/SCHOOL/STATE DEPT.		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)	CITY	ZIP CODE	COUNTY
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township <b>OF:</b>			

**II. Applicant/Facility Contact Information**

INDICATE APPLICANT <input type="checkbox"/> Licensee <input type="checkbox"/> Owner	NAME OF OWNER/LICENSEE	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE	
TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS		
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)				
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA NUMBER (or reason for exemption)		

**III. Type of Job**

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

**IV. Plan Review Information**

**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 dwellings when the total building heating/cooling system input rating is 375,000 Btu's 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 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.

**BCC Plan Review Project 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 OWNER	DATE
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**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 need not be added. Replacement systems should be itemized.

	Fee	# of Items	Total		Fee	# of Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00	43. Exhausters (commercial)	\$15.00		
2. Residential Heating System (includes duct & pipe) New Building Only*	\$50.00			18. Duct - minimim fee \$25.00	\$.10 /ft		
3. Gas/Oil Burning Equipment (furnance, roof top units, generators)	\$30.00			19. Heat Pumps; Commercial (pipe not included)	\$20.00		
4. Boiler	\$30.00			<b>Air Handlers/Heat Wheels</b>			
5. Water Heater (gas piping & venting-direct replacement only)	\$5.00			20. Under 10,000 CFM	\$20.00		
6. Damper (control, back-draft, barometric or fire/smoke)	\$5.00			21. Over 10,000 CFM	\$60.00		
7. Solid Fuel Equipment (includes chimney)	\$30.00			22. Commercial Hoods	\$15.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00			23. Heat Recovery Units	\$10.00		
37. Gas Burning Fireplace	\$30.00			24. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00		
9. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00			25. Unit Ventilators/PTAC Units	\$10.00		
10. Gas Piping; each opening-new install (residential)	\$5.00			26. Unit Heaters (terminal units)	\$15.00		
11. Air Conditioning (incl. split systems) RTU-Cooling Only	\$30.00			27. Fire Suppression/Protection (includes piping)-minimum fee \$20.00	\$.75 / head		
12. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00			28. Coils (Heat/Cool)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00			29. Refrigeration (split system)	\$30.00		
16. Humidifiers/Air Cleaners	\$10.00			<b>Chiller/Cooling Towers</b>			
<b>Tanks</b>				30. Chiller-Refrigeration	\$30.00		
14. Aboveground (other than L.P.)	\$20.00			44. Chiller-Air Conditioning	\$30.00		
38. Aboveground Connection	\$20.00			31. Cooling Towers-Refrigeration	\$30.00		
15. Underground (other than L.P.)	\$25.00			45. Cooling Towers-Air Conditioning	\$30.00		
39. Underground Connection	\$25.00			32. Compressor/Condenser	\$30.00		
<b>Piping (ALL piping-minimum fee \$25.00)</b>				<b>Inspections</b>			
17. Fuel Gas Piping	\$.05 /ft			33. Special Insp. (pertaining to sale of bldg.)	\$75.00		
40. Process Piping	\$.05 /ft			34. Rough/Additional Inspection	\$75.00		
41. Hydronic Piping	\$.05 /ft			35. Final Inspection	\$75.00	1	\$75.00
42. Refrigeration Piping	\$.05 /ft			36. Certification Fee	\$30.00		
46. Commercial Air Conditioning Piping	\$.05 /ft						

\*See VII. Fee Schedule Item #2 above

NOTE: Under special circumstances the bureau will assess an hourly fee for inspection services at a rate of \$75.00 per hour.

**Total Fee (Must Include the \$75 non-refundable application and \$75 final inspection fees)**

**Make checks payable to "State of Michigan"**

VIII. Instructions for Completing Application

**General:** Mechanical work shall not be started until the application for permit has been filed with the Bureau of Construction Codes. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit 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**. **Schedule permitting, an inspector will respond to an inspection request within 2 business days to schedule the inspection. The inspector will typically perform the inspection within 5 business days as his or her schedule permits.**

**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. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

**Where to Submit Application:** The Bureau of Construction Codes is responsible for code enforcement in units of government throughout the state which have no local program and for all state owned buildings as well as public and charter school construction where a local delegation of authority does not exist. Permit applications for state issued permits should be sent to the address on the front of this application. If you are not sure whether a state permit or a local permit is appropriate, contact our office or your local building inspector. Questions regarding state issued permits may be directed to the Office of Management Services, Permit Section at 517-241-9313. Code questions may be directed to the Mechanical Division at 517-241-9325 or by email at [bccmech@michigan.gov](mailto:bccmech@michigan.gov).

Validation Area