

DATE STAMP:

# MECHANICAL PERMIT APPLICATION



CITY OF MONROE  
 120 E FIRST STREET  
 MONROE, MI 4816  
 (734)384-9186  
 FAX: (734) 384-9108

# \_\_\_\_\_

## 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	

## II. CONTRACTOR/HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License Number	Expiration Date
Address (Street No. and Name)		City	State
Telephone Number		Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier		MESC Employer Number	

## III. TYPE OF JOB

<input type="checkbox"/> Single Family <input type="checkbox"/> Other	<input type="checkbox"/> New Setup <input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection <input type="checkbox"/> LP Tank	<input type="checkbox"/> Premanufactured Home <input type="checkbox"/> Manufactured Home Setup	<input type="checkbox"/> State Owned <input type="checkbox"/> School
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## IV. PLAN REVIEW REQUIRED

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

- 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 a minor nature.
- Business, mercantile, and storage buildings 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 \$150,000

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

## V. APPLICANTS SIGNATURE

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.15323A, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential building or a residential structure. Violations of section 23a are subjected to civil fines.

Signature of License or Homeowner(Homeowner's signature indicates compliance with Section VI Homeowner Affidavit)

SIGNATURE \_\_\_\_\_ 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 City of Monroe Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

## 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.

**COMPLETE APPLICATION ON BACK SIDE**

VII. FEE CHART - Enter the number of items being installed, multiple by the unit price for total fee.

TOTAL	FEE	ITEMS	TOTAL	FEE	ITEMS	TOTAL
1. Application Fee (non-refundable)	\$90.00	1	\$90.00	18. Duct -minimum \$25.00	\$ .13/ft	
2. Residential Heating System (includes duct & pipes)	\$65.00			19 .Heat Pumps: Commercial Roof Top (pipe not included)	\$40.00	
3. Gas/Oil Burning Equipment New and/or Conversion Units	\$40.00			Air Handlers/Heat Wheels	\$40.00	
4. Residential Boiler	\$40.00			20. Under 10,000 CFM		
5. Water Heater	\$40.00			21. Over 10,000 CFM	\$75.00	
6. Flue/Vent Damper	\$6.00			22. Commercial Hoods	\$65.00	
7. Solid Fuel-Equip. (includes chimney) <input type="checkbox"/> Gas Burning Fireplace	\$40.00			23. Heat Recovery Units	\$13.00	
8. Chimney, Factory built-installed separately	\$30.00			24. V.A.V. Boxes	\$13.00	
9. Solar; set of 3 panels (includes piping)	\$25.00			25. Unit Ventilators	\$20.00	
10. Gas Piping; each opening-New installation	\$6.00			26. Unit Heaters (Terminal Units)	\$40.00	
11. Air Conditioning (residential includes split system)	\$40.00			27. Fire Suppression/Protection (20 Minimum)	\$ .95	
12. Heat Pumps; Complete Residential	\$40.00			28. Evaporator Calls	\$40.00	
13. Bath & Kitchen exhaust	\$13.00			29. Refrigeration (Commercial Split System)	\$40.00	
14. Storage Tanks- 275 gal to 550 gal	\$30.00			30. Chiller	\$75.00	
15. Over 550 gal	\$30.00			31. Cooling Towers	\$40.00	
16. Humidifiers	\$13.00			32. Compressor (15HP to 50 HP)	\$40.00	
17. Piping - minimum \$25.00	\$.07/ft.			33. Special/Safety Insp. (includes cert.fee)	\$65.00	
				34. Additional Inspection	\$65.00	

Make checks payable to "CITY OF MONROE"

**STARTING WORK WITHOUT PERMIT WILL BE EQUAL TO AMOUNT OF PERMIT TOTAL FEES**

BRIEF DESCRIPTION OF WORK BEING DONE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

GENERAL MECHANICAL work shall not be started until the permit has been issued by the City of Monroe Building Department. All installations shall be in conformance with the State of Michigan Mechanical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call the City of Monroe Building Department (734-384-9186). Please provide 24 hr notice. 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 the work. A PERMIT WILL BE CANCELLED 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.