



East China Charter Township  
 5111 River Rd.  
 East China, MI 48054  
 810-765-8879 X-116 /Email: [wendy@eastchinatownship.org](mailto:wendy@eastchinatownship.org)

## MECHANICAL PERMIT APPLICATION

AUTHORITY: 1972 PA 230  
 COMPLETION: Mandatory to obtain permit  
 PENALTY: Permit cannot be issued

### JOB LOCATION

Owner/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Address/Job Location \_\_\_\_\_ E-Mail \_\_\_\_\_

Has building permit been issued?  Yes  No  Not Required

### CONTRACTOR/HOMEOWNER

Contractor/Homeowner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

License # \_\_\_\_\_ Expires \_\_\_\_\_ Federal ID # \_\_\_\_\_

Workers Comp Ins. Carrier \_\_\_\_\_ MESC Employer # \_\_\_\_\_  
 (Or reason for exemption) (Or reason for exemption)

### TYPE OF JOB

Single Family:  New  Service Only  Pre-manufactured Setup (State Approved)  
 Other:  Alteration  Special Inspection  Manufactured Home Setup (HUD Mobile Home)

**APPLICANT SIGNATURE** Section 23a of the State Construction Act of 1972, PA, 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 subject to civil fines.

\_\_\_\_\_  
**Signature of Licensee or Homeowner**

\_\_\_\_\_  
**Date**

**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 State Mechanical Code and **shall not be enclosed, covered up, or put into operation until it has been inspected and approved** by the Local Mechanical Inspector. I will cooperate with the Local Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

\_\_\_\_\_  
**Signature of Homeowner**

\_\_\_\_\_  
**Date**

### PLAN REVIEW REQUIRED

**Plans must be submitted with an application for plan examination before a permit can be issued 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 inspector to be of a minor nature.
3. Business, mercantile or storage buildings having HAVC equipment only, with one fire area not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

What is the building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in the building? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer license pursuant to 1980 PA 299 and shall bear the architect's or engineer's seal and signature.

**Residential Heating System** – This item is used for the installation of a heating system in a **new residential structure**. Gas piping and duct **SHOULD NOT BE CHARGED**. Replacement systems should be itemized.

**Residential Boiler** - A licensed boiler installer must install a residential boiler.

**Tanks** – A homeowner must own the tank to install it. If a homeowner does not own the tank, a licensed mechanical contractor must install the tank.

# MECHANICAL PERMIT WORKSHEET

Phone - 810-765-8879

EAST CHINA TOWNSHIP

Fax – 810-765-1408

5111 RIVER ROAD - EAST CHINA, MI 48054

*24-HOUR NOTICE REQUIRED FOR ALL INSPECTIONS – CALL THE OFFICE TO SCHEDULE INSPECTIONS*

<b>LOCATION</b>
<b>PROJECT</b>

<b>APPLICANT</b>
<b>OWNER</b>

**ALL WORK STARTED WITHOUT A PERMIT IS SUBJECT TO A 50% PENALTY**  
 Failure to call for inspections will result in separate re-inspection fee assessment

	Fee	Qty	Total		Fee	Qty	Total
<b>APPLICATION FEE</b>	75.00	<u>1</u>	<u>75.00</u>	<b>DUCT WORK</b> -Minimum 25'	25.00	_____	_____
<b><i>Due on submittal</i></b>				Over 25' \$.10/ft		_____	_____
<b>Residential Heating System</b> (Includes Duct & Pipe)				<b>HEAT PUMPS/GEOTHERMAL</b>			
<b>New Building Only</b>	50.00	_____	_____	Residential (Complete Residential)	30.00	_____	_____
Gas/Oil Burning Equipment (furnace, roof top units, generators)	30.00	_____	_____	Commercial (Pipe not included)	40.00	_____	_____
Residential Boiler	30.00	_____	_____	<b>AIR HANDLERS - HEAT WHEELS</b>			
Water Heater (Gas piping & venting direct replacement only)	5.00	_____	_____	Under 10,000 CFM	20.00	_____	_____
Damper	5.00	_____	_____	Over 10,000 CFM	60.00	_____	_____
Solid Fuel Equip & Chimney	30.00	_____	_____	Commercial Hoods	15.00	_____	_____
Gas Fireplace	30.00	_____	_____	Heat Recovery Units	10.00	_____	_____
Chimney, Factory Built (Installed separately), B Vent, PVC Venting	25.00	_____	_____	VAV Boxes	10.00	_____	_____
Solar Panels – 3 Panels & Pipe	20.00	_____	_____	Unit Ventilators/PTAC Units	10.00	_____	_____
Gas Outlets – Each New Opening	5.00	_____	_____	Unit Heaters (Terminal Units)	15.00	_____	_____
Air Conditioning (Includes split systems) RTU Cooling only	30.00	_____	_____	<b>FIRE SUPPRESSION SYSTEM</b>			
Dryer, Bath & Kitchen Exhaust	5.00	_____	_____	Min \$20 or \$.75 per head	20.00	_____	_____
Humidifiers/Air Cleaners	10.00	_____	_____	(Includes Piping)			
<b>TANKS</b>				Coils (Heat/Cool)	30.00	_____	_____
Above Ground (Other than LP)	20.00	_____	_____	Refrigeration (Split System)	30.00	_____	_____
Above Ground Connection	20.00	_____	_____	Chiller	30.00	_____	_____
Below Ground (Other than LP)	25.00	_____	_____	Cooling Towers	30.00	_____	_____
Below Ground Connection	25.00	_____	_____	Compressor/Condenser	30.00	_____	_____
<b>GAS PIPING SYSTEMS</b>				<b>INSPECTIONS</b>			
Minimum \$25 or \$.05 ft	25.00	_____	_____	Rough	75.00	_____	_____
Process Pipe				Final	75.00	_____	_____
Minimum \$25 or \$.05 ft	25.00	_____	_____	Re-Inspection	75.00	_____	_____
				<b>PLAN REVIEW – 25% of Permit Fee</b>	\$	_____	_____
				Required for commercial, industrial & homes over 3,500 square feet			
				<b>ANNUAL LICENSE REGISTRATION</b>	<b>\$20.00</b>	_____	_____

You can print permit and application forms on our Web Site at [www.eastchinatownship.org](http://www.eastchinatownship.org)

**TOTAL**      \$ \_\_\_\_\_

Mechanical work shall not be started until the application for the permit has been filed with this office. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.**

**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 SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

# MECHANICAL PERMIT GENERAL INSTRUCTIONS

<b>Registration Fee</b>	<b>\$20.00</b>
<ul style="list-style-type: none"><li>• Copy of the Contractor's License</li><li>• Copy of Driver's License</li></ul>	
Mechanical work shall not be started until the application for a permit has been filed with the Charter Township of East China. All installations shall be in conformance with the State Mechanical Code. <b>No work shall be concealed until it has been inspected.</b>	
When <b>ready for an inspection</b> , call the Township Office at <b>810-765-8879, Ext. 116</b> . Please provide as much advance notice as possible. Always provide the <b>job location and permit number</b> .	
<b>EXPIRATION OF PERMIT</b>	
A permit remains valid as long as work is progressing and inspections are 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. <b>A permit will be cancelled when no inspections are required or conducted within six (6) months of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.</b>	