

Mechanical Permit

Mail completed application and check to:

**St. Charles Twp.
1003 N. Saginaw
St. Charles MI 48655
Phone 989-865-9010
Fax 989-865-9099**

For all applications, please call Scott Crofoot at 1-989-737-5671.

For Building Inspections, please call Scott Crofoot at 1-989-737-5671.

For Electrical inspections, please call Bill Neuhaus at 1-989-721-1112.

For Plumbing or Mechanical inspections please call Scott Steinke at 1-989-781-6973.

PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

- 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- 2. The permit must be posted and visible from the road.
- 3. The location must be identified by a street number or a sign indicating the owner's or contractor's name (Hand painted numbers or signs are fine.)

INSPECTIONS

There are a number of inspections required in each of the four codes (building, electrical, mechanical, and plumbing); therefore, you must call us when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

BUILDING:

- FOOTING – between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured because if the forms are in the wrong place it is MUCH cheaper to move forms than concrete. If you do not have an approval of forms, you pour at YOUR OWN RISK.
- FOUNDATION – before back filling when the walls are complete, damp proofed, or water proofed, and the foundation drains are completely installed.
- ROUGH-IN – when framing is completed BEFORE drywalling and AFTER electrical, plumbing and mechanical inspections.
- FINAL – when project is complete and ready for occupancy, and AFTER electrical, plumbing, and mechanical final inspection.

ELECTRICAL:

- TEMPORARY SERVICE – when temporary service is complete and ready for hook-up.
- PERMANENT SERVICE – when permanent service is completed and ready for hook-up.
- ROUGH-IN – BEFORE insulating or drywalling, when wiring which will be hidden is completed.
- FINAL – when all fixtures are set, plates are on and the building is ready to be occupied.

MECHANICAL:

- UNDERGROUND – if anything is to be covered by dirt or concrete.
- ROUGH-IN – anything in walls (including ducts or chimneys) BEFORE drywalling.
- FINAL – when all furnace and/or air conditioning are completed and operating and you are ready to occupy.

PLUMBING:

- UNDERGROUND – when pipes are all run in ground, BEFORE you backfill or pour concrete.
- ROUGH-IN – when pipes are all run in wall BEFORE drywalling, also drainage lines in ceiling of basement BEFORE covering.
- FINAL – when fixtures are all set and operating and you are ready to occupy.

Please remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call us and let us know. Also, please make sure that you are actually ready for inspection. If an inspection is called for and the job is not ready, a re-inspection fee will be charged.

Thank you and good luck with your project!

MECHANICAL PERMIT APPLICATION ST. CHARLES TOWNSHIP

1003 N. Saginaw St. * St. Charles, MI 48655 * Phone (989) 865-9010 * Fax (989) 865-9099

Authority: 1972 PA 230 Completion: Mandatory to Obtain Permit Penalty: Permit Cannot Be Issued
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I. Job Location

Name of Owner/Agent	Phone	Has a building permit been issued for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Street Address and Job Location (Street # and Name)		County

II Contractor / Homeowner Information

Indicate who the Applicant is <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Master <input type="checkbox"/> Water Treatment Installer	Name of Contractor or Homeowner	License #	Expiration Date
Address (Street # and Name)	City	State	Zip Code
Telephone Number (Include Area Code)	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"/> Single Family <input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other <input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

IV. 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: <ol style="list-style-type: none"> 1. One and two family dwelling 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. 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.
Plan Review Submission No. _____ <input type="checkbox"/> 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 HOMEOWNER (Homeowner's Signature indicates compliance with Section VI Homeowner Affidavit)	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 <u>inspected</u> and <u>approved</u> by the Township mechanical inspector. I will cooperate with the Township mechanical inspector and assume the responsibility to arrange for necessary inspections.
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Complete Application on Back Side

VII. Fee Clarification

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 #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 items being installed, multiply by the unit price for total fee.

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (Non-Refundable)	\$50.0	1	\$50.00	18. Duct -minimum fee \$25.00	\$.10 / ft		
2. Residential Heating System (includes duct and pipe) New Building Only*	\$20.00			19. Heat Pumps; Commercial (pipe not included)	\$20.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00			Air Handlers / Heat Wheels			
4. Boiler	\$30.00			20. Under 10,000 CFM	\$20.00		
5. Water Heater	\$5.00			21. Over \$10,000 CFM	\$60.00		
6. Damper	\$5.00			22. Commercial Hoods/Exhausters	\$15.00		
7. Solid Fuel Equip. (includes chimney)	\$30.00			23. Heat Recovery Units	\$10.00		
37. Gas Burning Fireplace	\$30.00			24. V.A.V. Boxes	\$10.00		
8. Chimney, factory built (installed Separately)	\$10.00			25. Unit Ventilators	\$10.00		
9. Solar; set of 3 panels - fluid transfer (includes piping)	\$20.00			26. Unit Heaters (Terminal Units)	\$15.00		
10. Gas Piping; each opening- New installation (residential)	\$5.00			27. Fire Suppression/Protection (includes piping) min fee \$20.00	\$.75/head		
11. Air Conditioning (includes split systems) RTU - Cooling Only	\$15.00			28. Evaporator Coils	\$30.00		
12. Heat Pumps (Complete Residential)	\$30.00			29. Refrigeration (split system)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust	\$5.00			30. Chiller	\$30.00		
Tanks				31. Cooling Towers	\$30.00		
14. Aboveground ***	\$20.00			32. Compressor/Condenser	\$30.00		
38. Aboveground Connection	\$20.00			Inspections			
15. Underground***	\$25.00			33. Special Safety Inspection (includes Cert. Fee)	\$50.00		
39. Underground Connection	\$25.00			34. Additional Inspection	\$50.00		
16. Humidifiers / Air Cleaners	\$10.00			35. Final Inspection	\$50.00	1	\$50.00
Piping -Minimum Fee \$25.00				36. Certification Fee	\$10.00		
17. Piping	\$.05 / ft			Total Fee (Must include the \$50.00 non-refundable app. Fee) <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>			
40. Process Piping	\$.05 / ft			Make Checks Payable to St. Charles Township			

*See VII. Fee Clarification Item #2 on front
 ***See VII. Fee Clarification Items #14 and 15 on front

IX. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with the City of Swartz Creek. 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.

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.**

Validation Area