



# MECHANICAL PERMIT APPLICATION

Isabella County Inspection Department  
200 N. Main Street  
Mt. Pleasant, MI 48858  
(989) 317-4061

**OFFICE USE ONLY**	
Permit No.:	_____
Date:	_____
Check No.:	_____
Receipt No.:	_____

## I. Job Location

Name of Property Owner	Phone Number	Property Tax ID #: (required)	
Street Address	City	Township	Section
Owner mailing address (Street No. & Name)	City	State	Zip Code
Owners email address			

## II. Contractor/Homeowner Information - Indicate Who the Applicant is: Contractor/Licensee Homeowner

Name of Contractor	Contractor License Number		Expiration Date
Contractors Address (Street No. & Name)	City	State	Zip Code
Phone Number	Federal Employer ID Number (or reason for exemption)		
Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)		
Contractor/Licensee email address			

## III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> BOCA Home Setup (Modular)	METHOD OF COMPLIANCE: <input type="checkbox"/> MICHIGAN BLDG CODE <input type="checkbox"/> REHABILITATION CODE
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration		<input type="checkbox"/> HUD Manufactured Home Setup (Mobile)	
DESCRIPTION OF WORK:				

## IV. Plan Review Required

Plans must be submitted with an application before a permit can be issued, except as listed below. **Plans are not required for the following:**

- 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 of 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 \$15,000.00.

If work being performed is described above, check box below "Plans Not Required".

**PLANS NOT REQUIRED**      **BUILDING SIZE IN SQUARE FOOTAGE:** \_\_\_\_\_  
**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 licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

## 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 13a are subjected to civil fines.

**Signature of Mechanical Contractor or Homeowner** (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

Homeowner Driver's License Number (if owner is doing the work): \_\_\_\_\_

## VI. Homeowner Affidavit

I hereby certify the plumbing work described on this permit application shall **be installed by myself in my own home** which I am living or about to occupy. All work shall be installed in accordance with the State Code and **shall not be enclosed, covered up, or put into operation** until it has been **inspected** and **approved** by the County Plumbing Inspector. I will cooperate with the County Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

**VII. Fee Clarification**

Fire Suppression Permits shall include the Base Fee plus minimum Fire Suppression Fee plus the per suppression head fee.  
 The Fire Suppression Fee per head above the minimum, is rounded to the nearest \$1.00.

**VIII. Fee Chart**

		FEE	#ITEMS	TOTAL
<b>BASE FEE NON-REFUNDABLE</b> (Admin Fee plus an Inspection)		<b>\$ 90.00</b>	<b>1</b>	<b>\$90</b>
<b>Heating System</b>	Gas <input type="checkbox"/>	\$ 31.00 each		
	Oil <input type="checkbox"/>			
	HVAC <input type="checkbox"/>			
	Heat Pump <input type="checkbox"/>			
	Solid Fuel <input type="checkbox"/>			
<b>Fireplace and Vent</b>		\$ 24.00 each		
<b>Chimney (Factory Built), Chimney Re-lining or B-Vent</b>		\$ 23.00 each		
<b>Dampers (Flue, Vent, Fire)</b>		\$ 7.00 each		
<b>Duct Systems / Hydronic Piping</b>		\$ 23.00 each		
<b>Bath/Kitchen Fans</b> (less than 1,000 CFM)		\$ 7.00 each		
<b>Central A/C, Split Refrigeration, Evap. Cooling</b>		\$ 24.00 each		
<b>Water Heater and Vent</b>		\$ 10.00 each		
<b>Gas Piping (each outlet)</b>		\$ 7.00 each		

		FEE	#ITEMS	TOTAL
<b>Infrared/Terminal Unit Heaters</b>		\$ 19.00 each		
<b>Air Handlers</b>	1,000 to 10,000 CFM	\$ 19.00 each		
	Over 10,000 CFM	\$55.00 each		
<b>Tanks (LPG Fuel Oil)</b> Includes Piping to Building		\$19.00 each		
<b>Humidifiers, Heat Recovery, VAV Box, Unit Ventilators</b>		\$ 10.00 each		
<b>Commercial Hoods</b>		\$ 19.00 each		
<b>Chillers/Cooling Towers/Compressors</b>		\$ 28.00 each		
<b>Fire Suppression (Min. \$19.00)</b>		\$ 0.55 / head		
<b>Mobile Home</b>		\$ 36.00 each		
<b>Inspection - Rough</b>		\$ 65.00 each		
<b>Inspection - Final</b>		\$ 65.00 each		
<b>Inspection - Additional</b>		\$ 65.00 each		
<b>Inspection – Special (min 2 hrs.)</b> (includes inspection report)		\$82.00		
<b>Hourly Inspection Rate</b> (for items not specifically specified)		\$41.00 /hour		

\* See VII FEE CLARIFICATION

\* Under special circumstances an hourly fee for inspection services may be assessed at a rate of \$41.00 per hour.

**TOTAL FEE**

(Fee must include \$90 base fee)

**Payment must be made at time of application. Make checks payable to "Isabella County".**

**IX. Instructions For Completing Application**

**General:** Mechanical work shall not be started until the application for permit has been filed with the Isabella County Inspection Department. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.** Call the inspection line **(989) 317-4220** providing as much advance notice as possible. You will need to provide 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 CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**Where to Submit Application:** The Isabella County Inspection Department is responsible for code enforcement in units throughout the county which have no local program. Permit applications for county issued permits should be sent to the address on the front of this application. If you are unsure of where to obtain your permit please contact our office. Questions regarding county issued permits may be directed to (989) 317-4061. Code questions may be directed to the Mechanical Inspector at (989) 317-4064.

**TOTAL PERMIT FEES MAY BE DOUBLED IF WORK IS STARTED BEFORE PERMIT IS ISSUED**