

CITY OF CHARLOTTE — MECHANICAL PERMIT APPLICATION

Incomplete Applications Will Not Be Processed — Directions/fee Clarifications on Back or Second Page

AUTHORITY: 1972 PA 230
 COMPLETION: Mandatory to obtain permit
 PENALTY: Permit can not be issued/Written Order to Stop Construction

Call to Schedule Inspections
 989 725 5050 or 810 496 0369 or 517 588 4523

JOB LOCATION

NAME OF OWNER _____
 STREET ADDRESS/JOB LOCATION _____
 TAX ID NUMBER _____
 OWNER'S PHONE _____
 CITY OF CHARLOTTE, EATON COUNTY MICHIGAN

APPLICANT IS CONTRACTOR HOMEOWNER

NAME HOMEOWNER/CONTRACTOR _____
 OWNER OF COMPANY/Q.O. _____
 COMPLETE MAILING _____
 CITY/STATE/ZIP _____
 PHONE _____
 CELL PHONE _____ (NOT REQUIRED)
 EMAIL ADDRESS _____ (NOT REQUIRED)

CONTRACTOR'S INFORMATION

FEDERAL ID or Reason for Exemption _____
 WORKMANS COMP or Reason for Exemption _____
 INSURANCE CARRIER _____
 MESC EMPLOYER NUMBER or Reason for Exemption _____

LICENSEE REGISTRATION

CONTRACTOR NAME _____
 QUALIFYING OFFICER _____
 LICENSE # _____ EXPIRATION _____
 CLASSIFICATIONS _____

If not registered with Regional Inspection please provide a copy of each license and State approved picture ID (i.e. driver's license) of each different licensee. No charge for registration. Registration expires with license.

TYPE OF JOB—Check all that applies

Has a building permit has been obtained for this project? Yes No Not required
 Have plans been submitted for plan review? Yes No Not required

- RESIDENTIAL No of units New construction
- COMMERCIAL Addition
- INDUSTRIAL Alteration/Remodel
- GOVERNMENT Mobile Home Setup
- Modular Home Setup
- Other _____
- Service only
- Special Inspection Only

LICENSING REQUIREMENTS

Section 23a of the State Construction Code Act of 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.

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

APPLICANT'S SIGNATURE

Homeowner's signature indicates compliance with Homeowner Affidavit.

SIGNATURE OF LICENSEE OR HOMEOWNER _____

DATE _____

FEE SCHEDULE

Reinspection Fee \$50 each

Mechanical Fee Schedule	Fee	# of Items	Total
Application fee — Non refundable Does not include inspection	\$45		
Inspections: Underground	\$40 ea		
Rough	\$40 ea		
Final	\$40 ea		
Other	\$40 ea		
Inspection: Special/Safety	\$60 ea		
Air Handlers: Under 1,500 cfm	\$25		
Over 1,500 cfm	\$50		
Air Conditioning: 1 ½ to 15 HP	\$35		
Air Conditioning: > 15 to 50 HP	\$40		
Air Conditioning: > 50 HP	\$45		
Boiler, Residential	\$40		
Centrifical, Absorption, Chiller Units	\$40		
Commercial Hoods	\$20		
Cooling Tower w/reservoirs	\$40		
Ducts: System	\$25		
Electronic Air Cleaners w/Washer	\$15		
Evaporator Coils	\$40		
Exhaust Kitchen/Bath/Dryer residential	\$10 ea		
Fire Suppression: Single Head	\$35		
< \$2,000	\$40		
each additional \$1,000	\$10 ea		
Fuel Equipment — Combined	\$45		
Fuel Equipment — Solid Fuel	\$40		
Fuel Tanks LPG/Oil	\$35		
Underground	\$50		
Gas Piping: Main Lines per 100 ft	\$25		
Each Branch Opening	\$5		
Gas Log Fireplace	\$40		
Gas/Oil Burner: Under 400,00 btu	\$40		
Gas/Oil Burner: Over 400,000 btu	\$50		
Heat Pump	\$30		
Heat Recov/Unit Ventilators/Heaters/VAV Box	\$15		
Heater — Infra-red	\$45		
Heater — Unit: gas/steam/hot water	\$40		
Humidifiers	\$15		
Hydronic Piping: Main lines per 100 ft	\$25		
Each Branch Opening	\$5		
Refrigeration: Self contained	\$30		
Under 5 HP (split system)	\$35		
Over 5 HP	\$50		
Solar Each Panel	\$12		
Vent Sys: All Flue Chimney sep. installed	\$25		
Vent Sys: Class B Vent sep. installed	\$20		
Water Heaters: Gas/Oil	\$10		
Plans Reviews see back for clarification			
TOTAL FEES			

Make checks payable to CITY OF CHARLOTTE
 Submit to: 111 E Lawrence Ave, Charlotte MI 48813

MUNICIPAL USE ONLY

Date Paid _____ Fee _____ Check/Cash _____ Receipt _____

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INSTRUCTIONS FOR COMPLETING APPLICATION

PAYMENT

Make checks payable to CITY OF CHARLOTTE

Submit Application and fees to City of Charlotte, 111 E Lawrence Ave, Charlotte MI 48813

GENERAL

Mechanical work shall not be started until a permit has been issued. All installations shall be in conformance with the State Mechanical Code. No work shall be concealed until it has been inspected and approved.

EXPIRATION OF PERMIT

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.

A PERMIT WILL BE CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION.

CANCELED PERMITS CANNOT BE REFUNDED OR REINSTATED.

This Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

INSPECTION REQUESTS/QUESTIONS

Questions regarding code or to schedule inspections call Regional Inspection , A Construction Code Authority at 989 725 5050; 810 496 0369 or 517 588 4523. Or Visit on-line at www.regionalinspection.com

REINSPECTIONS AND FEES

Reinspections are required when the inspector is locked out; when the work is incomplete or when code violations exist that require a reinspection. A reinspection fee of \$50 will incur each occurrence.

PLAN REVIEWS

Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's engineer signature and seal. Contact Regional Inspection , A Construction Code Authority at 989 725 5050; 810 496 0369 or 517 588 4523. Or Visit on-line at www.regionalinspection.com

PLAN REVIEW IS REQUIRED TO BE COMPLETED BEFORE A PERMIT CAN BE ISSUED.

- Exception 1: Alterations and repair work determined by the mechanical inspector to be of a minor nature.
- Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000
- Exception 3: A building of use group R-3 or R-4 containing not more than 3,500 square feet of building area.
- Exception 4: Repair or alteration to a Mechanical system that costs less than \$10,000 unless requested by administrative authority.

FIRE SUPPRESSION

Shop drawings are required for all fire suppressions. Exceptions to plan reviews are the same as listed above.