

CITY OF CHARLOTTE — MECHANICAL PERMIT APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED — Directions/Fee Clarifications on back or second page

AUTHORITY ACT 230 PA 1972, as Amended
 COMPLETION Installation Shall Not Be Started Until Application is Filed
 PENALTY Written Order to Stop Construction

Schedule Inspections/Questions
 Regional Inspection LLC
 toll-free at 866 724 5050

Date of Application

JOB LOCATION

Name of Owner/Agent _____
 Street Address/Job Location _____
 Tax ID Number _____
 Owner's Phone _____
 City of Charlotte, Eaton County, Michigan

APPLICANT IS CONTRACTOR HOMEOWNER

Name/Company _____
 Owner of Company _____
 Complete Mailing _____
 City/State/Zip _____
 Phone _____ Fax _____
 Cell Phone _____ (not required)
 email address _____ (not required)
 Federal ID or reason for exemption _____

 Workmans Comp or reason for exemption _____

Insurance Carrier _____
 MESC Employer Number or reason for exemption _____

Type of License _____
 Contractor Licensee Name _____
 Qualifying Officer Name _____
 License Number _____
 License Expiration _____

TYPE OF JOB—Check all that applies

Has a building permit has been obtained for this project?

Yes No Not required

- RESIDENTIAL 1-2 Family Dwellings
- COMMERCIAL Multi-Family _____ # of units
- INDUSTRIAL Addition
- GOVERNMENT Alteration/Remodel
- Other _____ Mobile Home Setup
- Special Inspection Only LP Tank
- Modular Home Setup

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 — Does not include inspection	\$45	1	\$45
Inspection: Underground, Rough Final Other	\$40 ea		
Inspection: Special	\$60 ea		
Air Handlers: Under 1,500 cfm	\$25		
Over 1,500 cfm	\$50		
Air Conditioning: 1 1/2 to 15 HP	\$35		
Air Conditioning: > 15 to 50 HP	\$40		
Air Conditioning: > 50 HP	\$45		
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		
Plan Review Fee \$100 +\$75/hour or 25% of Building Plan Review whichever is greater.			
TOTAL FEES			

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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 48813 phone (517) 543 8830

GENERAL:

Mechanical work shall not be started until the 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 LLC, A Construction Code Authority, toll-free at 866 724 5050. Visit on-line at www.regionalinspection.com

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.

A PLAN REVIEW IS REQUIRED 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.