



**MECHANICAL PERMIT APPLICATION  
BRANCH COUNTY MECHANICAL DEPARTMENT**

Inspector: Terry Thatcher  
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23 East Pearl Street  
Coldwater, MI 49036  
Phone: (517) 279-4303 Fax: (517) 279-6494  
Hours: 8 a.m. – 4:30 p.m.

|                     |
|---------------------|
| Date of Application |
|---------------------|

**I. JOB LOCATION**

|                             |      |  |  |
|-----------------------------|------|--|--|
| Name of Owner:              |      | It is the responsibility of the permit holder to schedule for an inspection. We require a 24-hour notice minimum, when scheduling for an inspection. |  |
| Street Address and Location | City | Township   |  |

**II. CONTRACTOR/HOMEOWNER INFORMATION**

|  |       |                      |                 |
|--|-------|----------------------|-----------------|
| <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner |       | State License Number | Expiration Date |
| Address  |       | Local License Number | Expiration Date |
| City   | State | Zip Code             |                 |
| Telephone Number<br>(     )  |       |                      |                 |

**ALL WORK STARTED BEFORE A PERMIT IS OBTAINED IS SUBJECT TO A \$100.00 FINE**

**III. FEE CHART** –Enter the number of items installed, multiply by the unit price for total fee.

|   | Fee  | # Item | Total |
|---|------|--------|-------|
| 1. Application Fee (non-refundable)                               | \$50 |        |       |
| 2. Gas or Oil Burners (new or used)                               | \$25 |        |       |
| 3. Boilers  | \$25 |        |       |
| 4. Water Heater-gas & oil (venting & fuel piping only)            | \$10 |        |       |
| 5. Roof Top Units (htg. & clg.)                                   | \$50 |        |       |
| 6. Solid Fuel Equipment-wood, coal, etc.<br>Gas burning fireplace | \$30 |        |       |
| 7. Combined Fuel Furnaces   | \$40 |        |       |
| 8. Solar Equipment (each panel)                                   | \$25 |        |       |
| 9. Air Conditioning Unit  | \$25 |        |       |
| 10. Centrifugal Units/Absorption Unit/Chillers                    | \$45 |        |       |
| 11. Cooling Towers w/Reservoirs                                   | \$45 |        |       |
| 12. Evaporator Coils  | \$45 |        |       |
| 13. Heat Pumps  | \$25 |        |       |
| <b>REFRIGERATION SYSTEMS</b>                                      |      |        |       |
| 14. Self Contained Units  | \$35 |        |       |
| 15. Spilt Systems   | \$50 |        |       |
| <b>AIR HANDLERS</b>   |      |        |       |
| 16. Self Contained Units  | \$35 |        |       |
| 17. Thru the Wall Fan Coil Vents                                  | \$35 |        |       |
| <b>DEDICATED VENT SYSTEMS</b>                                     |      |        |       |
| 18. All Fuel Chimneys   | \$15 |        |       |
| 19. Class "B" Vents (gas only) – Direct Vent                      | \$10 |        |       |
| 20. Bath/Clothes Dryer Vents (res.)                               | \$7  |        |       |
| 21. Kitchen Exhaust System (res.)                                 | \$10 |        |       |
| <b>UNIT HEATERS</b>   |      |        |       |
| 22. Gas/Oil Fired/Steam/Hot Water                                 | \$25 |        |       |
| 23. Infra-red (each section)                                      | \$25 |        |       |

| <b>DUCT WORK:</b> Duct Systems (includes Fire/dampers, vav boxes etc.)        |  |  |  |
|---|--|--|--|
| \$15  |  |  | 24. First 100 Lineal Feet                  |
| \$.05   |  |  | 25. Each Additional Foot                   |
| <b>Underground Duct Systems</b>   |  |  |  |
| \$15  |  |  | 26. First 100 Feet                         |
| \$.05   |  |  | 27. Each Additional Foot                   |
| <b>PIPING-GAS, OIL, LPG PROCESSING-CIRCULATION HOT WATER, AIR &amp; WATER</b> |  |  |  |
| \$15  |  |  | 28. First 100 Lineal Feet                  |
| \$.05   |  |  | 29. Each Additional Foot                   |
| \$3   |  |  | 30. Each Appliance Branch Line             |
| <b>FIRE SUPPRESSION SYSTEMS</b>   |  |  |  |
| \$15  |  |  | 31. Single Head Installation               |
| \$25  |  |  | 32. First 50 Heads                         |
| \$4   |  |  | 33. Each Additional 25 Heads               |
| \$25  |  |  | 34. Range Hood Suppression (each system)   |
| <b>MISCELLANEOUS EQUIPMENT</b>  |  |  |  |
| \$25  |  |  | 35. Commercial Range Hoods (each)          |
| \$30  |  |  | 36. Aboveground Tank (ea.) & Size _____    |
| \$37  |  |  | 37. Underground Tank (ea.) & Size _____    |
| \$7   |  |  | 38. Humidifiers                            |
| \$7   |  |  | 39. Electronic Air Cleaner                 |
| \$50  |  |  | 40. Add. Inspection (underground, etc.)    |
| \$50  |  |  | 41. Re-inspection (see back)               |
| \$65  |  |  | 42. Special Inspection (see back)          |
| \$50  |  |  | 43. Inspections                            |
| \$40  |  |  | 44. Plan review per hour                   |
| \$70  |  |  | 45. Water Heater - change out              |
| \$85  |  |  | 46. Furnace / AC- change out (both -\$110) |

**TOTAL FEES**  **MAKE CHECKS PAYABLE TO BRANCH COUNTY BUILDING INSPECTIONS.**

**MECHANICAL PERMIT APPLICATION**

**IV. APPLICATION SIGNATURE**

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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** (Homeowner must also sign affidavit below)

**V. HOMEOWNER AFFIDAVIT**

I hereby certify the mechanical work described on this permit 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 or approved by the County Mechanical Inspector. I will cooperate with the County Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**Signature of Homeowner**

**VI. TYPE OF JOB**

- Single Family     1. New     2. Remodel
- 3. Mobile Home     7. Modular     8. Other

**VII. PLAN REVIEW**

See Section VIII. For Plan Review requirements before completing this section.

- A. Plans not Required    B. Plans required and submitted
- C. Plans required but not yet submitted

**VIII. PLAN REVIEW REQUIREMENTS**

**Plans are not required** for the following:

- 1. One or two family dwelling containing not more than 3,500 square feet of building area.
- 2. Alterations and repair work determined by the mechanical official to be of a minor nature.
- 3. Business, Mercantile, and Storage Buildings IIVAC equipment only, with one fire area and not more than 3,500 square feet.
- 4. Work completed by governmental subdivision or state agency costing less than \$15,000.00

If work being performed is described above, answer Section VII "Plans not required".

Plans not required for all other building types and 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 or engineer's signature and seal. **TWO SETS OF PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

Plan review fees will be charged 25% of the building plan review but not less than \$40.00. Mechanical plan review fees shall be subject to commercial projects only.

**IX. SPECIAL INSPECTION INCLUDES 1- INSPECTION AND 1- REPORT.**

**X. REINSPECTION FEE**

- 1. All inspections found to be in violation are subject to a \$50.00 reinspection fee.
- 2. If the inspector finds a violation with the permit holders' project, the inspector must inform the permit holder.
- 3. The inspector will leave a copy of the inspection form on the project site stating the violations.
- 4. After the permit holder has corrected the violation, the permit holder must call the Building Department to schedule a reinspection.
- 5. If the project remains incorrect, an additional reinspection fee will be charged.

**XI. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Mechanical work shall not be started until the application for the permit has been filed with the Branch County Building Department. Non-compliance will result in a \$100.00 charge minimum. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.** The name of the inspector and the telephone number 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 location and the 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 month 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 CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OR PERVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED OR REFUNDED.**