MECHANICAL PERMIT APPLICATION

Permit # _____

To schedule inspections, call
Thomas Township
Plumbing Inspector
Scott Steinke
989-233-3831

Thomas Township
249 N. Miller Road
Saginaw, MI 48609
989-781-0150

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Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Permit cannot be issued

I. Job Location

NAME OF OWNER/AGENT	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? ☐ Yes # _____ ☐ Not Required
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	Homeowner Telephone Number (Required)
DETAILED WORK DESCRIPTION:	

II. Contractor/Homeowner Information

INDICATE WHO THE APPLICANT IS ☐ Contractor ☐Homeowner	NAME		STATE LICENSE NUMBER EXPIRATION DATE
ADDRESS (Street Number and Name)	STATE REGISTRATION NUMBER		LOCAL LICENSING JURISDICTION
CITY	STATE	ZIP	LOCAL LICENSE NUMBER EXPIRATION DATE
TELEPHONE NUMBER (Include Area Code)		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	
E-MAIL ADDRESS:			
WORKERS' COMPENSATION INSURANCE CARRIER (or reason for exemption)		MESC EMPLOYER NUMBER (or reason for exemption)	

III. Type of Job

☐ Single Family ☐ New ☐ Other ☐ Addition/Alteration	☐ Service Only ☐ Pre-manufactured Home Setup (State Approved) ☐ Special Inspection ☐ Manufactured Home Setup (HUD Mobile Home)	☐ State Owned ☐ School

IV. Plan Review Required

Plan 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:

1. One- and two-family dwellings 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 **"Plan Not Required."**

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. _____ ☐ **Plans Not Required Other**

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 subject to civil fines.

SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	Date

VI. Homeowner Affidavit

Mechanical Permit # _____

I hereby certify that the mechanical work described on this permit application shall be installed **by me 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 **inspected** and **approved** by the Thomas Township Mechanical Inspector. I will cooperate with the Thomas Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

VII. Fee Clarification – Enter the number of items being installed, multiply by the unit price for total fee.

	Fee	# Items	Total		Fee	# Items	Total
Addition to the existing permit-specify permit # being added to No. _____ Additions to an existing permit must be based on exact work being done. Partial payment not accepted.					**$37.50**		
1. Application Fee (non-refundable)	**$60.00**	**1**	**$60.00**	18. Duct – **minimum $25.00**	**$.05/ft.**		
2. Residential Heating Systems (Includes duct & Pipe) New Building Only*	**$30.00**			19. Heat Pump; commercial (Pipe not included)	**$20.00**		
3. Gas/Oil Burning Equipment (furnace, Generator, In-ground swimming pool heater) New and/or Conversion Units	**$30.00**			**Air Handlers/Heat Wheels** 20. Under 10,000 CFM	**$10.00**		
4. Residential Boiler**	**$30.00**			21. Over 10,000 CFM	**$10.00**		
5. Water Heater	**$10.00**			22. Commercial Hoods	**$10.00**		
6. Flue/Vent Damper	**$5.00 each**			23. Heat Recovery Units	**$10.00**		
7. Solid Fuel Equipment (includes Chimney)	**$10.00**			24. V.A.V Boxes	**$5.00**		
37. Gas Burning Fireplace	**$10.00**			25. Unit Ventilators	**$5.00**		
8. Chimney, Factory Build (installed separately)	**$10.00**			26. Unit Heaters (terminal units)	**$10.00**		
9. Solar; set of 3 panels (includes piping)	**$10.00**			27. Fire Suppression/Protection - **minimum $30.00**	**$.80 Per Head**		
10. Gas Piping; each opening – new installation (residential)	**$5.00**			28. Evaporator Coils	**$5.00**		
11. Air Conditioning (includes split systems)	**$15.00**			29. Refrigeration (split system)	**$5.00**		
12. Heat Pumps (complete residential)	**$30.00**			30. Chiller	**$5.00**		
13. Bath & Kitchen exhaust	**$5.00 each**			31. Cooling Towers	**$10.00**		
Tanks 14. Aboveground***	**$30.00**			32. Compressor	**$5.00**		
38. Aboveground Connection	**$30.00**			**Inspections** 33. Special/Safety Inspection (Includes Cert. fee)	**$25.00**		
15. Underground***	**$30.00**			34. Additional Inspection	**$55.00**		
39. Underground Connection	**$25.00**			35. Final Inspection	**$55.00**		
16. Humidifiers	**$5.00**			36. Certification Fee	**$25.00**		
Piping Systems – minimum $25.00 17. Piping	**$.05/ft.**						
40. Process piping – **minimum $25.00**	**$.05/ft.**						

***See VII. Fee Clarification, Item #2 on front**

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

Total Fee (Must include the $60.00 non-refundable application fee) **Total**

Make all checks payable to "Thomas Township"

IX. Instructions for Completing Application

General: Mechanical work shall not be started until the permit application has been filed. 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 is provided on the front of this permit form. When ready for an inspection, call the inspector providing 24-hour advance notice. The inspector will need the job location and permit number.

Expiration of Permit: A permit remains valid if 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.**

Valid Area

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the American Disabilities Act, you may make your needs known to this agency. (Rev. 3/23) for use beginning 4/1/2023