



# MECHANICAL PERMIT APPLICATION

\_\_\_\_\_  
**DATE**

## PROPERTY OWNER INFORMATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Driver's License/State ID # - State Issued  
*(Copy of Driver's License/State ID required)*

\_\_\_\_\_  
Address - Street #      Street Name

\_\_\_\_\_  
**CENTER LINE, MI**      **48015**  
City      State      Zip Code

\_\_\_\_\_  
Property Owner Mailing Address *(If different than property address) (Must be street address, PO Box not allowed)*

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
Email

**PLEASE NOTE: ALL CONTRACTORS MUST COMPLETE A CONTRACTOR REGISTRATION FORM**

## CONTRACTOR INFORMATION *(If work is to be completed by a Licensed Contractor)*

\_\_\_\_\_  
Name of Business      Address      City      State      Zip Code  
*(Must be street address, PO Box not allowed)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Driver's License/State ID # - State Issued  
*(Copy of Driver's License/State ID required)*

\_\_\_\_\_  
Address - Street #      Street Name  
*(Must be address on Driver's License/State ID)*

\_\_\_\_\_  
City      State      Zip Code

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
Email

**7070 E. 10 Mile Rd., Center Line 48015 - 586-757-6800**

[www.centerline.gov](http://www.centerline.gov)

*"Smalltown Lifestyle in the Heart of Metro-Detroit"*

**DESCRIPTION OF WORK:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PLAN REVIEW:** Plan review is not required for one, and two-family dwellings with an input of 375,000 BTUs or less, alterations determined to be minor by the building official or assembly, business and mercantile building under 3,500 sq. feet and one fire area. Plans are required for all other building types and shall be prepared under the direct supervision of a **qualified** architect or engineer licensed pursuant to Act 299, of the Public Acts of 1980, as amended, and shall bear that architect’s or engineer’s seal.

**HAVE PLANS BEEN SUBMITTED?**      **YES**      **NO**      **NOT REQUIRED**

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**OWNER AFFIDAVIT:** I hereby certify the 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 Inspector. I will cooperate with the Inspector and assume the responsibility to arrange for necessary inspections.

Print Name	Signature	Date
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**NOTE TO APPLICANT:** 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.

I, \_\_\_\_\_, HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.  
(Print Applicant Name)

Signature	Date
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Driver’s License/State ID # - State Issued	Applicant – Date of Birth
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- 1.     MECHANICAL PERMIT FEE SCHEDULE**
  - a.     All permits shall be assessed a non-refundable administration fee of \$20.00
  - b.     The Permit Fees for any mechanical permit shall be \$70.00 per inspection. One inspection and the application fee are required on all permits. Permit renewals shall be \$30.00. Permit fees are non-refundable after work has started and non-transferable.
  - c.     Contractor registration fee shall be \$15.00 for mechanical (all categories).
  - d.     Permits for new construction shall be for the minimum number of inspections required in Section 2.

- e. An investigative fee equal to the permit fee, shall be assessed if a permit was not issued prior to commencement of work.
- f. A fee of \$50.00 per inspection shall be charged for the re-inspection of all failed inspections.

**2. INSPECTIONS: MINIMUM NUMBER AND WHEN REQUIRED**

a. Mechanical: Single-Family Residential

- 1. For new construction a minimum of three inspections, a rough, final and gas line inspection shall be required for each heating system. A separate inspection shall be required for each cooling system. A heating or cooling unit without a distribution system shall require one inspection.

Remodels shall require a minimum of a rough and final inspection. For all other types or work of this class, inspections shall be required for each visit required from the mechanical inspector.

- 2. Pre-fab fireplaces shall require a minimum of one inspection per dwelling unit. Multiple fireplaces in the same dwelling unit, and inspected on the same visit, shall require one inspection. Units may also require a gas line inspection.

b. Mechanical: Multiple-Family, Commercial, Industrial

Each heating and/or cooling unit shall require one inspection. Each multi-family dwelling unit shall require a rough and final. Installation or modification of any distribution system not involving the associated heating/cooling unit shall require one inspection. Where an underground inspection(s) is required, an additional inspection shall be charged per visit. Gas lines require an additional inspection per system.

Refrigeration units of one horse-power or greater shall require one inspection per unit.

Concealed piping shall require an additional inspection per system.

**FEES & WORK DESCRIPTION:**

Type of Inspection or Fee	# of Inspections	Fee	Cost (No. x Fee)
Administration Fee <i>(Required)</i>	<b>1</b>	\$20.00	\$20.00
Re-Inspection		\$50.00	
Permit Renewals		\$30.00	
Temporary Service		\$70.00	
Permanent Service		\$70.00	
Underground Inspection		\$70.00	
Rough Inspection		\$70.00	
Final Inspection		\$70.00	
Other:		\$70.00	
Other:		\$70.00	
<b>TOTAL FEES:</b>			

<b>FOR OFFICE USE ONLY</b>		
	FEE:	PAID
Permit:	_____	_____
Registration:	_____	_____
Investigation:	_____	_____
Other:	_____	_____
Code Official Approval:	_____	
Date of Approval:	_____	