



St. Joseph
CITY OF

City of St. Joseph

700 Broad Street, St. Joseph, MI 49085
269-983-1212 Fax 269-985-0347

Mechanical Permit Application

Ken Jewell, Inspector 269-287-0425

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| Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request. | |
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I. Project or Facility Information

| | | | |
|---|------|--|--------|
| NAME OF OWNER/AGENT/SCHOOL/STATE DEPT. | | HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required | |
| STREET ADDRESS AND JOB LOCATION (Street Number and Name) | CITY | ZIP CODE | COUNTY |
| NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED | | | |
| <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF: | | | |

II. Applicant/Facility Contact Information

| | | | | |
|---|------------------------------|--------------------------------------|----------------|-----------------|
| INDICATE APPLICANT <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner | NAME OF HOMEOWNER/CONTRACTOR | COMPANY NAME | LICENSE NUMBER | EXPIRATION DATE |
| ADDRESS (Street Number and Name) | CITY | STATE | ZIP CODE | |
| TELEPHONE NUMBER (Include Area Code) | E-MAIL ADDRESS | | | |
| FEDERAL EMPLOYER ID NUMBER (or reason for exemption) | | | | |
| WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption) | | UIA NUMBER (or reason for exemption) | | |

III. Type of Job

| | | | |
|--|---|---|---|
| <input type="checkbox"/> Single Family <input type="checkbox"/> Other | <input type="checkbox"/> New <input type="checkbox"/> Alteration | Special Inspection Manufactured Home Setup (State Approved) Manufactured Home Setup (HUD Mobile Home) | <input type="checkbox"/> State Owned <input type="checkbox"/> School |
|--|---|---|---|

IV. Plan Review Information

Plans 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:

- One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below **"Plans Not Required."**

What is the building size in square footage? _____
 What is the input rating of the heating system in this building? _____

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.

BCC Plan Review Project No. _____ Plans Not Required

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 subjected to civil fines.

| | |
|--|------|
| SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI. Homeowner Affidavit) | DATE |
| <div style="border: 1px solid red; height: 20px; width: 100%;"></div> | |

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

VII. Fee Schedule

Item #2, Residential Heating System: This item is used for the installation of a heating system in a **new residential structure**. Items #10 Gas Piping and #18 Duct need not be added. Replacement systems should be itemized.

| | Fee | # of Items | Total | | Fee | # of Items | Total |
|---|-----------|------------|-------|---|--------------|------------|-------|
| 1. Application Fee (non-refundable) | \$75.00 | | | 43. Exhausters (commercial) | \$15.00 | | |
| 2. Residential Heating System (includes duct & pipe) New Building Only* | \$50.00 | | | 18. Duct - minimim fee \$25.00 | \$.10 /ft | | |
| 3. Gas/Oil Burning Equipment (furnance, roof top units, generators) | \$30.00 | | | 19. Heat Pumps; Commercial (pipe not included) | \$20.00 | | |
| 4. Boiler | \$30.00 | | | Air Handlers/Heat Wheels | | | |
| 5. Water Heater (gas piping & venting-direct replacement only) | \$5.00 | | | 20. Under 10,000 CFM | \$20.00 | | |
| 6. Damper (control, back-draft, barometric or fire/smoke) | \$5.00 | | | 21. Over 10,000 CFM | \$60.00 | | |
| 7. Solid Fuel Equipment (includes chimney) | \$30.00 | | | 22. Commercial Hoods | \$15.00 | | |
| 8. Chimney, factory built (installed separately), B Vent, PVC Venting | \$25.00 | | | 23. Heat Recovery Units | \$10.00 | | |
| 37. Gas Burning Fireplace | \$30.00 | | | 24. V.A.V. Boxes (all variable volume or zone damper equipment) | \$10.00 | | |
| 9. Solar; set of 3 panels-fluid transfer (includes piping) | \$20.00 | | | 25. Unit Ventilators/PTAC Units | \$10.00 | | |
| 10. Gas Piping; each opening-new install (residential) | \$5.00 | | | 26. Unit Heaters (terminal units) | \$15.00 | | |
| 11. Air Conditioning (incl. split systems) RTU-Cooling Only | \$30.00 | | | 27. Fire Suppression/Protection (includes piping)-minimum fee \$20.00 | \$.75 / head | | |
| 12. Heat Pumps (split systems) or Geothermal (complete residential) | \$30.00 | | | 28. Coils (Heat/Cool) | \$30.00 | | |
| 13. Dryer, Bath & Kitchen Exhaust (residential ducting not included) | \$5.00 | | | 29. Refrigeration (split system) | \$30.00 | | |
| 16. Humidifiers/Air Cleaners | \$10.00 | | | Chiller/Cooling Towers | | | |
| Tanks | | | | 30. Chiller-Refrigeration | \$30.00 | | |
| 14. Aboveground (other than L.P.) | \$20.00 | | | 44. Chiller-Air Conditioning | \$30.00 | | |
| 38. Aboveground Connection | \$20.00 | | | 31. Cooling Towers-Refrigeration | \$30.00 | | |
| 15. Underground (other than L.P.) | \$25.00 | | | 45. Cooling Towers-Air Conditioning | \$30.00 | | |
| 39. Underground Connection | \$25.00 | | | 32. Compressor/Condenser | \$30.00 | | |
| Piping (ALL piping-minimum fee \$25.00) | | | | Inspections | | | |
| 17. Fuel Gas Piping | \$.05 /ft | | | 33. Special Insp. (pertaining to sale of bldg.) | \$75.00 | | |
| 40. Process Piping | \$.05 /ft | | | 34. Additional Inspection | \$75.00 | | |
| 41. Hydronic Piping | \$.05 /ft | | | 35. Final Inspection | \$75.00 | | |
| 42. Refrigeration Piping | \$.05 /ft | | | 36. Certification Fee | \$30.00 | | |
| 46. Commercial Air Conditioning Piping | \$.05 /ft | | | | | | |

Total Fee (Must Include the \$75 non-refundable application and \$75 final inspection fees)

Make checks payable to "City of St. Joseph"

VIII. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with the Bureau of Construction Codes. 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 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 **job location and 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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

Where to Submit Application: The Bureau of Construction Codes is responsible for code enforcement in units of government throughout the state which have no local program and for all state owned buildings as well as public and charter school construction where a local delegation of authority does not exist. If you are not sure whether a state permit or a local permit is appropriate, contact our office or your local building inspector. Questions regarding state issued permits may be directed to the Office of Management Services, Permit Section at 517-241-9313. Code questions may be directed to the Mechanical Division at 517-241-9325 or by email at bccmech@michigan.gov.

Validation Area



ADDITIONAL INFORMATION REQUIRED FOR MECHANICAL PERMIT - Lines 2,3,4,5,11,12,19,29,32,46 of application AND PLUMBING PERMIT – Line 27 of application

Code Restrictions for Installation and Placement of Mechanical Equipment Based on Michigan Residential Code and the City of St. Joseph Zoning Ordinance. Contact Ken Jewell, Mechanical Inspector with questions at 269.287.0425.

1. Per MRC: Section 1804.2.6, #6, Power exhaust terminations shall be located not less than ten feet (10') from lot lines and adjacent buildings.
2. Per the City of St. Joseph Zoning Ordinance Section 3.9.3.c (residential, commercial, office and industrial properties) all heat pumps, air conditioners, emergency generators, and water pumps must comply with the following:
 - a. May not be installed in the Front Yard (area between the building and the street);
 - b. When located in the rear or to the side of the structure, must be at least three feet (3') from the rear or side lot line.
3. For all multi-family, commercial, or office properties (does not pertain to single family homes or two-unit residential structures), Section 19.5.2 of the Zoning Ordinance must also be met:

When located outside of a Building, support equipment including air conditioning and heating devices, water and gas meters, but not including plumbing or exhaust vents or chimneys, are to be screened to the height of the particular piece of equipment as follows:

- a. Roof-mounted or wall mounted equipment must be screened by architectural features from the view of pedestrians on abutting streets and parcels.
- b. Other Exterior equipment is to be screened by landscaping, a solid wall or fencing from the view of pedestrians on abutting streets and parcels.

