



MECHANICAL PERMIT APPLICATION

City of Saginaw
 Inspections Division
 1315 S. Washington Ave.
 Saginaw, MI 48601

(989) 759-1421 FAX (989) 759-159G

AUTHORITY: 1972 PA 230
 COMPLETION: MANDATORY TO OBTAIN PERMIT
 PENALTY: PERMIT CAN NOT BE ISSUED

I. JOB LOCATION

Name of Owner/Agent	Has a building permit been obtained for this project?		
	Yes	No	Not required
Street Address & Job Location (Street No. and Name)			

II. CONTRACTOR/HOMEOWNER INFORMATION

Contractor Homeowner	Name	License Number	Expiration Date
Address (Street No. and Name)		City	State
Telephone Number ()	Social Security Number	Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	

III. TYPE OF JOB

Single Family	New	Special Inspection	Premanufactured Home Setup (State Approved)	State Owned
Other	Alteration	LP Tank	Manufactured Home Setup (HUD Mobile Home)	School

IV. PLAN REVIEW REQUIRED

See below for plan review requirements before completing this section. Plans and specifications must be submitted for one-and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 Btu's.

What is the building size in square footage? _____

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

Have plans been submitted? **YES** **NO** **NOT REQUIRED**

Plans are required for all 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, except:

- 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.

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

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 Licensee or Homeowner <u>(Homeowner's signature indicates compliance with Section VI Homeowner Affidavit)</u>	Date
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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 State 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.

COMPLETE APPLICATION ON BACK SIDE

VII. FEE CLARIFICATIONS

ITEM #2, FURNACE:
 This item when used for the replacement of a furnace in a residential building Item #18 Gas Piping **SHOULD NOT BE** charged.

	FEE	# ITEMS	TOTAL
1. Application Fee	\$75.00		
2. Furnace	\$50.00		
3. Unit Heater	\$15.00		
4. Appliance Vent	\$15.00		
5. Repairs	\$15.00		
6. Boilers, compressors, absorption			
0-30 HP (105.5 kW)	\$30.00		
>30 HP (105.5kW) < 50 HP	\$50.00		
>50 HP (176 kW)	\$80.00		
7. Air Handler			
0-10000 CFM	\$20.00		
> 10000 CFM	\$50.00		
8. Evaporative Cooler	\$30.00		
9. Domestic Incinerator	\$15.00		
10. Comm./Industrial Incinerator	\$50.00		
11. Solid Fuel Equip or gas fireplace	\$30.00		
12. Air Conditioning Split System	\$30.00		
13. Heat Pumps (Comp Residential)	\$30.00		
14. Humidifiers	\$10.00		
15. Piping (minimum \$25.00) per ft	\$0.10		
16. Heat Pumps Comm w/o piping	\$20.00		

	FEE	# ITEMS	TOTAL
17. Ventilation or exhaust fan			
Single Duct	\$5.00		
Free Standing System	\$10.00		
Hood	\$10.00		
18. Gas Piping			
up to four outlets	\$10.00		
each added over four	\$5.00		
19. Heat Recovery Units	\$10.00		
20. VAV Boxes	\$10.00		
21. Unit Ventilators	\$10.00		
22. Fire Suppression/Protection / head			
Minimum \$20.00	\$20.00		
23. Refrigeration split system	\$30.00		
24. Chiller	\$30.00		
25. Cooling Towers	\$30.00		
26. Water Heater	\$10.00		
27. License Registration Fee	\$15.00		
28. Refundable Reinspection Fee ¹	\$60.00		
29. Special Inspection Fee	\$30.00		

TOTAL FEES

Make checks payable to "CITY OF SAGINAW"

IX. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the application for permit has been filed with the Inspections Division. All installations shall be in conformance with the State 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 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 CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

WHERE TO SUBMIT APPLICATION: The City of Saginaw Inspections Division is responsible for code enforcement in the City limits of Saginaw.

Questions concerning the Mechanical code may be directed to the Mechanical Inspector Darrin Jerome (989) 759-1423.

The City of Saginaw 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 Americans with Disabilities Act, you may make your needs known to this agency.