

**MECHANICAL PERMIT APPLICATION**  
 City of East Grand Rapids  
 C/O Cascade Charter Township  
 3040 Charlevoix Dr SE Suite 175  
 Grand Rapids, MI 49546  
 (616) 949-3765  
 www.cascadetwp.com

**I. JOB LOCATION**

|   |                             |   |              |
|---|-----------------------------|---|--------------|
| Name of Owner/Agent                               | Telephone Number<br>(     ) | Has a building permit been obtained for this project? |              |
| Street Address & Job Location (Street No. & Name) | Suite #                     | Yes      No      Not Required                         | City/Village |
|   |                             |   | Township     |

**II. CONTRACTOR/HOMEOWNER INFORMATION**

|  |                       |  |                 |
|--|-----------------------|--|-----------------|
| Contractor   | Name                  | License Number                                 | Expiration Date |
| Homeowner  |                       |  |                 |
| Address (Street No. & Name)                                      |                       | City   | State           |
|  |                       |  | Zip Code        |
| Telephone Number<br>(     )                                      | Fax Number<br>(     ) | Email  |                 |
| Workers Compensation Insurance Carrier (or reason for exemption) |                       | MESC Employer Number (or reason for exemption) |                 |
| Federal Employer ID Number (or reason for exemption)             |                       |  |                 |

**III. TYPE OF JOB**

|                                     |            |                    |   |
|-------------------------------------|------------|--------------------|---|
| Single Family                       | New        | Special Inspection | Premanufactured Home Setup (State Approved) |
| Other                               | Alteration | LP Tank            | Manufactured Home Setup (HUD Mobile Home)   |
| Work Area / Description (required): |            |                    |   |
|                                     |            |                    |   |

**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**

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**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:**

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 3,000 square feet.
4. 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. (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)**

|                                    |                    |      |
|------------------------------------|--------------------|------|
| Signature of Licensee or Homeowner | Print or Type Name | Date |
|------------------------------------|--------------------|------|

**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 Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**COMPLETE APPLICATION ON BACK SIDE**

**VIII. FEE CHART** - Enter the number of items being installed, multiply by the unit price for total fee.

|  | FEE      | # ITEMS | TOTAL |
|--|----------|---------|-------|
| 1. Application Fee (non-refundable) Includes 1 Inspection          | 50.00    | 1       | 50.00 |
| 2. Residential Heating System (includes duct & pipe)               | 50.00    |         |       |
| 3. Residential Furnace Replacement                                 | 30.00    |         |       |
| 4. Residential Boiler  | 30.00    |         |       |
| 5. Water Heater  | 5.00     |         |       |
| 6. Flue Liner  | 5.00     |         |       |
| 7. Solid Fuel Equip. (includes chimney)<br>Gas Burning Fireplace   | 30.00    |         |       |
| 8. Chimney, Factory built – Installed separately                   | 25.00    |         |       |
| 9. Solar, set of 3 panels (includes piping)                        | 20.00    |         |       |
| 10. Gas Piping; each opening – new installation                    | 5.00     |         |       |
| 11. Air Conditioning – New or Replacement (includes split systems) | 30.00    |         |       |
| 12. Heat Pumps; Complete Residential                               | 30.00    |         |       |
| 13. Bath & Kitchen exhaust   | 5.00     |         |       |
| Tanks -  |          |         |       |
| 14. Aboveground  | 20.00    |         |       |
| 15. Underground  | 25.00    |         |       |
| 16. Humidifiers  | 10.00    |         |       |
| 17. Piping - minimum \$25.00                                       | \$.05/ft |         |       |

|   | FEE          | # ITEMS | TOTAL |
|---|--------------|---------|-------|
| 18. Duct - minimum \$25.00                      | \$.10/ft     |         |       |
| 19. Heat Pumps; Commercial (pipe not included)  | 20.00        |         |       |
| Air Handlers/RTU's                              |              |         |       |
| 20. Less than 5 ton                             | 20.00        |         |       |
| 21.5 ton or greater                             | 60.00        |         |       |
| 22. Commercial Hoods                            | 15.00        |         |       |
| 23. Heat Recovery Units                         | 10.00        |         |       |
| 24. V.A.V. Boxes                                | 10.00        |         |       |
| 25. Unit Ventilators                            | 10.00        |         |       |
| 26. Unit Heaters (Terminal Units)               | 15.00        |         |       |
| 27. Fire Suppression/Protection Minimum \$20.00 | \$.75 / head |         |       |
| 28. Evaporator Coils                            | 30.00        |         |       |
| 29. Refrigeration (split system)                | 30.00        |         |       |
| 30. Chiller                                     | 30.00        |         |       |
| 31. Cooling Towers                              | 30.00        |         |       |
| 32. Compressor                                  | 30.00        |         |       |
| 33. Additional Inspection                       | 50.00        |         |       |
| 34. Final Inspection                            | 50.00        |         |       |

Make checks payable to "Cascade Charter Township"

TOTAL FEES

**VI(a). FEE CLARIFICATION**

**ITEM #2, RESIDENTIAL HEATING SYSTEM:**

This item is used for the installation for a heating system in a new residential structure. Items #10; Gas Piping and #18; Duct, **SHOULD NOT BE** charged. Replacement systems should be itemized.

**VIII. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Mechanical work shall not be started until the application for permit has been filed with Cascade Charter Township. 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.**