



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Mechanical Permit Application

Project Address		Has a Building Permit Been Obtained for the Project: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Owner Name		Phone	
Address		E-mail	
Contractor Name (if applicable)		Phone	
Address		E-mail	
State of MI License # (Required)		Expiration Date (Required)	
FEIN - or reason for exemption (Required upon License Expiration)		Unemployment Insurance Agency Number - or reason for exemption	
Workers Comp Insurance Carrier - or reason for exemption (Required upon License Expiration or Change in Carrier)			
Type of Improvement: <input type="checkbox"/> Single Family <input type="checkbox"/> New <input type="checkbox"/> Other <input type="checkbox"/> Alteration		<input type="checkbox"/> Special Inspection <input type="checkbox"/> Premanufactured Home Setup (State Approved) <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	
Provide a Description of the Work Being Done and Where In the Building:			
Plan Review: In addition to the building permit, a plan review may be required based on the answers to the below questions: What is the total building heating/cooling system input rating? _____ What is the building size in square footage? _____			
Work Being Done by: <input type="checkbox"/> Owner – 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 local Mechanical Inspector. I will cooperate with the local Mechanical Inspector and assume the responsibility to arrange for necessary inspections. _____ Initial <input type="checkbox"/> Contractor – I hereby certify that the proposed work is authorized by the owner of record and that, if applicable, the contractor has been authorized by the owner to submit this application as their authorized agent. Owner and contractor agree to conform to all applicable laws of the State of Michigan. Section 23a of the state construction code act of 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.			
Applicant Name		Applicant Signature	
		Date	
Instructions for Completing Application: Mechanical work shall not be started until the application for permit has been filed with the City of Alpena. 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 inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location and permit number.			

