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Building Safety Division
Community Development Department
47450 Woodward Ave. Pontiac, MI 48342
www.pontiac.mi.is/building

Phone: 248-758-2800
Email Contractor registration to registration@pontiac.mi.us
Email Inspections requests to inspections@pontiac.mi.us

Mechanical Permit Application

Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.		
I. Project or Facility Information			
NAME OF OWNER/AGENT/SCHOOL/STATE DEPT.		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? ☐ Yes ☐ No ☐ 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 ☐ City ☐ Village ☐ Township OF:			
II. Applicant			
NAME		E-MAIL	
ADDRESS	CITY	STATE	ZIP CODE TELEPHONE NUMBER (Include Area Code)
III. Owner of the land in fee of project location			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
IV. Mechanical Contractor			
NAME	COMPANY NAME	STATE OF MICHIGAN LICENSE NUMBER/CLASSIFICATIONS	EXPIRATION DATE
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		E-MAIL	
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)	

V. Purpose of Project

- | | | | |
|--|-------------------------------------|--|--------------------------------------|
| ☐ 1-& 2-family dwelling | ☐ New | ☐ Other _____ | ☐ State-owned |
| ☐ Other _____ | ☐ Alteration | ☐ Premanufactured Home Setup (State Approved) | ☐ School |
| | | ☐ Manufactured Home Setup (HUD Mobile Home) | |

VI. 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 use group 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** (PR subject to verification by official)



VII. FEE SCHEDULE – Please indicate at the left, each item of information pertinent to your mechanical installation permits.

Item #2, Residential Heating System: This item is used for the installation of a forced-air heating system in a new residential structure. Items #13 Gas Piping and #33 Duct need not be added. Replacement systems should be itemized.

Please note: The permit application fee is not refundable.

✓	FEES	MECHANICAL FEE SCHEDULE-DESCRIPTIONS
	205.00	New Home Set-Up Fee (does not include Central Air Conditioning)
	35.00	Application Fee
	75.00	Minimum Fee
	50.00	Re-Connect Equipment Electrical (All)
		HEATING EQUIPMENT – NEW INSTALLATION OR REPLACEMENT FURNACES
		Over 40,000 to 100,000 BTU Per Hour:
	50.00	1. First 10 Units at Each Occupancy – Each Unit
	35.00	2. Each Additional unit Over 10 at Same Occupancy
		Over 200,000 to 400,000 BTU Per Hour:
	55.00	Each Unit
	35.00	Qty. _____ WATER HEATER, Qty. _____ CHIMNEY LINER, Qty. _____ FIREPLACE, Qty. _____ FIRE DAMPERS
		GAS PIPING SYSTEM PERMIT:
	75.00	1. Gas Pressure and Piping Test 0 --- (15 lbs. Of pressure on 30 lb. Gauge for 24 Hours)
	35.00	Each System (Furnace, Water Heater, Dryer,
	45.00	Pressure Test each System
	0.10/ft.	Fuel gas, process, hydronic, refrigeration, commercial air conditioning Range). Note: Domestic Hot Water Supply Heaters or Boilers Having Inputs 50,000 BTU and Over Shall Require Burner Permit as Per BTU of Equipment.
		SPACE HEATING/COOLING DISTRIBUTION SYSTEMS DUCT WORK:
	40.00	Up to 100,000 BTU Fuel Input Per Hour
	50.00	Over 100,000 to 200,000 BTU Fuel Input Per Hour
	60.00	Over 200,000 to 400,000 BTU Fuel Input Per Hour
	85.00	Over 400,000 to 2,000,000 BTU Fuel Input Per Hour
	125.00	Over 2,000,000 to 5,000,000 BTU Fuel Input Per Hour
		COMFORT COOLING EQUIPMENT AND SYSTEMS:
		Self-contained units or systems having an approved rated capacity Of 60,000 BTU per hour or 5 tons or less:
	75.00	1. First 10 Units at Same Location/Ea Unit
	40.00	2. Additional Units Over 10 at Same Location /Ea Unit
	65.00	60,000 BTU (5 Tons) to 120, 000 BTU (10 Tons)/ Ea Unit
	75.00	120,000 BTU (10 Tons) to 600,000 BTU (50 Tons)/Ea Unit
	150.00	600,000 BTU (50 Tons) to 1,500,000 BTU (125 Tons)/Ea Unit
	60.00	Alterations to Each System (This doesn't include additional compressors. Compressors require installation permits based on their BTU or Tonnage capacity).
		COMMERCIAL CLOTHES DRYER FOR INSTALLATION OR REPLACEMENT:
	60.00	First 5 Units in Same Location (each)
	30.00	Each Additional Commercial Clothes Dryer at Same Location
		LIQUEFIED PETROLEUM GAS SYSTEMS AND STORAGE:
	70.00	Over 500 Gallons to 1,200 Gallons
	120.00	Over 1,200 Gallons
		FIRE SUPPRESSION SYSTEMS
	75.00	Inspection of Sprinkler Head - First 10 Heads
	10.00	All Other Heads Over 10 (each)
		COMMERCIAL HOOD SYSTEMS
	200.00	Each New or Modified System
		DUCT SYSTEMS – INSTALLATION, ALTERATION OR ADDITIONS:
	35.00	Up to 1,000 Cubic Feet Per Minute of Air
	35.00	Over 1,000 CFM to 2,000 CFM
	40.00	Over 2,000 CFM to 4,000 CFM
	45.00	Over 4,000 CFM to 20,000 CFM
	50.00	Over 20,000 CFM to 50,000 CFM



		Roof Top Units
	150.00	Up to 100,000 BTU
	175.00	200,000 BTU to 400,000 BTU
	200.00	Over 400,000 BTU to 2,000,000 BTU
	225.00	Over 2,000,000 BTU to 5,000,000
		Refrigeration System For Other Than Comfort Cooling
		Self-Contained System/Compressor, Activated by Motors or Engines:
	35.00	Up to 5HP
	45.00	Over 5HP to 10HP
	55.00	Over 10HP to 50HP
	65.00	Over 50HP to 1,255HP
		INSTALLATION PERMIT – TANK (Fuel Oil or other)
	40.00	Above ground, not exceeding 550 gallons
	60.00	Below ground, not exceeding 550 gallons
	60.00	Over 550 Gallons to 5,000 Gallons
	70.00	Over 5,000 Gallons to 20,000 Gallons
	80.00	Over 20,000 Gallons to 50,000 Gallons
	100.00	Over 50,000 Gallons to 200,000 Gallons
	125.00	Over 200,000 Gallons
	40.00	Air/Exhaust Vents
		AIR HANDLING EQUIPMENT OR SYSTEMS:
		Blower, fans, and electronic air cleaner, new installation
	35.00	Up to 4,000 CFM
	40.00	Over 4,000 to 50,000 CFM
	20.00	Heat recovery unit/radiator
		MOBILE HOME MECHANICAL HOOK-UP:
	75.00	Per Unit
	150.00	Boiler 200,000 BTU
		SPECIAL MECHANICAL INSPECTION FEES:
	200.00	Inspection for Determining Code Compliance
	200.00	Overtime Inspection
	15.00	Contractor Registration
	50.00	Permit Extension
		Penalty Fee
	250.00	Work Done Without Permit – Residential
	500.00	Work Done Without Permit - Commercial

VIII. Instructions for Completing Application

General: Mechanical work shall not be started until the permit has been issued by the Bureau of Construction Codes. All installations shall be in compliance 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 and provide the job location, permit number, and contact information. Schedule permitting, the inspector will respond to an inspection request within two (2) business days to schedule the inspection. Inspections are typically performed within five (5) business days subject to the inspection schedule.

SCOPE OF WORK:



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 inspection authority and for all state-owned buildings as well as school construction where a local delegation of authority does not exist. Prior to applying for a permit, please review the [Statewide Jurisdiction List](#) for anything other than K-12 Educational Facilities. For K-12 Educational Facilities please review the [Local School Construction Enforcement List](#). This information is updated regularly due to changes in the construction code enforcement authority as they may be conducted by either the state, county, or local unit of government. A permit application must be submitted to the enforcement agency based upon these lists. Permit applications should be sent to the address on the first page of this application. Questions regarding issued permits may be directed to bccpermits@michigan.gov or 517-241-9313.

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.

I, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, or proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE

DATE