

## MECHANICAL PERMIT APPLICATION MILAN TOWNSHIP

16444 Cone Road  
Milan, MI 48160  
734-439-1707  
www.milintownship.org

Completion of application is mandatory in order to obtain a permit per Public Act 230 of 1972  
Note: Separate Applications Must be completed for Building, Plumbing and Electrical Work Permits

I. PROJECT INFORMATION	
Address or Location:	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Project Description:	

II. TYPE OF PROJECT	
<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"/> LP Tank
<input type="checkbox"/> Pre-manufacture Home Set-up (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Manufactured Home Set-up (HUD Mobile Home)	<input type="checkbox"/> School

III. CONTRACTOR / HOMEOWNER INFORMATION	
<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	<b>Name:</b> _____ License Number _____      Expiration Date _____
Address	City, State, Zip
Telephone Number	Federal Employer ID Number (or reason for exemption)
Workers Comp Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)

IV. PLAN REVIEW REQUIRED
<p><b>See below for plan review requirements before completing this section.</b> 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.</p> <p>What is the input rating of the heating system in this building? _____;      What is the building size in square feet? _____</p> <p>Have plans been submitted? (See below for plan review requirements before completing this section.) <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Not Required</p> <p><b>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 Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:</b></p> <ol style="list-style-type: none"> <li>1. One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.</li> <li>2. Alterations and repair work determined by the mechanical official to be of a minor nature.</li> <li>3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.</li> <li>4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.</li> </ol> <p><b>PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.</b></p>

V. APPLICANT SIGNATURE	
<p>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.</p>	
Signature of Licensee or Homeowner (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	Date

VI. HOMEOWNER AFFIDAVIT
<p>I hereby certify the Mechanical work described on this permit application shall be installed <u>by myself in my own home</u> which I am living or about to occupy. All work shall be installed <b>in accordance with the State Mechanical Code and shall not be enclosed, covered up, or put into operation</b> until it has been <u>inspected and approved</u> by the State Mechanical Inspector. I will cooperate with the State Mechanical Inspector and assume the responsibility to arrange for necessary inspections.</p>

<p><b>MECHANICAL PERMIT FEE: \$60.00 per inspection</b>          (If no work is done in the Township within a year, a \$15.00 administrative fee will be charged.)</p>	\$ _____
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**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 Mechanical Code. **No work shall be concealed until it has been inspected.**

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 completed. 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 CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**FEE CLARIFICATION:**

Item #2, RESIDENTIAL HEATING SYSTEM:

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

The Department of Consumer and Industry Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

**APPLICATION INSTRUCTIONS**

Applications to the Township for a Mechanical Permit shall be in writing signed by the licensee or homeowner(s) of the property and accompanied by a description of the proposed construction/alterations and a statement of the proposed use. The fee shall be paid over the Township Clerk and shall be deposited in the General Fund of the Township.

Building / Zoning Inspector: Dave Friend 734-693-4460  
Electrical Inspector: Dave Tubbs 734-755-0481

Mechanical Inspector: Jeff Feldkamp 810-691-0145  
Plumbing Inspector: Willie Higgs 734-971-1167