



2650 LaFranier Rd, Traverse City MI 49686  
 231-995-6044 codes@gtcountymi.gov  
 www.gtcountymi.gov/codes

# MECHANICAL PERMIT APPLICATION

Effective 3/23/2023

## All Information is Required:

### Job Site Info:

Address	City
Township	Occupant

### Owner Info:

Name		
Mailing Address		
City	State	Zip
Home Phone Number	Email address	

### Contractor Info:

Business Name (Name on License)	Mech Contractors License	Class	Exp Date
Mailing Address	Boiler License No.	Class	Exp Date
City	State	Zip	Tax, Fed, or Emp ID
Phone Number	Cell Number	Email address	

JOB QUESTIONS	
Multi Unit:	Yes / No
BTUS:	_____
<b>Check One</b>	
<b>Residential:</b>	<b>Commercial:</b>
New <input type="checkbox"/>	New <input type="checkbox"/>
HUD <input type="checkbox"/>	Addition <input type="checkbox"/>
MRC <input type="checkbox"/>	Replace <input type="checkbox"/>
Replace <input type="checkbox"/>	Remodel <input type="checkbox"/>
Addition <input type="checkbox"/>	
Remodel <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Requirement of Plans</b>	
<b>Yes / No</b>	
<input type="checkbox"/> <input type="checkbox"/>	2 sets enclosed for review
<input type="checkbox"/> <input type="checkbox"/>	Gov't work less than \$15,000
<input type="checkbox"/> <input type="checkbox"/>	Residence less than 375,000 BTUS
<input type="checkbox"/> <input type="checkbox"/>	Use Group B,M,or S-2 having HVAC
<input type="checkbox"/> <input type="checkbox"/>	equip only, 1 fire area & less than 3500 sf
<input type="checkbox"/> <input type="checkbox"/>	Fire Suppression Systems

**Applicant Signature:** Section 23 A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523 A of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential bldg or a residential structure. Violators of section 23A are subject to civil fines. Homeowner's signature indicates compliance with the Homeowner's affidavit below.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Home Owner 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 Mechanical Code & shall not be enclosed, covered up, or put into operation until it has been inspected & approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**Description of Job:** \_\_\_\_\_

	Units		Fee	Total		Units		Fee	Total
1. Application Fee (non refundable)~ includes: 1 inspection	1	x	\$55.00	\$55.00	12. Factory Chimney or Vent		x	\$10.00	
2. Residential Htg System~ includes: furnace or heat pump, duct,pipe,chimney, bath, vent, H20 htr		x	\$75.00		13. Gas Piping (per opening)		x	\$5.00	
3. AC (coil, condenser &/or line set)		x	\$45.00		14. Bath Kitchen Exhaust/Dryer Vent		x	\$5.00	
4. Factory Built Fireplace or Stove~ includes: chimney or vent, gas pipe, combustion air		x	\$45.00		15. Tank (gas-oil connections)		x	\$5.00	
5. Equipment Replacement or Conversion Furnace, Heat pump ~ includes: gas pipe		x	\$35.00		16. Air Handler under 10,000 cfm		x	\$30.00	
6. Duct (sheet metal & warm air piping)		x	\$35.00		17. Air Handler over 10,000 cfm		x	\$75.00	
7. Process Piping		x	\$35.00		18. Heat Recovery Units		x	\$15.00	
8. Boiler Replacement (License req'd for commercial)		x	\$35.00		19. Commercial Hoods		x	\$50.00	
9. Boiler System (Residential)~includes: processed piping,pipe,chimney,bath fan,vent, H20 htr		x	\$75.00		20. Unit Ventilators		x	\$15.00	
10. HUD Code Hookup - gas pipe/dryer vent		x	\$30.00		21. Water Heater~includes: gas pipe		x	\$10.00	
11. Radon Hookup		x	\$30.00		22. Unit Heaters~includes:chimney/vent		x	\$20.00	
					23. Fixed Unit Coolers & Freezers		x	\$50.00	
					24. Chillers Cooling Towers Compressors		x	\$50.00	
					25. Variable Air Volume Boxes		x	\$15.00	
					26. Fire Suppression		x	\$30.00	
					27. Final &/or Additional Inspection		x	\$55.00	

Make Checks Payable to "Grand Traverse County"

**Total Fees Due:** \_\_\_\_\_

## **Mechanical Permit Clarifications**

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### **Mobile Homes & Modular Homes:**

- ↪ When setting a mobile home or HUD modular home the permit application should include #1, the Application fee and #10, for Manufactured Home Installation.
- ↪ When setting a BOCA modular home the permit application should include #1, the Application fee and #12, gas piping. The gas piping fee covers the LP or Natural Gas connections. Additional fees may also apply to BOCA modular homes for items such as water heaters, additional fixtures and final inspections.

### **Residential Heating Systems:**

- ↪ The residential heating system, #2, includes any installation of the following: furnaces or heat pumps, duct work, gas piping, chimneys, bath/dryer vents, and water heaters.

### **Plan Reviews are not required for the following:**

- ↪ When the input rating for the heating system is equal to or less than 375,000 BTU's for a 1 or 2 family dwelling
- ↪ When alterations and repair work are determined by the code official to be of a minor nature
- ↪ When Business', Mercantiles, and Storage buildings have HVAC Equipment only, with one fire area and not more than 3500 square feet
- ↪ When work is completed by a government subdivision or state agency that costs less than \$15,000

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. Plans must be submitted and approved before a permit can be issued.

### **General Procedures:**

Mechanical work shall not be started until the application for permit has been filed with the Grand Traverse County Construction Code Office. All installations shall conform with the State Mechanical Code. No work shall be concealed until it has been inspected and approved. To request an inspection, provide as much notice as possible and call the office at 231-995-6044 with your permit number and the location. Inspection requests will not be taken over the phone without your permit number.

### **Expiration of Permit: (106.4.3, MI Mechanical Code 2003)**

Every permit issued by the code official under the provisions of this code shall expire by limitation and such become null and void if the work authorized by such permit is not commenced within 180 days from the date of permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days.

### **Transfer of Permit: (M-106, Part 9a, MI Mechanical Code 2003)**

A mechanical permit is not transferable.

### **Fire Suppression:**

Fire suppression, #25, The Construction Code Office administers and enforces mechanical code as it applies to the installation of the materials & hangers for the system. There is a separate permit that includes the Fire Suppression Plan Review.