

# MECHANICAL PERMIT APPLICATION

CITY OF HAMTRAMCK

3401 EVALINE AVE.

HAMTRAMCK, MICHIGAN 48212

313-876-7700

AUTHORITY: P.A. 230 OF 1972, AS AMENDED  
COMPLETION: MANDATORY TO OBTAIN PERMIT  
PENALTY: PERMIT CAN NOT BE ISSUED

## I. JOB LOCATION

Name of owner/agent	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Street address & Job Location (Street No. and Name)	Hamtramck	Michigan	48212

## II. CONTRACTOR/HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor	Name	License Number	Expiration date
<input type="checkbox"/> Homeowner			
Address (Street No. and name)	City	State	Zip code
Telephone number ( )	Social Security Number	Federal Employer ID No. (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer number (or reason for exemption)		

## III. TYPE OF JOB

<input type="checkbox"/> Single Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other
<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Insp.	<input type="checkbox"/> Manufactured set-up

## 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 BTUs.

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

Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineers licensed pursuant to Act. No. 299 of Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:

1. A one- and two-family dwelling when the total building heating/cooling input rating is 375,000 BTU or less.
2. Alterations and repair work determined by the mechanical official to be minor in nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area not more than 3,500 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 subject to civil fines.

Signature of Licensee or Homeowner (homeowners signature indicates compliance with Section VI, Homeowner Affidavit)

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.

**VII. FEE CLARIFICATIONS.**

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

This item is used for the installation of a heating system in a new residential structure. Items # 11; Gas Piping and # 18; Duct, **SHOULD NOT BE CHARGED**. Replacement systems should be itemized.

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

	FEES	# ITEMS	TOTAL		FEES	# ITEMS	TOTAL
1. Application fee (non-refundable)	\$30.00	1	\$30.00	19. Heat pumps; commercial (pipe not included)	\$20.00		
2. Residential heating system (includes ducts and pipe)	\$50.00			20. Air handlers/heat wheels under 10,000 CFM	\$20.00		
3. Gas/oil burning equipment- new and/or conversion units	\$30.00			21. Air handlers/heat wheels over 10,000 CFM	\$60.00		
4. Residential boiler	\$30.00			22. Commercial hoods	\$15.00		
5. Water heater	\$ 5.00			23. Heat recovery units	\$10.00		
6. Flue/vent damper	\$ 5.00			24. V.A.V. boxes	\$10.00		
7. Solid fuel equip. (includes chimney)	\$30.00			25. Unit heaters (terminal units)	\$15.00		
8. Gas burning fireplace	\$30.00			26. Unit ventilators	\$10.00		
9. Solar; set of 3 panel & pipe	\$20.00			27. Fire suppression/protection – minimum \$20.00	\$ .75 per head		
10. Chimney, factory built-installed separately	\$25.00			28. Evaporator coils	\$30.00		
11. Gas piping; each opening	\$ 5.00			29. Refrigeration (split system)	\$30.00		
12. Heat pumps; residential	\$30.00			30. Chiller	\$30.00		
13. Air cond. (incl. split system)	\$30.00			31. Cooling towers	\$30.00		
14. Tanks above ground	\$20.00			32. Compressor	\$30.00		
15. Tanks underground	\$25.00			33. Rough inspection	\$40.00		
16. Humidifiers	\$10.00			34. Final inspection	\$40.00	1	\$40.00
17. Piping – minimum: \$25.00	\$ .05/ ft			35. Additional inspection	\$40.00		
18. Duct - minimum \$ 25.00	\$ .10/ft.			36. Special inspection	\$400.00		
				37. Plan review (\$50.00 minimum)	\$50.00		

Make checks payable to "City of Hamtramck"

**TOTAL FEES**

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Mechanical work shall not start until the City of Hamtramck has approved and issued the permit. All installations shall be in conformance with the State Mechanical Code. **NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED.** When ready for inspection, call 313-876-7700, Option 1, at least 24 hours in advance. The permit number and address of inspection will be required.

**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 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 REINSTATED OR REFUNDED.**

**WHERE TO SUBMIT APPLICATION:** Applications may be submitted at the Hamtramck City Hall, Department of Public Services or via the US mail to City Of Hamtramck, Department of Public Services-Mechanical, 3401 Evaline, Hamtramck, Michigan 48212. For more information call the Department of Public Services at 313-876-7700, Option 1.

The City of Hamtramck will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.