



Clay Township

4710 Pointe Tremble Road

Clay, MI 48001

810-794-9320 phone, 810-794-1964 fax

www.claytwpmi.gov

Mechanical Permit Application

Project or Facility Information

NAME OF OWNER/AGENT/SCHOOL/STATE DEPT.		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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			
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:			

Applicant/Facility Contact Information

INDICATE APPLICANT <input type="checkbox"/> Licensee <input type="checkbox"/> Owner	NAME OF OWNER/LICENSEE	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS		
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)				
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA NUMBER (or reason for exemption)		

Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> School
		<input type="checkbox"/> Manufactured Home Setup (Mobile Home)	

Plan Review Information

Plans are not required for the following:

1. One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
2. Alterations and repair work determined by the mechanical official to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.
5. If work being performed is described above, check box be **"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.

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 subjected to civil fines.	
SIGNATURE OF CONTRACTOR OR OWNER	DATE

COMPLETE APPLICATION ON BACK SIDE

Fee Schedule

Item #2, Residential Heating System: This item is used for the installation of a heating system in a **new residential structure**. Items #10 Gas Piping and #18 Duct need not be added. Replacement systems should be itemized.

	Fee	# of Items	Total		Fee	# of Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00	25. Exhausters (commercial)	\$15.00		
2. Residential Heating System (includes duct & pipe) New Building Only*	\$50.00			26. Duct - Alteration	\$25.00		
3. Gas/Oil Burning Equipment (furnace, roof top units)	\$30.00			27. Heat Pumps; Commercial (pipe not included)	\$20.00		
4. Boiler	\$30.00			Air Handlers/Heat Wheels			
5. Water Heater (gas piping & venting-direct replacement only)	\$30.00			28. Under 10,000 CFM	\$20.00		
6. Damper (control, back-draft, barometric or fire/smoke, makeup)	\$5.00			29. Ventilation Residential Makeup	\$30.00		
7. Solid Fuel Equipment (includes chimney)	\$30.00			30. Commercial Hoods	\$15.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00			31. Heat Recovery Units	\$10.00		
9. Gas Burning Fireplace	\$30.00			32. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00		
10. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00			33. Unit Ventilators/PTAC Units	\$10.00		
11. Gas Piping; each opening-new install (residential) See Generator	\$5.00			34. Unit Heaters (terminal units)	\$15.00		
12. Air Conditioning (incl. split systems) RTU-Cooling Only Residential	\$30.00			35. Fire Suppression/Protection (includes piping)-minimum fee \$20.00	\$.75 / head		
13. Heat Pumps (split systems) or Geothermal (complete residential) (Air and Heat)	\$30.00			36. Coils (Heat/Cool)	\$30.00		
14. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00			37. Refrigeration (split system) Commercial	\$30.00		
15. Humidifiers/Air Cleaners	\$10.00			Chiller/Cooling Towers			
Tanks				38. Chiller-Refrigeration	\$30.00		
16. Aboveground Connection	\$20.00			39. Chiller-Air Conditioning	\$30.00		
17. Underground Connection	\$25.00			40. Cooling Towers-Refrigeration	\$30.00		
Piping (ALL piping-minimum fee \$25.00, first 500 Feet)				41. Cooling Towers-Air Conditioning	\$30.00		
18. Fuel Gas Piping	\$.05 /ft			42. Compressor/Condenser	\$30.00		
19. Process Piping	\$.05 /ft			Inspections			
20. Hydronic Piping	\$.05 /ft			43. Special Insp. (pertaining to sale of bldg.)	\$75.00		
21. Refrigeration Piping (typically Grocery)	\$.05 /ft			44. Rough/Additional Inspection	\$75.00		
22. Commercial Air Conditioning Piping	\$.05 /ft			45. Final Inspection	\$75.00	1	\$75.00
23. Contractor Registration Fee	\$10.00			46. Permit Extension 6 months	\$75.00		
24. Generator (includes Gas Piping)	\$40.00			47. Any item not listed			
				48. Any item not listed			

Must provide a self-addressed stamped envelope to receive permit by mail, Otherwise please write email address for permit to be emailed.
Email: _____

Total Fee (Must Include the \$75 non-refundable application and \$75 final inspection fees)

Make checks payable to "Clay Township"

*See VII. Fee Schedule Item #2 above

NOTE: Under special circumstances the bureau will assess an hourly fee for inspection services at a rate of \$75.00 per hour.

General: Mechanical work shall not be started until the application for permit has been filed with Clay Township. All installations shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected. When ready for an inspection, call the township providing as much advance notice as possible. The inspector will need the job location and permit number. The inspector will typically perform the inspection within 5 business days as his or her schedule permits.

Expiration of permit: A permit remains valid if work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work does not commence within 6 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 SHALL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED AND A NEW PERMIT MUST BE ISSUED.