Mechanical Permit Application
Salem Township Building Department

9600 Six Mile Rd
P O Box 75002
Salem MI 48175

Telephone: (248)-349-1690 x 22

Authority:	1972 PA 230
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? ☐ Yes ☐ No ☐ Not required		
Street Address & Job Location (Street No. and Name)	City/Village	Township	County

II. Contractor/Homeowner Information

☐ Contractor ☐ Homeowner	Name	License Number	Expiration Date
Address (Street No. and Name)	City	State	Zip Code
Telephone Number ( )	Federal Employer ID Number (or reason for exemption)		
Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)		

III. Type of Job

☐ **Single Family**	☐ New	☐ Special Inspection	☐ Premanufactured Home Setup (State Approved)	☐ **State Owned**
☐ **Other**	☐ Alteration	☐ LP Tank	☐ Manufactured Home Setup (HUD Mobile Home)	☐ **School**

IV. Plan Review Required

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:

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 that $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.

Plan Review Submission No. _____ ☐ **Plans Not Required**

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 subjected to civil fines.

Signature of Licensee or Homeowner (Homeowner's 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** which I am living in 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 Township Mechanical Inspector. I will cooperate with the Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

Complete Application on Back Side

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 #10; Gas Piping and #18; Duct, **SHOULD NOT BE** charged. Replacement systems should be itemized.

ITEM #4, RESIDENTIAL BOILER:
A residential boiler must be installed by a licensed boiler installer.

ITEMS #14 and #15, TANKS:
A homeowner must own tank to install. If homeowner does not own tank, a license mechanical contractor must install tank.

VIII. Fee Chart - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL
1. Application Fee **(non-refundable)**	See Base Fee Chart		
2. Residential Heating System (includes duct & pipe) *New Building Only* ***(see Section VII)***	$50.00		
3. Gas/Oil Burning Equipment *(furnace)* New and/or Conversion Units	$30.00		
4. Residential Boiler ***(see Section VII)***	$30.00		
5. Mobile Home Hookup	$40.00		
6. Flue/Vent Damper (wood burning)	$5.00		
7. Solid Fuel Equip. (includes chimney) ☐ 37. Gas Burning Fireplace	$15.00		
8. Chimney, Factory built - installed separately	$25.00		
9. Solar; set of 3 panels (includes piping)	$20.00		
10. Gas Piping; each opening - new installation *(Residential)*	$5.00		
11. Air Conditioning (includes split systems)	$30.00		
12. Heat Pumps;Complete Residential	$30.00		
13. Bath & Kitchen exhaust	$5.00		
Tanks - ☐ -14. Aboveground ***(see Section VII)*** ☐ -38. LP Tank Connection	$25.00		
☐ -15. Underground ***(see Section VII)*** ☐ -39. LP Tank Connection	$25.00		
16. Humidifiers	$10.00		
17. Piping - minimum $25.00 ☐ 40. Process piping	$. 05 / ft.		

	FEE	# ITEMS	TOTAL
18. Duct	$25.00		
19. Heat Pumps; Commercial (pipe not included)	$20.00		
Air Handlers/Heat Wheels 20. Under 10,000 CFM	$20.00		
21. Over 10,000 CFM	$60.00		
22. Commercial Hoods	$15.00		
23. Heat Recovery Units	$10.00		
24. V.A.V. Boxes	$10.00		
25. Unit Ventilators	$10.00		
26. Unit Heaters (Terminal Units)	$15.00		
27. Fire Suppression/Protection - minimum $20.00	$ .75 per head		
28. Evaporator Coils	$30.00		
29. Refrigeration (Split System)	$30.00		
30. Chiller	$30.00		
31. Cooling Towers	$30.00		
32. Compressor	$30.00		
33. Special/Safety Insp. (includes cert. fee)	$45.00		
34. Additional Inspection	$35.00		
35. Reinspection (See Chart below)			
36. Registration Fee	$10.00		

Make checks payable to SALEM TOWNSHIP

TOTAL FEES ☐

IX. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with the Salem Township Building Department. All installations shall be in conformance with the State Mechanical Code**No work shall be concealed until it has been inspected.** When ready for an inspection, please call the Building Department providing as much advance notice as possible. You will need the**job location** and the **permit number.**

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 the 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 REFUNDED OR REINSTATED.

Base Fee Chart
(Based on square footage)

1,500	$35.00
1,501- 2,499	$45.00
2,500- 4,999	$75.00
5,000 +	$95.00

Reinspect Fee Chart
(Based on square footage)

1,500	$25.00
1,501- 2,499	$40.00
2,500- 4,999	$70.00
5,000 +	$85.00