

**MECHANICAL PERMIT APPLICATION**

**LAKE COUNTY BUILDING DEPT.  
800 10TH STREET, SUITE #110  
BALDWIN, MI 49304  
231-745-2722**

Authority: 1972 PA 230  
Completion: Mandatory to obtain permit  
Penalty: Permit cannot 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)		Name of City, Village or Township in which job is located <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of:	County

**II. Contractor/Homeowner Information**

Indicate who the applicant is <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License Number	Expiration Date
Address (Street No. and Name)		City	State
Telephone Number (include area code)		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**

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

- One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 sq ft.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00

If work being performed is described above, check box below **"Plans Not Required."**

**Proposed use of building?** \_\_\_\_\_  
**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. 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 Michigan Mechanical Code and **shall not be enclosed, covered up**, or put into operation until it has been **inspected** and **approved** by the County Mechanical Inspector. I will cooperate with the County Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**VI. 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.

<b>Signature of Licensee or Homeowner</b> (Homeowner's signature indicates compliance with Section VI Homeowner Affidavit)	<b>Date</b>
--	-------------

**VII. Fee Clarification**

**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.

**Items #14 and #15, Tanks:** A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

Complete Application on Back Side

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

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1. Application Fee / One Inspection (non-refundable)	\$140.00	1	\$140.00	Piping Systems - minimum \$25.00			
2. Residential Heating System (includes duct & pipe) <i>New Building Only*</i>	\$50.00			20. Piping - Fuel gas	\$.05 / ft.		
3. Gas/Oil Burning Equipment (furnace) New and/or Conversion Units	\$30.00			21. Hydroic / Refrig	\$.05 / ft.		
4. Residential Boiler**	\$30.00			22. Duct - minimum \$25.00	\$.10/ft.		
5. Water Heater	\$5.00			23. Heat pumps; Commercial (pipe not included)	\$20.00		
6. Flue/Vent Damper	\$5.00			Air Handlers/Heat Wheels			
7. Solid Fuel Equip. (includes chimney)	\$30.00			24. Under 10,000 CFM	\$20.00		
8. Gas Burning Fireplace	\$30.00			25. Over 10,000 CFM	\$60.00		
9. Chimney, Factory built (installed separately)	\$25.00			26. Commercial Hoods	\$15.00		
10. Solar; set of 3 panels (includes piping)	\$20.00			27. Heat Recovery Units	\$10.00		
11. Gas Piping; each opening - new installation (residential)	\$5.00			28. V.A.V. Boxes	\$10.00		
12. Air conditioning (includes mini split systems)	\$40.00			29. Unit Ventilators	\$10.00		
13. Heat Pumps (geothermal)	\$30.00			30. Unit Heaters (terminal units)	\$15.00		
14. Dryer, Bath & Kitchen exhaust	\$5.00			31. Fire Suppression/Protection -minimum \$20.00	\$.75 per head		
Tanks				32. Heat/Cool Coils	\$30.00		
15. Aboveground***	\$20.00			33. Refrigeration (split system)	\$30.00		
16. Aboveground Connection	\$20.00			34. Chiller	\$30.00		
17. Underground***	\$25.00			35. Cooling Towers	\$30.00		
18. Underground Connection	\$25.00			36. Compressor	\$30.00		
19. Humidifiers	\$10.00			37. Whole House Exchange (plus duct work) ERV or HRV equipment sizing or if alternative source please put plan on separate paper.	\$15.00		
* See VII. Fee Clarification, Item #2 on front				38. Generator	\$25.00		
** See VII. Fee Clarification, Item #4 on front				Inspections			
*** See VII. Fee Clarification, Item #14 and 15 on front				39. Social/Safety Insp. (includes cert. fee)	\$65.00		
				40. Additional Inspection	\$65.00		
				<b>Total Fee</b> (Must include the \$140.00 non-refundable application fee / one inspection)			
				<b>Make checks payable to:</b> Lake County Building Department			
<b>IX. Instructions for Completing Application</b>							

**General:** Mechanical work shall not be started until the application for permit has been filed with the Lake County Building Department. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit form. 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**.

**Where to Submit Application:** The Lake County Building Department is responsible for code enforcement throughout Lake County. Permit applications for county issued permits should be sent to the address on the front of this application. If you are not sure whether a state permit or a local permit is appropriate, contact our office. Questions regarding county issued permits may be directed to the Lake County Building Department at 231-745-2722. Code questions **may be directed to the Mechanical Inspector at 231-745-2722.**

VALIDATION AREA

**Expiration of Permit:** Permits are valid for units of 180 days, and can be extended as needed in units of additional 180 day increments with a processing fee of \$75.00 each extension.