

Mechanical Permit Application

Richmond Township
34900 School Section
Richmond, MI 48062
(586) 727-8998 Fax (586) 727-8997
www.richmondtpw.org

DATE: _____

MP# _____

I. Job Location:

Name of Owner/Agent	Has a Building Permit Been Obtained for this Project? ___ Yes ___ No ___ Not required	
Street Address and Job Location (Street Number & name)	Name of City, Village, or Township in which job is located ___ City ___ Village ___ Township of:	County

II. Contractor/Homeowner Information:

Indicate who the Applicant is: ___ Contractor ___ Homeowner	Name/Contractor of Record	Company Name	License Number	Expiration date
Address (Street Number and Name)		City	State	Zip Code
Telephone Number (Include Area code)		Federal Employer ID number (or reason for exemption)		
Workers Compensation Insurance Carrier (or reason for exemption)		UIA NUMBER (or reason for exemption)		

III. Type of Job: _____

___ Single Family	___ New	___ Special Inspection	___ Pre-manufactured Home Setup (State Approved)	___ State Owned
___ Other	___ Alteration	___ LP Tank	___ Manufactured Home Setup (HUD Mobile Home)	___ School

IV. Applicant Signature

Section 23a of the state construction code act of 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 HOMEOWNER (Homeowner's signature indicates compliance with Section V. Homeowner Affidavit)	DATE:

V. Homeowner Affidavit

I hereby certify the mechanical work described on this permit application shall be installed <u>by myself in my own home</u> 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 <u>inspected</u> and <u>approved</u> by the Richmond Township Mechanical Inspector. I will cooperate with the Richmond Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.
Signature of Homeowner: _____ Date: _____

Complete Application on Back Side

VI. Fee Clarification

Item #2, Residential Heating System: This item is used for the installation of a heating system in a new residential structure. Item #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.

VII. 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 (non-refundable) DOES NOT INCLUDE AN INSPECTION-PER THE STATE	\$75.00	1	\$75.00	18. Duct –minimum fee \$25.00	\$.10/ft		
2. Residential Heating System (includes duct & pipe) <i>New Building only*</i>	\$50.00			19. Heat Pumps; Commercial (pipe not included)	\$20.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00			Air Handlers/Heat Wheels			
4. Boiler	\$30.00			20. Under 10,000 CFM	\$20.00		
5. Water Heater (gas piping & venting – direct replacement only)	\$ 5.00			21. Over 10,000 CFM	\$60.00		
6. Damper	\$ 5.00			22. Commercial Hoods	\$15.00		
7. Solid Fuel Equip. (includes chimney)	\$30.00			23. Heat Recovery Units	\$10.00		
37. Gas Burning Fireplace	\$30.00			24. V.A.V. Boxes	\$10.00		
8. Chimney, factory built (installed separately,) 8 Vent PVC Venting	\$25.00			25. Unit Ventilators/PTAC Units	\$10.00		
9. Solar: set of 3 panels – fluid transfer (includes piping)	\$20.00			26. Unit Heaters (terminal units)	\$15.00		
10. Gas Piping: each opening – new installation (residential)	\$ 5.00			27. Fire Suppression/Protection (includes piping) –minimum fee \$20.00	\$.75/ head		
11. Air Conditioning (includes split systems) RTU – Cooling only	\$30.00			28. Coils (Heat/Cool)	\$30.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00			29. Refrigeration (split system)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$ 5.00			30. Chiller-Refrigeration-A/C	\$30.00		
Tanks				31. Cooling Towers-Refrigeration-A/C	\$30.00		
14. Aboveground** (other than L.P.)	\$20.00			32. Compressor/Condenser	\$30.00		
38. Aboveground Connection	\$20.00			Inspections			
15. Underground** (other than L.P.)	\$25.00			33. Special Inspection (pertaining to sale of building)	\$75.00		
39. Underground Connection	\$25.00			34. Additional Inspection	\$75.00		
16. Humidifiers/Air Cleaners	\$10.00			35. Final Inspection	\$75.00	1	\$75.00
Piping (ALL piping-minimum fee \$25.00)				36. Certification Fee (Valid until license expires) License Expiration Date:	\$15.00		
17. Fuel Gas Piping	\$.05/ft			TOTAL PERMIT FEE <input type="text"/>			
40. Process Piping	\$.05/ft			MAKE CHECK PAYABLE TO: RICHMOND TOWNSHIP			
41. Hydronic Piping	\$.05/ft			*See VI. Fee Clarification Item #2 on front			
42. Refrigeration Piping	\$.05/ft			**See VI. Fee Clarification Items #14 and #15 on front			
43. Exhausters (commercial)	\$15.00						

VIII. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permits has been filed with Richmond Township. All installations shall be in conformance with the Michigan Mechanical Code. **NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED.** To schedule an inspection, call the township office building department and provide the permit number, address where work is being performed and phone number if needed to contact homeowner to schedule inspection.

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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.**

Official use only:

Today's Date: _____
 Check: _____
 Receipt Number: _____
 Fees Collected By: _____

Re-inspection fee of \$50.00 payable to Richmond Township before a re-inspection will be made.

Any work completed without issuance of a permit will result in **DOUBLE FEES** being assessed.