



# MECHANICAL PERMIT APPLICATION

Ann Arbor Charter Township  
 3792 Pontiac Trail, Ann Arbor, MI 48105  
 Phone: 734-663-3418 Fax: 734-663-6678  
[www.aatwp.org](http://www.aatwp.org)

Permit no. \_\_\_\_\_

Authority: 1972 PA230  
 Completion mandatory to obtain permit

## I. Job Location

**Online permit information** <http://www.aatwp.org>

Site Address			Parcel ID		
Directions to site:					
Name of Property Owner			Phone		Email address
Mailing address			Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED		
City/Village		State	Zip Code	Building Permit Number	

## II. Contractor/Homeowner Information (permit holder)

<input type="checkbox"/> Contractor	Name of Mechanical Contractor or Homeowner		License Number		Expiration
<input type="checkbox"/> Homeowner			Date		
Address (Street no. and Name)			Federal Employer ID Number (or reason for exemption)		Unemployment Agency Number (or reason for exemption)
City/Village		Zip Code	Workers Compensation Insurance Carrier (or reason for exemption)		
Telephone		Fax	Email address		

## III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)		
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)		

## 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 less than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If the work being performed is described above, check 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.

**Plans not required**-If plan review is required see back side fee schedule Item #33; Minimum \$60.00 first hour, \$50.00 for each hour thereafter.

## 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 an Ann Arbor Township mechanical inspector. I will cooperate with the mechanical inspector and assume the responsibility to arrange for required 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 residential structure. Violators of section 23a are subjected to civil fines.**

Signature of Licensee or Homeowner (Homeowner's signature indicates compliance with Section V Homeowner Affidavit)	Date
Printed name	

**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 #8; Gas Piping and #17; 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.

**ITEM #12 TANKS:**

A homeowner must own tank to install. If the homeowner does not own tank, a licensed mechanical contractor must install tank.

**Description of work to be performed:**

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

	FEE	QTY	TOTAL		FEE	QTY	TOTAL
<b>1. Application Fee (non-refundable)</b>	<b>40.00</b>	<b>1</b>	<b>40.00</b>	18. Commercial Hoods	35.00		
2. Residential Heating System (includes duct & pipe) <i>New Buildings Only (see section VII)</i>	75.00			19. Air Handlers: Under 10,000 CFM Over 10,000 CFM	30.00 75.00		
3. Gas/Oil Burning Equipment (Furnace) New and/or Conversion Units	50.00			20. Fire Suppression / Protection minimum fee 45.00	1.00 Per head		
4. Residential Boiler ( <i>see section VII</i> )	50.00			21. Heat Recovery Unit	10.00		
5. Water Heater	35.00			22. V.A.V. Boxes	20.00		
6. Solid Fuel Equipment (includes chimney) / Gas burning fireplace	30.00			23. Unit Ventilators	10.00		
7. Chimney, Factory built- installed separately	40.00			24. Unit Heaters (Terminal Units)	25.00		
8. Gas Piping; each opening- new installation (Residential)	5.00			25. Evaporator Coils	30.00		
9. Pressure Test (Req. for Natural and LP)	32.00			26. Refrigeration (Split Systems)	30.00		
10. Air Conditioning (includes split system)	30.00			27. Chiller	30.00		
11. Fans; Bath & Kitchen exhaust	15.00			28. Cooling Towers	30.00		
12. Tanks- * LP Requires pressure test #10 ___ Above ground ___ Underground	25.00			29. Compressor	30.00		
13. Heat pumps	30.00			30. Mobile Home Park – Each Site	30.00		
14. Humidifiers/Air Cleaner	10.00			31. Special Safety Inspection	50.00		
15. Piping -minimum fee 25.00	.05/ ft			32. Rough / Additional Inspection	40.00		
16. Duct - minimum fee 25.00	.10/ ft			33. Final Inspection	40.00		
17. Plan Review Fee				34. License Registration – per cycle	10.00		
				<b>Total Fees:</b>			
				Make checks payable to: <b>Ann Arbor Charter Township</b>			

\* See fee clarifications section VII above

**IX. Instructions for Completing Application**

GENERAL: Mechanical work shall not be started until the application for permit has been filed with Ann Arbor Township. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected and approved.**

The inspection telephone number will be provided on the permit form. When ready for inspection, call Ann Arbor Township providing as much advance notice as possible. The inspection department will need the **job address** and **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 does not commence 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.**