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Mechanical Permit Application

Windsor Charter Township Building & Trades Department
300 W Jefferson St Dimondale, Mi 48821
www.windsortownship.com
INSPECTION LINE: 517.646.0040



Validation Area

Permit #:

Receipt #:

Authority: 1972 PA 230
Penalty: Failure to provide information may result in denial of your request.

I. Project or Facility Information

Form section I containing fields for Owner/Agent Name, Street Address, City, Zip Code, County, and a checkbox for 'HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?' with options Yes, No, and Not required.

II. Applicant

Form section II containing fields for Applicant Name, E-mail, Address, City, State, Zip Code, and Telephone Number.

III. Owner of the land in fee of project location

Form section III containing fields for Owner Name, Address, City, State, Zip Code, and Telephone Number.

IV. Mechanical contractor

Form section IV containing fields for Contractor Name, Company Name, State of Michigan License Number/Classifications, Expiration Date, Address, City, State, Zip Code, Telephone Number, E-mail Address, Federal Employer ID Number, and Workers Compensation Insurance Carrier.

V. Purpose of Project

- Checkboxes for project types: 1-& 2-family dwelling, New, Cannabis Facility, Other, Alteration, Premanufactured Home Setup (State Approved), and Manufactured Home Setup (HUD Mobile Home).

VI. Plan Review Information

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:

- List of conditions where plans are not required: a. One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less. b. Alterations and repair work determined by the mechanical official to be of a minor nature. c. Business, mercantile, and storage use group buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet. d. Work completed by a governmental subdivision or state agency costing less than \$15,000.00. e. 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 Project No. _____

Plans Not Required (PR subject to verification by official)

PERMIT FEES	COST (\$)	NO. UNITS	TOTAL
1. Application Fee (non-refundable)	60.00	1	\$60.00
2. Rough Inspection	60.00		
3. Final Inspection	60.00		
4. Burners over/under 400K BTU's	60.00		
5. Solid Fuel/Water Heater/Combined Fuel/Solar Equipment (Per Panel)	60.00		
6. Air Conditioning Units/Heat Pumps	55.00		
7. Air Handlers, Under 1,500 CFM	25.00		
8. Air Handlers, Over 1,500 CFM	55.00		
9. Vent- All Fuel Chimney/Class "B"	25.00		
10. Vent- Exhaust (Kitchen/bath/dryer)	15.00		
11. Heaters- Gas Fired, Steam/Hot Water (Unit Boiler/Infrared/Pool)	40.00		
12. Duct System Under \$2,000	25.00		
each additional \$2,000	10.00		
13. Duct, Underground Per Inspection	40.00		
14. Gas Piping/Main Lines	25.00		
15. Each Branch Opening	5.00		
16. Hydronic/Process- Piping Main Line	15.00		
17. Per Floor	250.00		
18. Hydronic Air Handler for Heating	25.00		
MISCELLANEOUS			
19. Humidifier/Electronic Air Cleaner/Energy Conservation Device/Water Heater (All Types)	15.00		
20. LPG/Fuel Oil Installation	40.00		
21. Evaluation/Additional Inspection	60.00		
TOTAL FEE TO BE PAID BELOW			

Total Fee (Must Include the \$60 non-refundable application and \$60 final inspection fees)
Make checks payable to "Windsor Charter Township"

VIII. Instructions for Completing Application

General: Mechanical work shall not be started until the permit has been issued by the Windsor Charter Twp Building & Trades Dept. All installations shall be in compliance 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 and provided the job location, permit number, and contact information. Schedule permitting, the inspector will respond to an inspection request within two (2) business days to schedule the inspection. Inspections are typically performed within five (5) business days subject to the inspection schedule.**

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. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

Where to Submit Application: Windsor Charter Township Building & Trades Department 300 W Jefferson St Dimondale, Michigan 48821 for more information see: www.windsortownship.com and contact the INSPECTION LINE: 517.646.0040 with any questions.

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.

I, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, or proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE

DATE