

**Print** **Clear**

**Mechanical Permit Application**

Windsor Charter Township  
 Building & Trades Department  
 300 W. Jefferson St Dimondale,  
 MI 48821

www.windsortownship.org  
 Inspection Line: 517.919.1566,  
 Option #5, Tues, Thurs 9:00am -  
 4:00pm



Validation Area
Permit #:
Receipt #:

Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request.	Parcel ID:
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**I. Project or Facility Information**

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 AND JOB LOCATION (Street Number and Name)		CITY	ZIP CODE	COUNTY
Work Description:				

**II. Applicant**

NAME		E-MAIL		
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

**III. Owner of the land in fee of project location**

NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	

**IV. Mechanical contractor**

NAME	COMPANY NAME	STATE OF MICHIGAN LICENSE NUMBER/CLASSIFICATIONS	EXPIRATION DATE
ADDRESS (Street Number and Name)		CITY	STATE
TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS	
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)	

**V. Purpose of Project**

1-& 2-family dwelling     New     Cannabis Facility  
 Other \_\_\_\_\_     Alteration     Premanufactured Home Setup (State Approved)  
 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:

- 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 use group buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- 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."**

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)

<b>PERMIT FEES</b>	<b>COST (\$)</b>	<b>NO. UNITS</b>	<b>TOTAL</b>
1. Application Fee (non-refundable)	60.00	1	\$60.00
2. Rough Inspection	65.00		
3. Final Inspection	65.00	1	\$65.00
4. Burners under 400K BTU's	30.00		
5. Burners over 400K BTU's	40.00		
6. Solid Fuel/Water Heater	30.00		
7. Combined Fuel Furnaces	30.00		
8. Solar Equipment (Per Panel)	30.00		
<b>AIR CONDITONING, REFRIGERATION, AND HEAT PUMPS</b>			
9. Air Conditioning Units	25.00		
10. Heat Pumps	25.00		
<b>AIR HANDLERS; SELF-CONTIANED UNITS</b>			
11. Air Handlers, Under 1,500 CFM	25.00		
12. Air Handlers, Over 1,500 CFM	35.00		
<b>DEDICATED VENT SYSTEMS</b>			
13. All Fuel Chimney	25.00		
14. Class "B" Vent	25.00		
15. Vent- Exhaust (Kitchen/bath/etc)	15.00		
16. Clothes Dryer	15.00		
<b>HEATERS - GAS FIRED, STEAM/HOT WATER</b>			
17. Unit Heater - Boiler	30.00		
18. Infra-Red Heater	30.00		
19. Pool Heaters	30.00		
<b>DUCT, GAS PIPING &amp; FIRE SUPRESSION SYSTEM</b>			
20. Duct System Under \$2,000	25.00		
21. Each Additional \$2,000	10.00		
22. Duct, Underground Per Inspection	30.00		
23. Gas Piping/Main Lines	25.00		
24. Each Branch Opening	5.00		
25. Hydronic/Process-Piping Main Line	15.00		
26. Per Floor	250.00		
27. Hydronic Air Handler For Heating	25.00		

<b>MISCELLANEOUS</b>			
28. Humidifier	15.00		
29. Electronic Air Cleaner w/ Washer	15.00		
30. Energy Conservation Device	15.00		
31. Water Heater - Gas, Elect. Or Oil	15.00		
32. LPG/Fuel Oil Installation	30.00		
33. Additional Lines	15.00		
34. Evaluation	65.00		
35. Additional Inspection	65.00		
36. Combination Htg./AC	65.00		
<b>TOTAL FEE TO BE PAID BELOW</b>			

**Total Fee** (Must Include the \$60 non-refundable application and \$65 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 (in Person):** Windsor Charter Township Building & Trades Department 300 W Jefferson St Dimondale, MI 48821, by mail, 405 W Jefferson St, Dimondale, MI 48821 for more information see: [www.windsortownship.com](http://www.windsortownship.com) and contact the INSPECTION LINE: 517.919.1566, Option #5 Tuesday and Thursday 9:00am - 4:00pm 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
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