

Village of Carleton

1230 Monroe Carleton, MI. 48117
 PH:(734)654-6255 - FX:(734)654-0477

MECHANICAL PERMIT APPLICATION

I. JOB LOCATION		Application Date:
Name of Owner	Has a building permit been obtained Yes ___ No ___ Not required ___	Permit#
Address	Contact Phone Number	Final Date:
II. CONTRACTOR/HOMEOWNER INFORMATION		
Is Applicant? Contractor ___ Homeowner ___	Company Name	
Address	License Number	Expiration Date
City State Zip	Federal Employer Number	
Phone Number	Cell Phone Number	UIA Number
Workers Compensation Insurance Carrier		
III. TYPE OF JOB		
<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Premanufactured Home Setup
<input type="checkbox"/> Other	<input type="checkbox"/> Remodel	<input type="checkbox"/> Manufactured Home Setup
<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Other
Explain "Other"		
III. Plan Review Required		
Section 23A of the State Construction Code Act of 1972, Act 230 of the Public Acts of 1972 being Section 125.152A of the Michigan Compiled Laws prohibits a person from conspriing to circumvent the licensing requirements of this State relating to persons who are to perform work on a residential building or a residential structure.structure. Violators of Section 23A are subject to civil fines.		
Signature: _____ Date: _____		
IV. Homeowner Affidavit:		
I hereby certify the work described on this permit application shall be installed by myself in my home in which I am living or about to occupy. All work shall be installed in accordance with the state code and shall not be enclosed, covered up or put into operation until it had been inspected and approved by the inspector and assume responsibility to arrange for necessary inspections		
Signature: _____ Date: _____		

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

		# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable)	20.00		20.00	18. Duct - minimum fee \$25.00			
2. Residential Heating System (includes duct & pipe) New Building Only*				19. Heat Pumps; Commercial (pipe not included)			
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)				Air Handlers/Heat Wheels			
4. Boiler				20. Under 10,000 CFM			
5. Water Heater (gas piping & venting - direct replacement only)				21. Over 10,000 CFM			
6. Damper				22. Commercial Hoods			
7. Solid Fuel Equip. (includes chimney)				23. Heat Recovery Units			
37. Gas Burning Fireplace				24. V.A.V. Boxes			
8. Chimney, factory built (installed separately), B Vent, PVC Venting				25. Unit Ventilators/PTAC Units			
9. Solar; set of 3 panels - fluid transfer (includes piping)				26. Unit Heaters (terminal units)			
10. Gas Piping; each opening - new installation (residential)				27. Fire Suppression/Protection (includes piping) -minimum fee \$20.00			
11. Air Conditioning (includes split systems) RTU - Cooling Only				28. Coils (Heat/Cool)			
12. Heat Pumps/Geothermal (complete residential)				29. Refrigeration (split system)			
13. Dryer, Bath & Kitchen Exhaust				30. Chiller			
Tanks				31. Cooling Towers			
14. Aboveground*** (other than L.P.)				32. Compressor/Condenser			
38. Aboveground Connection				Inspections			
15. Underground*** (other than L.P.)				33. Special Insp. (pertaining to sale of building)			
39. Underground Connection				34. Additional Inspection	45.00		
16. Humidifiers/Air Cleaners				35. Final Inspection	45.00		
Piping (ALL piping-minimum fee \$25.00)				36. Certification Fee			
17. Fuel Gas Piping				Total Fee (Must include the \$ 20 non-refundable application and final inspection fee)			
40. Process Piping				Make checks payable to Village of Carleton			
41. Hydronic Piping				* See VII. Fee Clarification Item #2 on front			
42. Refrigeration Piping				***See VII. Fee Clarification Items #14 and 15 on front			
43. Exhausters							

IX. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with **Carleton**. 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.**

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: The Bureau of Construction Codes is responsible for code enforcement in units of government throughout the state which have no local program and for all state owned buildings as well as public and charter school construction where a local delegation of authority does not exist. Permit applications for state 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 or your local building inspector. Questions regarding state issued permits may be directed to the Office of Management Services, Permit Section at 517-241-9313. Code questions may be directed to the Mechanical Division at 517-241-9325.

VALIDATION AREA

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.