

HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?

- YES
- NO
- NOT REQUIRED

### Mechanical Permit Application

Permit # PM

Sparta Township  
 160 E. Division St.  
 Sparta, Michigan 49345  
 Phone: (616)887-8863 Fax: (616)887-3823  
[www.spartatownship.org](http://www.spartatownship.org)

Authority: 1972 PA230  
 Completion: Mandatory to obtain permit  
 Penalty: Permit cannot be issued

Mechanical Inspector: Dave Cooley (616)447-0878

#### I. JOB LOCATION

|   |                               |  |
|---|-------------------------------|--|
| NAME OF OWNER/AGENT                               | TELEPHONE # OF OWNER<br>( ) - | JOB LOCATION   |
| STREET ADDRESS & JOB LOCATION (Street # and Name) |                               | <input type="checkbox"/> VILLAGE OF SPARTA<br><input type="checkbox"/> NON-VILLAGE |

#### II. TYPE OF JOB (check all that apply)

|  |                                     |   |  |
|--|-------------------------------------|---|--|
| <input type="checkbox"/> SINGLE FAMILY | <input type="checkbox"/> NEW        | <input type="checkbox"/> STATE OWNED        | <input type="checkbox"/> PREMANUFACTURED HOME SETUP (State Approved) |
| <input type="checkbox"/> COMMERCIAL    | <input type="checkbox"/> ALTERATION | <input type="checkbox"/> SCHOOL             | <input type="checkbox"/> MANUFACTURED HOME SETUP (HUD Mobile Home)   |
| <input type="checkbox"/> OTHER: _____  | <input type="checkbox"/> LP TANK    | <input type="checkbox"/> SPECIAL INSPECTION |  |

#### III. CONTRACTOR/HOMEOWNER INFORMATION

|  |      |  |                         |          |
|--|------|--|-------------------------|----------|
| INDICATE WHO THE APPLICANT IS<br><input type="checkbox"/> CONTRACTOR<br><input type="checkbox"/> HOMEOWNER | NAME | E-MAIL ADDRESS                                       |                         |          |
| ADDRESS (Street # and Name)  |      | CITY   | STATE                   | ZIP CODE |
| TELEPHONE NUMBER (Include Area Code)   |      | LICENSE NUMBER                                       | LICENSE EXPIRATION DATE |          |
| WORKER'S COMPENSATION INSURANCE CARRIER (or reason for exemption)  |      | MESC EMPLOYER NUMBER (or reason for exemption)       |                         |          |
| LIABILITY INSURANCE CARRIER  |      | FEDERAL EMPLOYER ID NUMBER (or reason for exemption) |                         |          |

#### IV. PLAN REVIEW REQUIRED

Plans must be submitted with an application for plan examination and the appropriate deposit collected before a permit can be issued. However, plans are not required for the following:

- One or 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 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 is being performed as 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.

Plans Not Required

Plan Review Submission No. \_\_\_\_\_

#### V. APPLICANT'S 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 a residential structure. Violators of section 23a are subjected to civil fines.

\_\_\_\_\_  
 SIGNATURE OF LICENSEE OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI Homeowners Affidavit) \_\_\_\_\_ DATE

#### VI. 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 the Sparta Township Mechanical Inspector. I will cooperate with the Sparta Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**COMPLETE APPLICATION ON BACK SIDE**

**VII. 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 Item #18, 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.  
 \*\*\*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.

**VIII. FEE CHART – Enter the number of items being installed, multiply by the unit price for the total fee.**

|   | FEE       | # ITEMS | TOTAL   |   | FEE       | # ITEMS | TOTAL |
|---|-----------|---------|---------|---|-----------|---------|-------|
| 1. Application Fee – includes (1) inspection (non-refundable)                                     | \$50.00   | 1       | \$50.00 | 18. Duct – minimum \$25.00                                    | \$.10/ft. |         |       |
| 2. Residential Heating System (includes duct & pipe) <b>New Building Only</b> (see Section VII)*  | \$50.00   |         |         | 19. Heat Pumps; Commercial (pipe not included)                | \$20.00   |         |       |
| 3. Gas/Oil Burning Equipment (furnace, roof, top units, generator)<br>New and/or Conversion Units | \$30.00   |         |         | Air Handlers/Heat Wheels<br>20. Under 10,000 CFM              | \$20.00   |         |       |
| 4. Residential Boiler (see Section VII)**   | \$30.00   |         |         | 21. Over 10,000 CFM   | \$60.00   |         |       |
| 5. Water Heater (gas piping & venting- direct replacement only)                                   | \$5.00    |         |         | 22. Commercial Hoods  | \$15.00   |         |       |
| 6. Flue/Vent Damper   | \$5.00    |         |         | 23. Heat Recovery Units                                       | \$10.00   |         |       |
| 7. Solid Fuel Equipment (includes chimney)  | \$30.00   |         |         | 24. V.A.V. Boxes  | \$10.00   |         |       |
| 37. Gas Burning Fireplace   | \$30.00   |         |         | 25. Unit Ventilators  | \$10.00   |         |       |
| 8. Chimney, factory built (installed separately)B Vent, PVC Venting                               | \$25.00   |         |         | 26. Unit Heaters (terminal units)                             | \$15.00   |         |       |
| 9. Solar; set of 3 panels (includes piping)   | \$20.00   |         |         | 27. Fire Suppression/Protection - minimum \$20.00<br>per head | \$.75     |         |       |
| 10. Gas Piping; each opening – new installation (residential)                                     | \$5.00    |         |         | 28. Evaporator Cells  | \$30.00   |         |       |
| 11. Air Conditioning (includes split system) RTU-Cooling Only                                     | \$30.00   |         |         | 29. Refrigeration (split system)                              | \$30.00   |         |       |
| 12. Heat Pumps ( complete residential)  | \$30.00   |         |         | 30. Chiller   | \$30.00   |         |       |
| 13. Dryer, Bath & Kitchen Exhaust   | \$5.00    |         |         | 31. Cooling Towers  | \$30.00   |         |       |
| Tanks   | \$20.00   |         |         | 32. Compressor/Condenser                                      | \$30.00   |         |       |
| 14. Aboveground (see Section VII)***  |           |         |         | Inspections   |           |         |       |
| 38. Aboveground Connection  | \$20.00   |         |         | 33. Special/Safety Insp. (includes Cert. Fees)                | \$50.00   |         |       |
| 15. Underground (see Section VII)***  | \$25.00   |         |         | 34. Additional Inspection                                     | \$50.00   |         |       |
| 39. Underground Connection  | \$20.00   |         |         | 35. Final Inspection  | \$50.00   |         |       |
| 16. Humidifiers/Air Cleaners  | \$10.00   |         |         | 36. Certification Fee   | \$20.00   |         |       |
| Piping Systems – minimum \$25.00  | \$.05/ft. |         |         |   |           |         |       |
| 17. Piping  |           |         |         |   |           |         |       |
| 40. Process Piping  | \$.05/ft. |         |         |   |           |         |       |

**TOTAL FEE (Must include the \$50.00 non-refundable application fee)**

Sparta Township and Sparta Village will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Make checks payable to: Sparta Township

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

General: Mechanical work shall not be started until the application for permit has been filed with the Sparta Township Building Department. All installations shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected. Please call the Sparta Township Mechanical Inspector, David Cooley, @ (616) 447-0878 when work is ready for 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 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 CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

**FOR OFFICE USE ONLY**

Check # \_\_\_\_\_

Date Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Valid License \_\_\_\_\_