

**GRASS LAKE CHARTER TOWNSHIP**  
 373 LAKESIDE DRIVE  
 PO BOX 216  
 GRASS LAKE, MICHIGAN 49240  
 PHONE: 517-522-8464  
 FAX: 517-522-4955  
 WEBSITE: GRASSLAKECT.COM

**MECHANICAL PERMIT APPLICATION**

Permit # \_\_\_\_\_

AUTHORITY: PA 230 OF 1972, AS AMENDED  
 COMPLETION: MANDATORY TO OBTAIN PERMIT  
 PENALTY: PERMIT CAN NOT BE ISSUED

**I. JOB LOCATION**

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 & Job Location (Street No. and Name)	Township

**II. CONTRACTOR/HOME OWNER INFORMATION**

<input type="checkbox"/> Contractor	Name	License Number	Expiration Date
<input type="checkbox"/> Homeowner			
Address/Street No. and Name	City	State	Zip Code
Telephone Number (    )	Cell Phone Number (    )	Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	

**III. TYPE OF JOB**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection <input type="checkbox"/> Fireplace Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

**IV. PLAN REVIEW REQUIRED**

Have plans been submitted?     Yes     No     Not Required  
 (See below for plan review requirements before completing this section).

Plans and specifications must be submitted for one and two family dwellings when the input rating of the building heating/cooling systems exceeds 375,000 BTU's.  
 What is the building size in square feet? \_\_\_\_\_  
 What is the input rating of the heating system in this building? \_\_\_\_\_

Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear the architect's or engineer's signature and seal, except:

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 is to be of a minor nature.

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED!**

**V. APPLICANT SIGNATURE**

Section 23a of the state construction code 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. Homeowner Affidavit)	Date: _____/_____/_____
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**VI. HOMEOWNER AFFIDAVIT**

I hereby certify the mechanical work described on this 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 Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**COMPLETE APPLICATION ON BACK SIDE**

**VII. GIVE A BRIEF JOB DESCRIPTION:****VIII. FEE CHART/SCHEDULE****RESIDENTIAL**

	<b>FEE</b>	<b># of INSPECTIONS</b>	<b>TOTAL</b>
Base Fee – <i>Required on All Permits</i>	<b>\$40.00</b>		<b>\$40.00</b>
Rough Inspection	\$55.00		
Final Inspection	\$55.00		
Fireplace Inspection	\$55.00		
LP Tank Set	\$55.00		
Replacement Water Heater	\$55.00		
Gas Pressure Test	\$55.00		
Additional Inspection	\$55.00		
<b>TOTAL FEES</b>			<b>\$</b>

**COMMERCIAL RATES**

Base Fee – <i>Required on All Permits</i>	<b>\$40.00</b>		<b>\$40.00</b>
Rough Inspection	\$55.00		
Final Inspection	\$55.00		
LP Tank Set	\$55.00		
Additional Inspection	\$55.00		
Plan Review Fee \$65.00 for first hour or less \$55.00 for each additional hour			
<b>TOTAL FEES</b>			<b>\$</b>

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

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

When ready for an inspection, call the inspector providing at least 24 hours advance notice. 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 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 PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

The Building Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.