



MECHANICAL PERMIT APPLICATION
Village of Birch Run
12060 Heath Street, P.O. Box 371 - Birch Run, MI 48415
Phone: (989) 624-5711 Fax: (989) 624-9681
E-Mail: msetzer@villageofbirchrun.com

I. JOB LOCATION

Name of Owner/Agent	Date of Application
Street Address & Job Location	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED

II. CONTRACTOR/HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor Name <input type="checkbox"/> Homeowner Name	State License Number	Expiration Date
Address (Street Number & Name)	Federal Employer ID number	
City State/Zip Code	MESC Employer Number	
Telephone Number	Worker's Compensation Insurance Carrier	
Email to Receive Permit		

III. TYPE OF JOB

IV. PLAN REVIEW

Single Family: <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Mobile Home Setup	A Plan Review may be required before work is started on any building other than a single-family dwelling less than 3,500 square feet. See reverse side for details. Have plans been submitted for review? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED
Other: <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Modular Home Setup <input type="checkbox"/> Special Inspection Only	
Description of work being performed:	

V. FEE CHART – Enter the number of items being installed, multiply by the unit price for the total fee. (*Fee clarifications located on back.)

	FEE	#ITEMS	TOTAL	DESCRIPTION	FEE	#ITEMS	TOTAL
1. Application Fee (non-refundable)	75.00	1	75.00	21. Air Handlers-All	51.00		
2. Residential Heating System (Includes duct & pipe) *	42.50			22. Commercial Hoods	12.75		
3. Gas/Oil Burning Equipment (replacement of furnace, roof top units, generators) w/o A/C	25.50			23. Heat Recovery Unit	8.50		
4. Residential Boiler	25.50			24. V. A. V. Ea.	8.50		
5. Water Heater	4.25			25. Unit Ventilators	8.50		
6. Flue/Vent Damper/Smoke	4.25			26. Unit Heaters (Terminal Units)	12.75		
7. Solid Fuel Equip. (inc. chimney)	35.00			27. Fire Suppression Protection (Min. 25.00)	0.80		
8. Chimney Factory Built	21.25			28. Evaporator Coil	35.00		
9. Solar: 3 panels	17.00			29. Refrigeration (split system)	35.00		
10. Gas piping (each opening-new)	5.00			30. Chillers	35.00		
11. Air Conditioning (inc. Split system)	35.00			31. Cooling Towers	35.00		
12. Heat Pumps:/Geo-thermal/ Complete Residential	35.00			32. Compressor	35.00		
13. Bath & Kitchen Exhaust	5.00			33. Special Code compliance per hour	65.00		
Tanks: (other than LP)				34. Fire Inspection	65.00		
14. Above ground	17.00			35. Additional Inspection	65.00		
15. Underground	21.25			36. Final Inspection	65.00	1	65.00
16. Humidifier	8.50			37. Administration Fee	100.00		
17. Piping –Min.-21.25	.04 ft			38. Plan Review Mechanical			
18. Duct-Min. 21.25	.08 ft			65% of permit fee (Min. 125.00)			
19. Heat Pumps: Commercial. (Pipe not included).	17.00			39. Contractor Registration Fee	15.00		
20. Rooftop/Combination unit	60.50						
						TOTAL FEE:	

VALIDATION AREA

OFFICE USE ONLY

MAKE CHECKS PAYABLE TO: "VILLAGE OF BIRCH RUN"

APPROVED BY: _____ CASH CC CHECK No. _____ DATE _____ Initials _____

Mailed (Contr.) _____ Emailed (Contr.) _____ Date _____ Initials _____ Emailed (Insp) _____ Date _____ Initials _____

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VI. APPLICANT SIGNATURE

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Act of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of Birch Run Village relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines and/or imprisonment.

X _____
Signature of Licensee or Homeowner (Homeowner must also sign affidavit below) Date

VII. HOMEOWNER AFFADVIT

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 Village of Birch Run Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Village of Birch Run Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

X _____
Signature of Homeowner Date

VIII. FEE CLARIFICATIONS

Item # 2, RESIDENTIAL HEATING SYSTEM- This item is used for installation of a heating system in a new residential structure.
Items #10 GAS PIPING and #18 DUCT- Should not be charged.
NOTE: REPLACEMENT SYSTEMS SHOULD BE ITEMIZED.
Item #34 ADDITIONAL INSPECTION- Per Resolution #05-072 on 10-24-05.

IX. PLAN REVIEW REQUIREMENTS

Plans **are not** required for the following:
1. One- or two-family dwellings containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the mechanical official be of a minor nature.
3. Business, Mercantile and Storage buildings have HVAC equipment only, with one fire area and not more than 3,5000 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00. If work is being performed as described above, answer Section IV "Not Required"

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 Act. No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.
PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

X. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the application for permit has been filed with the Village of Birch Run. All installations shall be in conformance with the Village of Birch Run Mechanical Code. No work shall be concealed until it has been inspected.
WHEN READY FOR AN INSPECTION, call the Birch Run Village office at (989) 624-5711 providing as much advance notice as possible. The Village will need the location and permit number. The inspector has forty-eight (48) hours from the date and time of the call to complete requested 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, suspended or abandoned within six months after issuance of the permit.
A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF ISSUANCE OF THE DATE OF ISSUANCE OR THE DATE OF PREVIOUS INSPECTION.
CANCELLED PERMITS CANNOT BE REINSTATED AND SHALL BE VOIDED.
WHERE TO SUBMIT APPLICATION:
Applications can be obtained and returned to the Village of Birch Run, located at 12060 Heath Street, Birch Run, Michigan, 48415.

Questions regarding permits and/or plan reviews should be directed to the Village of Birch Run Building Codes Department.