



# MECHANICAL PERMIT APPLICATION

## CONSTRUCTION AND BUILDING

City Hall: 301 E. Huron St., Ann Arbor, MI 48104-6120  
 Mailing: P.O. Box 8647, Ann Arbor, MI 48107-8647  
 Phone: 734.794.6263 ex. 0 [building@a2gov.org](mailto:building@a2gov.org)  
 Fax: 734.994.8460

### APPLICATION MUST BE FILLED OUT COMPLETELY

**AUTHORITY: PA. 230 of 1972, AS AMENDED**

**PENALTY: PERMIT WILL NOT BE ISSUED**

OFFICE USE ONLY	
Permit Number	MECH# _____
DATE STAMP	

### PROPERTY LOCATION/OWNER INFORMATION

PROPERTY ADDRESS (Street No. and Name)		APT/SUITE #
CITY	ZIPCODE	Is this a Rental Property? <input type="checkbox"/> No <input type="checkbox"/> Yes, # of Units: _____
NAME OF OWNER		PHONE/CELL # (AREA CODE)

### APPLICANT INFORMATION

WHO IS APPLYING FOR PERMIT? <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR	NAME AND / OR COMPANY		
PHONE / CELL # (AREA CODE)	EMAIL		
ADDRESS	CITY	STATE	ZIPCODE
FEDERAL EMPLOYER I.D. # (OR REASON FOR EXEMPTION)	CONTRACTOR LICENSE #	EXPIRATION DATE	
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)	MESC EMPLOYEE #		

### TYPE OF JOB / PROJECT INFORMATION – COMPLETE ALL INFORMATION BELOW

Is a Building Permit required for this project?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Permit: BLDG# _____ <input type="checkbox"/> N/A
<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> NEW	<input type="checkbox"/> TENANT FINISH <input type="checkbox"/> ADDITION
<input type="checkbox"/> OTHER <input type="checkbox"/> EXISTING	<input type="checkbox"/> SPECIAL INSPECTION <input type="checkbox"/> ALTERATION

**WORK DESCRIPTION:** (Provide a detailed description of the proposed project work, below)

### PLAN REVIEW REQUIREMENTS (PLANS MUST BE SUBMITTED WITH AN APPLICATION, EXCEPT AS LISTED BELOW)

#### PLANS ARE NOT REQUIRED FOR THE FOLLOWING:

- One- and two- family dwelling 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 minor in nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one (1) 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 "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 PA 299 of 1980 and shall bear that architect's or engineer's seal and signature.

**HAVE MECHANICAL PLANS BEEN SUBMITTED:**  YES  NO  NOT REQUIRED  SUBMITTED WITH BUILDING PERMIT APPLICATION

### 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 State Code and **shall not be enclosed, covered up**, or put into operation until it has been **inspected** and **approved** by the City Mechanical Inspector. I will cooperate with the City Mechanical Inspector and assume responsibility to arrange for necessary inspections

### APPLICANT 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. I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on this permit application is accurate to the best of my knowledge.

SIGN HERE **X**

PRINT NAME **X**

DATE

Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Homeowner Affidavit)



# MECHANICAL PERMIT APPLICATION

**YOU MUST SUBMIT A COMPLETED APPLICATION**

## FEE CHART

Enter the number of items being installed, multiply by the unit price and add each for the total fee.		# OF ITEMS	UNIT PRICE	TOTAL
<b>PERMIT ISSUANCE</b>				
001	<b>Basic Application Fee*</b> <i>(nonrefundable, <u>NO</u> inspections included)</i>	<b>1</b>	\$15.00	<b>\$15.00</b>
002	Inspections (each)		\$35.00	
<b>UNIT FEE INSPECTION</b>				
003	Air Handlers		\$40.00	
004	Chimney Liner		\$20.00	
005	Dryer, Bathroom or Kitchen Exhaust		\$15.00	
006	Generator		\$40.00	
007	Factory Built Fireplace		\$50.00	
008	Fire and/or Smoke Damper		\$30.00	
009	Heat Recovery Unit, Variable Air Volume (VAV) Unit, Perimeter Terminal Air Conditioner (PTAC)		\$10.00	
010	Heating – Rooftop Unit including AC		\$135.00	
011	Heating Appliances ( <b>Note: On appliance re-connects for AC/furnace/ water heater replacements – MECH. Contractors shall obtain Electrical Permits, as applicable</b> )		\$50.00	
012	Humidifiers		\$10.00	
013	Refrigeration or AC: 2 HP or less		\$40.00	
014	Refrigeration or AC: 2 ¼ - 5 HP		\$55.00	
015	Refrigeration or AC: 5 ¼ - 50 HP		\$75.00	
016	Solar Panels (per set of three (3) panels)		\$20.00	
017	Other misc. items/code repairs as: _____		\$25.00	
<b>RESIDENTIAL</b>				
018	Distribution System - Duct		\$40.00	
019	Gas Distribution System lines		\$15.00	
020	Hydronic / Process Piping per floor		\$35.00	
021	Water Heater – Regular and Tankless		\$15.00	
<b>COMMERCIAL</b>				
022	Distribution System - Duct		\$50.00	
023	Fan or Exhaust Hood		\$40.00	
024	Gas Distribution System lines		\$35.00	
025	Hydronic / Process Piping per floor		\$35.00	
028	Water Heater		\$15.00	
<b>OTHER INSPECTIONS AND FEES</b>				
027	Work without Permit**		\$130.00	
028	Onsite Consultation with Inspector		\$35.00	
029	Special or Overtime Inspection		\$130.00	
030	Contractor Registration / Re-registration		\$15.00	
<b>TOTAL PERMIT FEES:</b>			<b>\$</b>	

**Please Note: New Fees have been introduced.**

\*Basic Application Fee no longer includes one (1) inspection

\*\*Investigations conducted as part of a complaint for work without a permit

## INSTRUCTIONS FOR SUBMITTING APPLICATIONS

Incomplete or illegible forms **WILL NOT** be accepted. Mechanical work will not be started until the application for the permit has been filed with our office. All installations shall be in conformance with the State Mechanical code. **No work shall be concealed until it has been inspected and approved.**

All Permits **MUST** be signed by either the Homeowner, License Holder, Qualifying Officer or Owner of the contracting company.

**Permit Applications can be submitted to the City of Ann Arbor Construction and Building Services by mail or in person. We also accept email, fax, or scanned copies of completed applications.**

**We accept CASH, CHECK, and all major credit cards. Checks should be made payable to “City of Ann Arbor”**

**Permit applications not submitted with the required documents or payments, cannot be issued until such is provided.**

## CONTRACTOR REGISTRATION

You must provide the following to register with the City of Ann Arbor:

1. Copy of the current Contractor’s License.
2. Copy of a **clear** picture of Driver’s License of the person the license has been issued to.
3. Letter (s) of authorization from qualifying agent (s) of the company, if not the License Holder / Owner of the Company.

## PERMIT EXPIRATION

A permit remains valid as long as work is progressing and inspections are requested and being conducted. Any and all permits will be closed when no inspections are requested and conducted within six (6) months (180 days) of the date of issuance or the date of the previous inspection.

**EXPIRED PERMITS CANNOT BE REFUNDED. ELIGIBLE EXPIRED PERMITS WILL BE SUBJECT TO A FEE OF \$35.00 TO RE-OPEN**

## SCHEDULING INSPECTIONS

Contact the City of Ann Arbor Construction and Building Services Department, **24 hours in advance and no later than 2:30 pm, for next day inspections**

When ready for an inspection:

- Log onto [www.a2gov.org/permits](http://www.a2gov.org/permits) and schedule online through eTrakIT or call (734) 794-6263 ext. 0
- Same day cancellation (s) **will** result in a full inspection fee charge of \$35.00 each time.

**You will need your job address and permit number ready to schedule the inspection**

## OFFICE USE ONLY

Permit Fee:	\$ _____	<input type="checkbox"/> M	<input type="checkbox"/> F
		<input type="checkbox"/> E	<input type="checkbox"/> OC
Payment Type:	<input type="checkbox"/> Check: # _____		
	<input type="checkbox"/> Cash		
	<input type="checkbox"/> Credit Card		



**City of Ann Arbor  
PLANNING & DEVELOPMENT SERVICES**

*Mailing:* 301 East Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647

*Location:* Larcom City Hall First Floor 301 East Huron Street | Ann Arbor, Michigan 48104-6120  
p. 734.794.6263 | f. 734.994.8460

**PAYMENT COVER SHEET**

**NAME:** \_\_\_\_\_

**COMPANY/PROPERTY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**CREDIT CARD NUMBER:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_