

**RILEY TOWNSHIP MECHANICAL PERMIT APPLICATION**  
**13042 BELLE RIVER RD. RILEY TOWNSHIP, MI 48041**  
**(810) 392-2326 FAX (810) 392-2918**  
**MECHANICAL INSPECTOR, TIM KELLY (810) 392-2326**

Authority: 1972 PA 230  
 Completion: Mandatory to obtain permit  
 Penalty: Permit cannot be issued

**I. Job location**

NAME OF OWNER/AGENT	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? ( ) YES ( ) NO ( ) NOT REQUIRED	
STREET ADDRESS AND JOB LOCATION	RILEY TOWNSHIP	ST. CLAIR CO.

**II. Contractor / Homeowner Information**

INDICATE WHO THE APPLICANT IS ( ) CONTRACTOR ( ) HOMEOWNER	NAME	STATE LICENSE NUMBER	EXPIRATION DATE
ADDRESS (STREET NUMBER AND NAME)		STATE REGISTRATION NUMBER	LOCAL LICENSING
CITY	STATE	ZIP CODE	EXPIRATION DATE
TELEPHONE NUMBER (INCLUDE AREA CODE)		FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)	
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)		UIA NUMBER (OR REASON FOR EXEMPTION)	

**III. Type of Job**

( ) SINGLE FAMILY ( ) NEW	( ) SERVICE ONLY ( ) PREMANUFACTURED HOME SETUP ( STATE APPROVED)	( ) STATE OWNED
( ) OTHER ( ) ALTERATION	( ) SPECIAL INSPECTION ( ) MANUFACTURED HOME SETUP (HUD MOBILE HOME)	( ) SCHOOL

**IV. Plan Review required**

Plans must be submitted for Plan Examination

Plans are not required for the following:

1. One and two family dwellings when the total building heating/cooling system input rating is 375,00 BTU's or less.
2. Alterations and repair work determined by the mechanical official to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a government subdivision or state agency costing less than \$15,000.00 If work being performed is 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 of 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

**V. 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.

SIGNATURE OF CONTRACTOR OR HOMEOWNER (HOMEOWNER 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 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 Electrical Code and **shall not be enclosed, covered up, or put into operation** until it has been **inspected and approved by the Riley Township Mechanical Inspector**. I will cooperate with the Riley Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

HOMEOWNER SIGNATURE	Date
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COMPLETE APPLICATION ON BACK SIDE

**THIS IS NOT A PERMIT IS AN APPLICATION ONLY!!**

**Item #2, RESIDENTIAL HEATING SYSTEM:** This item is used for the installation of a heating system in a new residential structure. Items #10 Gas piping and #18 Duct **SHOULD NOT BE** charged. Replacement systems must be itemized.  
**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 total fee.**

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1. Application Fee (Non-refundable)	\$75.00	<b>1</b>	<b>\$75.00</b>	<b>Air Handlers/Heat Wheels</b> 20. Under 10,000 CFM 21. Over 10,000 CFM	\$25.00 \$65.00		
2. Residential Heating System (includes duct & pipe) <b>New building only*</b>	\$50.00			22. Commercial Hoods /Exhausters	\$15.00		
3. Gas/Oil Burning Equipment (Furnace, roof top units, generators)	\$30.00			23. Heat Recovery Units	\$10.00		
4. Boiler	\$30.00			24. V.A.V. Boxes	\$10.00		
5. Water Heater	\$5.00			25. Unit Ventilators / PTAC Units	\$10.00		
6. Damper	\$5.00			26. Unit Heaters (terminal units)	\$15.00		
7. Solid Fuel Equipment (includes chimney)	\$30.00			27. Fire Suppression / Protection (includes piping) (Minimum fee \$25.00)	\$.75/head		
8. Chimney Factory Built (installed separately)	\$30.00			28. Coils (Heat/Cool)	\$30.00		
9. Solar: Set of 3 panels-fluid transfer (includes piping)	\$20.00			29. Refrigeration (Split system)	\$30.00		
10. Gas piping: each opening-new installation (residential)	\$5.00			30. Chiller	\$30.00		
11. Air Conditioning (includes split system)	\$30.00			31. Cooling Towers	\$30.00		
12. Heat pumps (complete residential)	\$30.00			32. Compressor	\$30.00		
13. Dryer, Bath & Kitchen Exhaust	\$5.00			<b>Inspections</b> 33. Special Inspection	\$75.00		
<b>Tanks</b> 14. Above ground 15. Under ground <b>-- FLAT FEE Tank SET -----&gt;</b>	\$25.00 \$30.00 <b>\$50.00</b>			34. Rough Inspection	\$75.00		
16. Humidifiers/Air cleaners	\$10.00			35. Final Inspection	\$75.00	<b>1</b>	<b>\$75.00</b>
<b>Piping</b> (All piping minimum fee \$30.00) 17. Fuel gas piping	\$.05/ft.			36. Safety Inspection (Includes Certification fee)	\$75.00		
<b>Duct</b> 18. Single family (Minimum duct fee \$30.00)	\$.10/ft			37. Certification Fee	\$20.00		
19. Heat pumps: Commercial (Pipe not included)	\$20.00			38. Registration Fee ***	\$15.00		

\* See VII. Fee clarification Item #2  
 \*\*See VII Fee Clarification Item #14 and #15  
 \*\*\* Registration is valid until state license expires.

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

**IX. Instructions for completing Application**

**General:** Mechanical work shall not be started until the permit has been issued. Work started without a permit subject to additional fees.

**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 (6) months after issuance of permit or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED OR CONDUCTED WITHIN SIX (6) MONTHS 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. WORK STARTED WITHOUT A PERMIT: \$25 FEE IF NOT ISSUED WITHIN EIGHT(8) DAYS ADDITIONAL \$50 FEE (TOTAL \$75) 8/2/2011**

**Calling for inspections:** When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the permit number, job location, access information and telephone number.

