

# MECHANICAL PERMIT APPLICATION

Mechanical Department  
111 Grand Street  
Allegan, MI 49010  
(269) 673-3239 1-800-626-5964  
Fax: (269) 673-9583

City of The Village of Douglas  
86 W. Center Street  
P.O. Box 757  
Douglas, MI 49406  
(269) 857-1438  
Fax: (269) 857-4751

TAX PARCEL NO.

AUTHORITY: P.A.230 OF1972, AS AMENDED  
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? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not required		
Street Address & Job Location (Street No. and Name)	City/Village	Township	County

## II. CONTRACTOR/HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	State Licence Number	Expiration Date
Address (Street No. and Name)		State Registration Number	Local Licensing Jurisdiction
City ( )	State	Zip Code	Local Licence Number Expiration Date
Telephone Number	Social Security 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"/> Other	<input type="checkbox"/> New <input type="checkbox"/> Addition	<input type="checkbox"/> Service Only <input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved) <input type="checkbox"/> Premanufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> State Owned <input type="checkbox"/> School
--	---	--	---	---

## IV. PLAN REVIEW REQUIRED

**See below for plan review requirements before completing this section.** Plans and specifications must be for one-and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 Btu's.

What is the building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

Have plans been submitted?  YES  NO  NOT REQUIRED

---

**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:**

- One-and 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 have 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.

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

## 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. Violations of section 23a are subjected to civil fines.

Signature of Licensee or Homeowner (Homeowner signature indicates compliance with Section VI, Homeowner 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 State 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. FEE CLARIFICATIONS

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 should be itemized

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

	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	\$40.00	1	\$40.00
2. Residential Heating System (includes duct and pipe)	\$50.00		
3. Gas/Oil Burning Equipment - New and/or Conversion Units	\$30.00		
4. Residential Boiler	\$30.00		
5. Water Heater	\$5.00		
6. Flue/Vent Damper	\$5.00		
7. Solid Fuel Equip. (includes chimney) <input type="checkbox"/> Gas Burning Fireplace	\$30.00		
8. Chimney, Factory built - installed separately	\$25.00		
9. Solar: set of 3 panels- (includes piping)	\$20.00		
10. Gas Piping: each opening - new installation	\$5.00		
11. Air Conditioning (includes split systems)	\$30.00		
12. Heat Pumps: Complete Residential	\$30.00		
13. Bath & Kitchen exhaust	\$5.00		
Tanks - 14. Aboveground	\$20.00		
- 15. Underground	\$25.00		
16. Humidifiers	\$10.00		
17. Piping -minimum \$25.00	\$.05/ft.		
18. Duct -minimum \$25.00	\$.10 / ft		

	FEE	# ITEMS	TOTAL
19. Heat Pumps (pipe not included)	\$20.00		
Air Handlers/Heat Wheels	\$20.00		
20. Under 10,000 CFF			
21 Over 10,000 CFM	\$60.00		
22. Commercial Hoods	\$15.00		
23. Heat Recovery Units	\$10.00		
24. V.A.V. Boxes	\$10.00		
25. Unit Ventilators	\$10.00		
26. Unit Heaters (Terminal Units)	\$15.00		
27. Fire Suppression/Protection - minimum \$20.00	\$.75 per head		
28. Evaporator Coils	\$30.00		
29. Refrigeration (Split System)	\$30.00		
30. Chiller	\$30.00		
31. Cooling Towers	\$30.00		
32. Compressor	\$30.00		
33. Special/Safety Inspection (includes cert. Fee)	\$45.00		
34. Additional Inspection	\$40.00		
35. Final Inspection	\$40.00		
36. Certification Fee	\$10.00		

Make checks payable to: **The City of The Village of Douglas**  
**TOTAL FEES**

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

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

The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. 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 A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

WHERE TO SUBMIT APPLICATION:

**Mechanical Department**  
**111 Grand Street**  
**Allegan, MI 49010**

**The City of The Village of Douglas** will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap 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.