



**Mechanical Permit Application**  
**Building Code Enforcement**  
**301 Washington Avenue**  
**Bay City, MI 48708**  
**(989) 894-8162**

**Permit #** \_\_\_\_\_  
**Receipt #** \_\_\_\_\_  
**Check #** \_\_\_\_\_  
**Check Amt** \_\_\_\_\_  
**BS&A #** \_\_\_\_\_

**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 AND JOB LOCATION (Street Number and Name)	

**II. Contractor/Homeowner Information**

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Master <input type="checkbox"/> Water Treatment Installer		COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE	
TELEPHONE NUMBER (Include Area Code)		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		MESC EMPLOYER NUMBER (or reason for exemption)		
BUSINESS / BRANCH ADDRESS	CITY	STATE	ZIP CODE	

**III. Type of Job**

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Single Family <input type="checkbox"/> New <input type="checkbox"/> Other <input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection <input type="checkbox"/> Water Service Only <input type="checkbox"/> LP Tank <input type="checkbox"/> Premanufactured Home Setup (State Approved) <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School
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**IV. Fee Chart – Enter the number of items being installed, multiply by the unit price for total fee.**

	Fee	# Items	Total		Fee	# Items	Total
Permit Base Fee	\$ 50.29	1	\$50.29	Evaporative Cooler	\$ 20.70		
Furnace -Up to 100,000 BTU	\$ 26.45			Ventilation Fan	\$ 14.95		
- Over 100,000 BTU	\$ 32.20			Ventilation System	\$ 20.70		
Floor furnace	\$ 26.45			Exhaust Hood	\$ 20.70		
Suspended, Recessed, Unit Heater	\$ 26.45			Domestic Incinerator	\$ 32.20		
Separate Appliance Vent	\$ 11.50			Commercial Incinerator	\$ 129.95		
Other Heating/Cooling Units	\$ 26.45			Fire Suppression - - Each 10 Heads	\$ 14.95		
Boiler/Compressor to 3 HP	\$ 26.45			Other Items Not Listed	\$ 20.70		
- - 3 to 15 HP	\$ 49.45			<b>SUBTOTAL</b>			
- - 30 to 50 HP	\$ 97.75			<b>DO NOT ADD BASE FEE TO THE FOLLOWING ITEMS:</b>			
- - Over 50 HP	\$ 161.00			Administrative Fee (up to \$250.00)			
Absorption system to 100,000 BTU	\$ 26.45			Informational Inspection	\$ 50.29		
- - 100,000 to 500,000 BTU	\$ 49.45			Contractor Fee–License Registration	\$ 6.90		
- - 500,000 to 1,000,000 BTU	\$ 66.70			Water Heater	\$ 50.29		
- - 1,000,000 to 1,750,000 BTU	\$ 161.00			Each Additional Water Heater	\$ 14.95		
- - Over 1,750,000 BTU	\$ 161.00			Plan Review Fee			
Air Handler – Up to 10,000 CFM	\$ 20.70						
- - Over 10,000 CFM	\$ 32.20			<b>Total Fee</b>			

**Make checks payable to  
“City of Bay City”**

SIGNATURE OF CONTRACTOR OR HOMEOWNER, (Homeowner’s signature indicated compliance with Section VI. Homeowner Affidavit)	DATE
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V. Plan Review Required

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

Plans are not required for the following:

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 to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire are and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If the 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 in 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.

Plan Review Submission No. \_\_\_\_\_  **Plans Not Required**

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.

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 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 Clarification

Residential Heating System: This item is used for the installation of a heating system in a new residential structure. Gas Piping and Duct SHOULD NOT BE charged. Replacement systems should be itemized.

Residential Boiler: A residential boiler must be installed by a licensed boiler installer. Provide boiler installer license number above in Section II

Tanks: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

VII Instructions for Completing Application

**General:** Mechanical work shall not be started until the application for permit has been filed with the City of Bay City. All installations shall be in conformance with the Michigan 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 CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PERVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**