



**Building Department**  
**12050 Woodward Ave Highland Park, MI 48203**  
**313.252.0050 ext. 209**  
**building@highlandparkmi.gov**



## MECHANICAL PERMIT APPLICATION

Authority: 1972 PA 230 Completion: Mandatory to obtain permit Penalty: Permit cannot be issued	<b>HIGHLAND PARK BUILDING DEPARTMENT</b>
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### I. Project or Facility Information

NAME OF OWNER/AGENT/SCHOOL/STATE DEPT.	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)	CITY IN WHICH JOB IS LOCATED <b>HIGHLAND PARK</b>	Wayne County	

### II. Applicant/Facility Contact Information

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME OF HOMEOWNER/CONTRACTOR	CONTRACTOR 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)		UIA NUMBER (or reason for exemption)	
CONTRACTOR COMPANY NAME		EMAIL ADDRESS (REQUIRED)	
BUSINESS/BRANCH ADDRESS	CITY	STATE	ZIP CODE

### III. Type of Job - Check all that Apply

<input type="checkbox"/> Single Family New <input type="checkbox"/> Other <input type="checkbox"/> Alteration <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved) <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)
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### IV. Plan Review Information

**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 area and not more than 3,500 sf.

If work is being performed is described above, check box below "Plans 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 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 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's signature indicates compliance with Section VI. Homeowner Affidavit)  _____	DATE  
Permit fee per adopted fee schedule = \$_____	

**VI. Homeowner Affidavit**

I hereby certify the mechanical work described on this permit application shall be installed <b>by myself in my own home</b> in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Mechanical Code and <b>shall not be enclosed, covered up, or put into operation</b> until it has been <b>inspected</b> and <b>approved</b> by the Cities Mechanical Inspector. I will cooperate with the Cities Mechanical Inspector and assume the responsibility to arrange for necessary inspections.
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Give a brief job description:

_____
_____
_____
_____

**VII. Fee Schedule – See Page 3**

R105.5 Expiration. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

\*All permits have a \$50.00 application fee

	Unit Fee	No.	Total Fee
Contractor Registration Fee	\$ 35.00		
Extra Inspection	\$ 90.00		
<b>Gas Burning Equipment - Heating Systems/Hot Water Tank</b>	Unit Fee	No.	Total Fee
Up to 75,000 BTU	\$ 98.00		
75,001 to 150,000 BTU	\$ 123.00		
150,001 to 400,000 BTU	\$ 144.00		
400,001 to 2,500,000 BTU	\$ 165.00		
2,500,001 BTU & Over	\$ 180.00		
<b>Oil Burners</b>	Unit Fee	No.	Total Fee
.1 to .65 gal per hour	\$ 50.00		
.66 to 1.50 gal per hour	\$ 60.00		
1.51 to 5 gal per hour	\$ 153.00		
5.01 and over gal per hour	\$ 180.00		
<b>Refrigeration - Cooling System - A/C Units</b>	Unit Fee	No.	Total Fee
Under 2 HP (self contained)	\$ 74.00		
2 HP to 10 HP (Self Contained)	\$ 96.00		
10.5-50 HP (Self Contained)	\$ 144.00		
Over 50 HP (Self Contained)	\$ 286.00		
1-10 HP (Remote)	\$ 99.00		
10.5 – 50 HP (Remote)	\$ 169.00		
50.5 – 100 HP (Remote)	\$ 286.00		
<b>Storage Tanks – Flammable Liquid</b>	Unit Fee	No.	Total Fee
0-250 Gallons	\$ 40.00		
251 to 550 Gallons	\$ 50.00		
551 to 2,000 Gallons	\$ 60.00		
2,001 to 10,000 Gallons	\$ 70.00		
10,001 to 50,000 Gallons	\$ 80.00		
Over 50,000 Gallons	\$ 100.00		
Oil & Gas Piping (per tank)	\$ 40.00		
Multiple Installations	50% of fee		
Removal of Tanks (per tank)	\$ 90.00		
<b>Exhaust Systems</b>	Unit Fee	No.	Total Fee
Exhaust System	\$ 175.00		
Duct Work	\$ 134.00		
VAVs or FPBs @ 3 units	\$ 134.00		
Cooling Distribution System	\$ 134.00		
Hydronic Piping System	\$ 134.00		
Process Piping	\$ 134.00		

Solar Heating Attic Inspection	\$ 90.00		
Bath or Kitchen Exhaust Fan or Dryer Vent (each)	\$ 40.00		
<b>Gas Line</b>	<b>Unit Fee</b>	<b>No.</b>	<b>Total Fee</b>
Gas Line w/Pressure Test	\$ 150.00		
<b>Miscellaneous</b>	<b>Unit Fee</b>	<b>No.</b>	<b>Total Fee</b>
Pre Fab Fireplace	\$ 75.00		
Humidifiers	\$ 90.00		
Chimney Liner	\$ 75.00		
Wood Burning Stove	\$ 75.00		
Fire Damper/Fire & Smoke Damper/CRD – first 10 \$75.00 – Over 10 - \$40 each	\$ 75.00		
Alteration, Repair, Special Inspection	\$ 90.00		
Duct Smoke Detector (each)	\$ 35.00		
<b>Total Due</b>			\$