



**MECHANICAL PERMIT APPLICATION**  
**Village of Birch Run**  
**12060 Heath Street, P.O. Box 371 - Birch Run, MI 48415**  
**Phone: (989) 624-5711 Fax: (989) 624-9681**  
**E-Mail: msetzer@villageofbirchrun.com**

**NOTE:** Please read Section 6 "General Instructions for Completing the Application"

Date of Application: \_\_\_\_\_

**1. 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	<b>VILLAGE OF BIRCH RUN</b>

**2. CONTRACTOR/HOMEOWNER INFORMATION** (Permit must be signed in section 9 on reverse side of form)

<input type="checkbox"/> Contractor Name <input type="checkbox"/> Homeowner Name	State License Number _____ Expiration Date _____
Address (Street Number & Name)	Federal Employer ID number _____
City _____ State _____ Zip _____	MESC Employer Number _____
Telephone Number _____	Worker's Compensation Insurance Carrier _____
Email to Receive Permit _____	Description of Work _____

**3. TYPE OF JOB**

**4. PLAN REVIEW REQUIRED** (See section 7 on reverse side)

<input type="checkbox"/> Single Family <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Special Inspection <input type="checkbox"/> Mobile Home Setup <input type="checkbox"/> Other <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Modular Home Setup	See Plan Review requirements before completing this section. A. * Plans not required.                      C. * Plans required, but not yet submitted. B. * Plans required and submitted.
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**5. FEE CHART** – Enter the number of items being installed, multiply by the unit price for the total fee.

DESCRIPTION	FEE	# ITEMS	TOTAL	DESCRIPTION	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	50.00	1	50.00	20. Rooftop/Combination unit	60.50		
2. Residential Heating System (includes duct & pipe)*	42.50			21. Air Handlers/ <b>All</b>	51.00		
3. Gas/Oil Burning Equipment (replacement of furnace, roof top units, generators) w/o A/C	25.50			22. Commercial Hoods	12.75		
4. Residential Boiler	25.50			23. Heat Recovery Unit	8.50		
5. Water Heater	4.25			24. V. A. V. Ea.	8.50		
6. Flue/Vent Damper	4.25			25. Unit Ventilators	8.50		
7. Solid Fuel Equip. (inc. chimney)	35.00			26. Unit Heaters (Terminal Units)	12.75		
8. Chimney Factory Built	21.25			27. Fire Suppression Protection Minimum 25.00 per hd	0.80		
9. Solar : 3 panels	17.00			28. Evaporator Coil	35.00		
10. Gas piping (each opening-new)	5.00			29. Refrigeration (split system)	35.00		
11. Air Conditioning (inc. Split system)	35.00			30. Chillers	35.00		
12. Heat Pumps:/Geo-thermal/ Complete Residential	35.00			31. Cooling Towers	35.00		
13. Bath & Kitchen Exhaust	5.00			32. Compressor	35.00		
Tanks: ( <b>other than LP</b> )				33. Special Code compliance per hour	50.00		
14. Above ground	17.00			34. Additional Inspections *	50.00		
15. Underground	21.25			35. Final Inspection	50.00	1	50.00
16. Humidifier	8.50			36. Contractor Registration Fee	15.00		
17. Piping –Min.-21.25	.04 ft			37. Plan Review Mechanical 65% of permit fee/ minimum 125.00			
18. Duct-Min. 21.25	.08 ft						
19. Heat Pumps: Commercial.(pipe not included).	17.00						
Administration Fee	50.00						
						<b>TOTAL</b>	

**MAKE CHECKS PAYABLE TO: VILLAGE OF BIRCH RUN      VALIDATION AREA      OFFICE USE ONLY**

**APPROVED BY:** \_\_\_\_\_  CASH  CHECK No. \_\_\_\_\_ DATE \_\_\_\_\_ Initials \_\_\_\_\_  
 Mailed (Contr.) \_\_\_\_\_ Emailed (Contr.) \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_ Emailed (Insp) \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

## MECHANICAL PERMIT APPLICATION

### 6. GENERAL INSTRUCTIONS FOR COMPLETING APPLICATION

\* **Fee** clarification-Item #2 RESIDENTIAL HEATING SYSTEM- This item is used for installation of a heating system in a new residential structure. Items #10 GAS PIPING and #18 DUCT- SHOULD NOT BE CHARGED. NOTE: REPLACEMENT SYSTEMS SHOULD BE ITEMIZED. Item #34 ADDITIONAL INSPECTION-Per Resolution #05-072 on 10-24-05.

Mechanical work shall not be started until the application for permit has been filed with the Village of Birch Run. All installations shall be in conformance with the Village of Birch Run Mechanical Code. NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED.

The Mechanical Inspection can be made by contacting the Village of Birch Run Office to set up an inspection time at least 48 hours in advance of required Inspection. The Inspector will need the address 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, suspended or abandoned within period of six months after the time of commencing the work.

**A PERMIT SHALL BE CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED AND SHALL BE VOIDED.**

PERMITTEE MUST INITIAL THIS BOX, VERIFYING THEY HAVE READ THIS APPLICATION FORM COMPLETELY.

### 7. PLAN REVIEW REQUIREMENTS:

Plans are not required for the following:

1. One or two family dwellings containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the mechanical official be of a minor nature.
3. Business, Mercantile and Storage buildings have HVAC equipment only, with one fire area 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 work is being performed as described above, answer Section IV "A", plans are 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 Act. No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

#### 8a. HOMEOWNER AFFADAVIT

I hereby certify, the mechanical work described on the 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 Village of Birch Run Mechanical Code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the Village of Birch Run Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

#### 8b. APPLICANT SIGNATURE

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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 subject to civil fines.

\_\_\_\_\_  
Signature of Licensee or Homeowner (Homeowners must also sign)

\_\_\_\_\_  
Date