

Community Development Department

45175 Ten Mile Road Novi, MI 48375 (248) 347-0415 Phone (248) 735-5600 Facsimile www.cityofnovi.org

Permit Number: PH _____

MECHANICAL (HEATING) PERMIT APPLICATION APPLICATION MUST BE FILLED OUT COMPLETELY

I. PROJECT LOCATION/OWNER INFORMATION				
PROJECT/SUBDIVISION NAME				
ADDRESS	LOT/SUITE #			
CITY	ZIP CODE			
NAME OF OWNER OR LESSEE		AUTHORITY: P.A. 203 OF	1972, AS AMENDED	
- 1		COMPLETION: MANDATOR PENALTY: PERMIT WIL	Y TO OBTAIN PERMIT	
PHONE NUMBER OF OWNER OR LESSEE		Has a building permit been	obtained for this project?	
TELEPHONE NUMBER		□□ Yes – Permit #		
CELL NUMBER		☐ Not Required		
II. APPLICANT INFORMATION				
↑ CONTRACTOR LICENSE HOLDERS NAME		CONTRACTOR LICENSE NUM	BER	
T□ HOMEOWNER				
COMPANY NAME		MASTER LICENSE NUMBER		
ADDRESS (STREET NUMBER AND NAME)		LICENSE EXPIRATION DATE		
CITY	STATE	ZIP CODE		
TELEPHONE NUMBER	CELL NUMBER	FAX NUMBER		
EMAIL ADDRESS		FEDERAL EMPLOYER ID NUME	BER (OR REASON FOR EXEMPTION)	
WORK LANG COLUB INCUBANCE CARRIER (OR REACON FOR EVE	(DTION)	A LEGG EL ADI OVED AUDI ADED 10	AD DE ACOM FOR EVEL IDIONI	
WORKMANS COMP. INSURANCE CARRIER (OR REASON FOR EXEM	MPIION)	MESC EMPLOYER NUMBER (C	OR REASON FOR EXEMPTION)	
III. TYPE OF JOB (ENTER WORK DESCRIPTION O	N BACK PAGE)			
	TURED HOME SETUP (STATE APP	roved) \square water heat	ER	
DOTHER □ ALTERATION □ OTHER	,	,		
IV. PLAN REVIEW REQUIRED (PLANS MUST BE SUBMITTE	ED WITH AN APPLICATION, EXCE	PT AS LISTED BELOW)		
		,		
Plans are not required for the following: ☐ Plans Not Re 1. One- and two-family dwellings when the total		n input ratina is 375 000 BTL	l's or less	
2. Alterations and repair work determined by the	mechanical official to be of a	minor nature.		
 Business, mercantile, and storage buildings have Work completed by a governmental subdivision 			ore than 3,500 square feet.	
			huildin a?	
What is the building size in square footage?			-	
<u>Plans are required</u> for all other building types and shall be pursuant to 1980 PA 299 and shall bear that architect's of				
plans have been reviewed and approved.		, , , , , , , , , , , , , , , , , , ,		
V. APPLICANT SIGNATURE				
Section 23a of the state construction code act of a circumvent the licensing requirements of this state residential structure. Violators of section 23a are s	e relating to persons who are			
SIGNATURE OF LICENSEE OR HOMEOWNER (Homeowner signatu	ure indicates compliance with Secti	ion VI. Homeowner Affidavit)	DATE	
PRINT NAME			1	



MECHANICAL (HEATING) PERMIT APPLICATION

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 am 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 City Mechanical Inspector. I will cooperate with the City Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

VII. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the Mechanical Permit has been issued by the City of Novi Community Development Department. All installations shall be in conformance with the State Mechanical Code. No work shall be concealed until it has been inspected. Inspection requests will be made at cityofnovi.org. When ready for an inspection, log onto the website 24 hours in advance no later than 3:30 p.m. You will need the job address and permit number in requesting an inspection. Any questions regarding electrical permits and inspections can be directed to the inspector between 8-9 a.m. and 4-5 p.m.

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

WORK DESCRIPTION:

		FEE	# ITEMS	TOTAL
1.	Application Fee (non-refundable)	\$30.00	1	\$30.00
2.	Residential Heating System (includes duct & pipe) New Building Only *	\$50.00		
3.	Gas/Oil Burning Equip. (Furnace Replacement, Rooftop Units)	\$30.00		
За.	Compressors (split/combination) Rooftop units for Commercial only **	\$30.00		
3b.	Gas fired generator	\$30.00		
4.	Residential Boiler ***	\$30.00		
5.	Water Heater ****	\$5.00		
6.	Flue/Vent Damper/Chimney liner	\$5.00		
7.	Solid Fuel Equipment (includes chimney)	\$30.00		
8.	Chimney, Factory built-installed separately	\$25.00		
9.	Solar Panels; set of 3 panels (includes piping)	\$20.00		
10.	Gas Piping; each opening-new installation	\$5.00		
10a.	Gas Pressure Test	\$5.00		
11.	Heat Pumps; complete Residential	\$30.00		
12.	Bath & Kitchen exhaust ducts	\$5.00 ea.		
13.	Tanks- Aboveground LP Connection	\$20.00		

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 INSPECTION ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO REOPEN A CLOSED PERMIT IS \$50.00.

		FEE	# ITEMS	TOTAL
14.	Tanks- Underground LP Connection	\$25.00		
15.	Humidifiers	\$10.00		
16.	Piping and Process piping (min. \$25.00)	\$.05/ft		
17.	Ducts (min. \$25.00)	\$.10/ft		
18.	Heat Pumps; Commercial (pipe not included)	\$20.00		
19.	Air Handlers/Heat Wheels-under 10,000 CFM	\$20.00		
20.	Air Handlers/Heat Wheels- over10,000 CFM	\$60.00		
21.	Commercial Hoods/Grease Ducts	\$15.00		
22.	Heat Recovery Units	\$10.00		
23.	V.A.V. Boxes	\$10.00		
24.	Unit Ventilators	\$10.00		
25.	Unit Heaters	\$15.00		
26.	Gas Burning Fireplace	\$30.00		
27.	Special/Safety Inspection	\$45.00		
28.	Additional Inspection *****	\$40.00		
29.	Final Inspection (includes rough & final inspection)	\$30.00	1	\$30.00
30.	Contractor Registration	\$15.00		

TOTAL PERMIT FEE

- * New residential structure, #10 & #17 should not be charged. Replacement systems should be itemized.
- ** Requires separate refrigeration permit for all residential A/C units
- *** A residential boiler must be installed by a licensed boiler installer.
- **** Pool Heaters #7 & #31 should be charged.
- *****Item #31 include for finished biding 11291 reating Permit Application Revised 2/16