



# Mechanical Permit Application

All applicable information **must** be provided.

**City of Jackson**  
161 W. Michigan Avenue  
Jackson, MI 49201  
(517) 788-4012  
www.cityofjackson.org

2021 Michigan Building Code  
2015 Michigan Residential Code  
2021 Michigan Mechanical Code

Authority: 1972 PA 230

### 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)		Telephone No.	Name of City and County in which job is located City of Jackson, County of Jackson

### II. Contractor / Homeowner Information

Indicate who the Applicant is <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner		Name of Mechanical Contractor or Homeowner	
Address (street no. and name)		State License Number	Expiration Date
City	State, ZIP Code	Registered with City? <input type="checkbox"/> Yes <input type="checkbox"/> No	City Registration Expiration Date
Telephone No. (include area code)	Cell Phone No. (include area code)	E-mail Address	
Workers Compensation Insurance Carrier (or reason for exemption)		Federal Employer ID Number (or reason for exemption)	
MESC Employer Number (or reason for exemption)			

### III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

### IV. 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 or repair work determined by the mechanical inspector 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 sq ft.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below **"Plans not Required."**

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

### V. Applicant Signature (Please sign in the box provided below.)

**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.**

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 Michigan 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.

Project Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Approved:  Yes  No Reviewed by: \_\_\_\_\_ Zoning: \_\_\_\_\_ Units \_\_\_\_\_



## Application Guidelines

1. **Page 1:** Complete all applicable information in each section. Section V of the application must be signed and dated by the applicant. Provide a Project Contact Name and phone number on the bottom of the page.
2. **Page 2:** Complete Section VIII as accurately as possible. Fees for items missed on the original application must be paid before the final approval of the mechanical permit.
3. Application and line item fees include all normally required inspections. Additional inspections can be requested by checking line item 38. Re-inspections of **disapproved inspections** will be charged a "Disapproved/Additional Inspection" fee and must be paid before reinspection
4. Permit fees are non-refundable after mechanical work as been started.
5. Permits are non-transferable.
6. Mechanical permits must be posted in a conspicuous location visible from the street.
7. An applicant must request an inspection as far in advance as possible but no less than 24 hours before the inspection is needed. Inspections will be conducted as soon as reasonably possible (see Inspection Guidelines below).

## Permit Guidelines

1. **Homeowner Permit:** A permit will be issued to the owner of a single-family home that they occupy or are about to occupy. Homeowners must install all mechanical equipment by themselves. Homeowners are required to comply with Section V and Section VI on Page 1.
2. **Contractor Permit:** A permit will be issued to registered mechanical contractors.
3. **Contractors or homeowners who begin mechanical work before receiving a written mechanical permit** may pay a \$110.00 investigation fee or will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.
4. **Fraudulent applications will result in the revocation of associated permit** and the applicant and individual(s) performing mechanical work fraudulently will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.

## Inspection Guidelines

1. New construction permits require a minimum of a service, a rough, and a final inspection. Temporary services will require an additional inspection.
2. Remodel permits require a minimum of a rough and a final inspection.
3. Multi-family structures or multi-tenant commercial or industrial structures require a minimum of a rough and a final inspection for each living or work unit in the structure. An inspection shall also be required for each building service.
4. A rough inspection must be conducted and approved before installing insulation, sheet-rock, paneling, or other materials that conceal any mechanical. **If mechanical work is concealed before inspection, the person responsible for concealing the mechanical work shall be responsible for all costs resulting from uncovering and replacing the covering material.**
5. A trench inspection must be conducted and approved before back filling or closing any trench including parking lots and street crossings. **If mechanical work is concealed before inspection, the person responsible for concealing the mechanical work shall be responsible for all costs resulting from uncovering and replacing the covering material.**

## Fee Guidelines

1. Permit fees must be paid in full before a permit is issued.
2. Fees for items missed on an original application must be paid in full before the final approval of a permit.
3. Application fees are non-refundable.
4. Permit fees are non-refundable after work begins
5. Permit line item fees, excluding the Application Fee, are refundable only if a permit applicant provides a written request to cancel a permit and receive a partial refund before any work associated with that permit has begun. The permit holder must arrange an inspection and accompany the inspector to confirm that the work associated with that permit was not begun before a refund will be issued.
6. Re-inspections of **disapproved inspections** will be charged a "Disapproved/Additional Inspection" fee and must be paid before reinspection.
7. Expired permits may be extended. Applicants must complete a "Request To Extend A Permit" form and pay a \$50.00 fee to extend a permit.
8. The permit applicant, upon request, may be permitted to pay the \$110.00 investigation fee one time per State Licensing cycle, in lieu of an Administrative Hearings Bureau Notice To Appear, for all work that is started before securing a permit provided the required permit is secured by 5:00 pm on the next business day following the date of the Notice and Order to Appear.