Mechanical Permit Information

The Mechanical Code
The State of Michigan, including the City of Portage, is governed by the 2009 State of Michigan Mechanical Code. Provisions for one and two family dwellings are included in the 2009 State of Michigan Residential Code.

Is a mechanical permit required?
Yes. A mechanical permit is required for the erection, installation, enlargement, alteration, repair, removal, conversion or replacement of a mechanical system governed by the mechanical code. Except for replacement of minor parts, mechanical work shall not be started until a permit for such work has been issued.
Mechanical permits are not required for the following:

- Portable gas heating appliances.
- Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.
- Portable heating appliances.
- Portable ventilation equipment.
- Portable cooling units.
- Portable evaporative cooler.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by the code.
- Replacement of any part that does not alter its approval or make it unsafe.
- Self-contained portable refrigeration unit that is not more than 1.5 horsepower.

Who can perform mechanical work?
To obtain mechanical permits, an applicant shall be a State of Michigan licensed mechanical contractor; or a homeowner performing mechanical work in a single family home and accompanying outbuildings owned and occupied, or to be occupied, by the person performing the installation.

Mechanical Permit Application
The mechanical permit application can be printed for your use. Simply complete the application and bring it or mail it (with the applicable fees) to the Department of Community Development for processing.

MECHANICAL PERMIT APPLICATION

CITY OF
PORTAGE
A Place for Opportunities to Grow

Project Address: _____
Owner Name:_____
Address:_____ Phone: _____
City: _____ State: _____ Zip:_____
Date for Inspection: _____
Make of Unit:_____ Size:_____
Type of Fuel:_____
Description/location of work:_____

Contractor Name: _____
Address:_____ Phone: _____
City:_____ State:_____ Zip:_____
Contractor License #:_____ Issued By:_____ Exp. Date:_____
Portage Contractor Registration #:_____
Fed. I.D. # (or reason for exemption):_____
Work. Comp. Carrier (or reason for exemption):_____
MESC # (or reason for exemption):_____

Licensee Personal Signature: _____ Date: _____
(no agent's signature)

Base Fee	1	EA @	$45.00	45.00
HEATING EQUIPMENT				
Residential (Alt/Add/Ductwork)	_____	EA @	$25.00	_____
Commercial (Alt/Add/Ductwork)	_____	EA @	$25.00	_____
Forced Air Furnaces				
less than 100,000 BTU	_____	EA @	$50.00	_____
more than 100,000 BTU	_____	EA @	$50.00	_____
Forced Air Replacement				
less than 100,000 BTU	_____	EA @	$30.00	_____
more than 100,000	_____	EA @	$30.00	_____
Suspended Units w/wo ductwork	_____	EA @	$15.00	_____
Conversion-Res & Comm	_____	EA @	$30.00	_____
Com. And Res. Water Heater	_____	EA @	$ 5.00	_____
Air/Water Heater Pump w/wo duct	_____	EA @	$20.00	_____
Gas Piping & Testing (per opening)	_____	EA @	$ 5.00	_____
Residential Hot Water/Steam Boiler	_____	EA @	$30.00	_____
Vent/Product ducts-per system	_____	EA @	$ 5.00	_____
Solar (active)	_____	EA @	$20.00	_____
Gas or Wood Fireplace	_____	EA @	$30.00	_____
Wood Burner	_____	EA @	$30.00	_____

(Is unit an Outdoor Solid Fuel-fired Furnace? _____)

MECHANICAL PERMIT APPLICATION

AIR CONDITIONING				
Air Conditioning	_____	EA @	$30.00	_____
SPECIAL EQUIPMENT				
Commercial Exhaust Hoods/Fans	_____	EA @	$15.00	_____
Commercial dryers	_____	EA @	$ 8.00	_____
Humidifier -non portable	_____	EA @	$10.00	_____
Prepackage Heat/Cool Unit				
Under 10,000 CFM	_____	EA @	$20.00	_____
Over 10.000 CFM	_____	EA @	$60.00	_____
Process Piping	_____	EA @	$25.00	_____
Cooling towers w/wo piping	_____	EA @	$30.00	_____
V.A.V Boxes	_____	EA @	$10.00	_____
Heat Recovery Units	_____	EA @	$10.00	_____
Evaporator Coils	_____	EA @	$30.00	_____
Fire Suppression/protection	_____	EA @	$20.00	_____
Compressors	_____	EA @	$30.00	_____
Flue/vent Damper	_____	EA @	$ 5.00	_____
Chiller	_____	EA @	$30.00	_____
Nonlisted item	_____	EA @	$10.00	_____
TANKS				
Above ground	_____	EA @	$20.00	_____
Under ground	_____	EA @	$25.00	_____
REFRIGERATION				
Systems - NOT SEALED	_____	EA @	$30.00	_____
Additional Inspection	_____	HR @	$56.00	_____
Inspection outside work hours (1 hour minimum)	_____	HR @	$75.00	_____
		TOTAL Charges		_____

No form executed by this department implies or provides exemption from any code or ordinance requirements.

IT IS THE APPLICANT'S RESPONSIBILITY TO CALL FOR UNDERGROUND, ROUGH-IN, SEWER, WATER, AND FINAL INSPECTIONS 24 HOURS IN ADVANCE. FAILURE TO COMPLY WILL RESULT IN UNCOVERING THE WORK AND/OR COURT ACTION. PENALTY FOR VIOLATION MAY BE A FINE OF NOT TO EXCEED FIVE HUNDRED DOLLARS ($500) OR BY IMPRISONMENT FOR NOT MORE THAN NINETY (90) DAYS, OR BOTH, AT THE DISCRETION OF THE COURT.

EXPIRATION: Permit shall expire and become null and void if the building or work authorized is not commenced within 180 days from the date of issuance, or if the building or work authorized is suspended or abandoned for a period of 180 days.

STATE LAW ACT 53: 3 WORKING DAYS BEFORE YOU DIG DIAL -
TOLL FREE **MISS DIG 1-800-482-7171.**

Section 23a of the State Construction Code Act of 1972, Act No. 230 of 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 perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

HOME OWNER AFFIDAVIT (if applicable)
I Hereby certify the mechanical work described on this permit shall be installed by myself in my own home in which I am living or about to occupy.

Homeowner's Signature:_____ Date: _____