



CITY OF MADISON HEIGHTS  
COMMUNITY DEVELOPMENT DEPARTMENT  
300 W. 13 MILE ROAD  
MADISON HEIGHTS, MI 48071  
(248) 583-0831

**FOR OFFICE USE ONLY**

PERMIT #: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

BY: \_\_\_\_\_

**MECHANICAL PERMIT APPLICATION**

JOB ADDRESS: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

Check here to receive Notices of Repair by facsimile ☐ or e-mail ☐. E-mail address: \_\_\_\_\_

**FEES & WORK DESCRIPTION:**

No. of Inspections	Type of Inspection or Fee	Fee	Cost (No. x Fee)
<b>Required</b>	Administrative Fee	\$30.00	<b>\$30.00</b>
	Rough Inspection	\$75.00	
	Final Inspection	\$75.00	
	Residential Air Conditioning	\$75.00	
	Commercial Heat or Air (One inspection per unit)	\$75.00	
	Refrigeration	\$75.00	
	Gas Line	\$75.00	
	Contractor Registration	\$30.00	
	Other		
	<b>TOTAL FEES:</b>		

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**FEES**

**PAID**

Permit: \_\_\_\_\_

Registration: \_\_\_\_\_

Investigative Fee: \_\_\_\_\_

Other: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Code Official Approval: \_\_\_\_\_

Date approved for issue: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

**PLAN REVIEW:** Plan review is not required for one and two family dwellings under 3,500 square feet or for alterations determined to be minor by the building official. Plans are required for all other building types and shall be prepared under the direct supervision of a **qualified** architect or engineer licensed pursuant to Act 299, of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's seal.

**HAVE PLANS BEEN SUBMITTED?** ☐ YES ☐ NO ☐ NOT REQUIRED

**APPLICANT'S 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.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS:

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER  
FEE INFORMATION ON REVERSE SIDE

\_\_\_\_\_  
DATE OF BIRTH

## **1.0 MECHANICAL PERMIT FEE SCHEDULE**

- 1.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 1.2 The Permit Fees for any mechanical permit shall be \$75.00 per inspection. One inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.
- 1.3 Contractor registration fee shall be \$30.00 for mechanical (all categories).
- 1.4 Permits for new construction shall be for the minimum number of inspections required in Section 3.
- 1.5 An investigative fee equal to the permit fee, shall be assessed if a permit was not issued prior to commencement of work.
- 1.6 A fee of \$90.00 per inspection shall be charged for the re-inspection of all failed inspections.

## **3.0 INSPECTIONS: MINIMUM NUMBER AND WHEN REQUIRED**

### **3.3 Mechanical: Single-Family Residential**

- 1. For new construction a minimum of three inspections, a rough, final, and gas line inspection shall be required for each heating system. A separate inspection shall be required for each cooling system. A heating or cooling unit without a distribution system shall require one inspection.

Remodels shall require a minimum of a rough and final inspection. For all other types or work of this class, inspections shall be required for each visit required from the mechanical inspector.

- 2. Pre-fab fireplaces shall require a minimum of one inspection per dwelling unit. Multiple fireplaces in the same dwelling unit, and inspected on the same visit, shall require one inspection. Units may also require a gas line inspection.

### **3.4 Mechanical: Multiple-Family, Commercial, Industrial**

Each heating and/or cooling unit shall require one inspection. Each multi-family dwelling unit shall require a rough and final. Installation or modification of any distribution system not involving the associated heating/cooling unit shall require one inspection. Where an underground inspection(s) is required, an additional inspection shall be charged per visit. Gas lines require an additional inspection per system.

Refrigeration units of one horse-power or greater shall require one inspection per unit.

Concealed piping shall require an additional inspection per system.