



**Mechanical Permit Application**  
 Community Planning and Economic Development  
 245 N Rose Street, Ste 100  
 Kalamazoo, MI 49007  
 (269) 337-8026

constructionpermits@kalamazoo.org  
 www.kalamazoo.org

Authority:	1972 PA 230
Completion:	Mandatory to obtain permit
Penalty:	Permit can not be issued

Date \_\_\_\_\_ Issued \_\_\_\_\_ Fee \_\_\_\_\_ Permit # \_\_\_\_\_

**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 NUMBER (include area code)

**II. Contractor/Homeowner Information**

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME	CONTRACTOR'S LICENSE NUM.	EXPIRATION DATE
ADDRESS (Street No. and Name)	CITY, STATE	ZIP	EMAIL ADDRESS
TELEPHONE NUMBER (Include Area Code)	CELL #	FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	
WORKERS COMPENSATION INSURANCE CARRIER (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	<input type="checkbox"/> Premanufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)

**IV. Plan Review Required**

**Plans must be submitted before a permit can be issued, except as listed below.**

**Plans are not required for the following:**

- One and two-family dwellings when the total building heating/cooling system input rating is 375,000 BTU's or less
- Alterations and repair work determined by the mechanical official to be of minor nature.
- Business, mercantile and storage building having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- 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 building size in square footage? \_\_\_\_\_ 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.

Plans Not Required

**V. Applicant Signature**

SIGNATURE OF LICENSEE OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI Homeowner Affidavit)		DATE
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**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 Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**Complete Application on Back Side**

**VII. Fee Classification**

<b>Item #2, Residential Heating System:</b> This item is used for the installation of a heating system in a <b>new residential structure</b> .
<b>Items #10 (Gas Piping) and #18 (Duct) SHOULD NOT BE</b> charged. Replacement systems should be itemized.
<b>Item #4, Residential Boiler:</b> A residential boiler must be installed by a licensed boiler installer.
<b>Items #14 and #15, Tanks:</b> A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

VIII. Fee Chart - Enter the number of items being installed, multiply by the unit price for total fee.

Description of Work: \_\_\_\_\_

**FLAT FEES (FOR REPLACEMENT OF ONE WATER HEATER, ONE A/C UNIT or ONE FURNACE ONLY! ALL OTHER WORK SHOULD BE ITEMIZED IN THE "ALL OTHER WORK" SECTION)**

	Fee	Total		Fee	Total
Water Heater Replacement (Includes 1 Inspection & Application Fee)	\$115.00		Air Conditioner Replacement (Includes 1 Inspection & Application Fee)	\$140.00	
Furnace Replacement (Includes 1 Inspection & Application Fee)	\$140.00		Furnace & Air Conditioner Replacement (Includes 1 Inspection & Application Fee)	\$170.00	

**ALL OTHER WORK (must include application fee and final inspection fee)**

	FEE	ITEM #	TOTAL
1. Application Fee (non-Refundable)	\$80.00	1	\$80.00
2. Residential Heating System (includes duct & pipe) <b>**NEW BUILDING ONLY**</b>	\$50.00		
3. Gas/Oil Burning Equipment (furnace) New and/or Conversion Units	\$30.00		
4. Residential Boiler **	\$30.00		
5. Water Heater	\$5.00		
6. Flue/Liner	\$5.00		
7. Solid Fuel Equip. (includes chimney)	\$30.00		
8. Chimney, factory built (installed sep.)	\$25.00		
9. Solar; set of 3 panels (includes piping)	\$20.00		
10. Gas piping; each opening - New Installation	\$5.00		
11. Air Conditioning	\$30.00		
12. Heat Pumps (complete residential)	\$30.00		
13. Bath and Kitchen exhaust	\$5.00		
Tanks			
14. Aboveground*** Aboveground Connection	\$20.00		
15. Underground*** Underground Connection	\$20.00		
16. Humidifiers	\$10.00		
Piping systems - <b>minimum \$25.00</b>			
17. Piping Process piping	\$.05/ft		
18. Duct - <b>minimum \$25.00</b>	\$.10/ft		
19 Heat Pumps; Commercial (pipe not included)	\$20.00		

	FEE	ITEM #	TOTAL
Air Handlers/Heat Wheels			
20. Under 10,000 CFM (RTU)	\$20.00		
21. Over 10,000 CFM	\$60.00		
22. Commercial Hoods (includes Puff Test)			
Type II	\$60.00		
Type I	\$60.00		
23. Heating Recovery Units (ERV)	\$10.00		
24. V.A.V. Boxes	\$10.00		
25. Unit Ventilators	\$10.00		
26. Unit Heaters	\$15.00		
27. Fire Suppression/Protection <b>min. \$60.00 + engineering (if applicable)</b>	\$.75 per head		
28. Evaporator Coils	\$30.00		
29. Refrigeration (split system)	\$30.00		
30. Chiller/Compressor	\$30.00		
31. Cooling Towers	\$30.00		
Inspections			
32. Special/Safety Insp.	\$70.00		
33. Additional Inspection	\$80.00		
34. Rough-In Inspection	\$80.00		
35. Final Inspection	\$80.00	1	\$80.00
36. Certification Fee	\$30.00		
37. Gas Burning Fireplace	\$30.00		

\* See VII. Fee Clarification, Item #2 on front

\*\* See VII. Fee Clarification, Item #4 on front

\*\*\* See VII. Fee Clarification, Items #14 and #15 on front

**All Total Fees** (Include the \$80.00 non-refundable application fee).



**Make checks payable to City of Kalamazoo**

Mechanical Inspector Approval \_\_\_\_\_

Date \_\_\_\_\_

**IX. Instructions for Completing Application**

**General:** Mechanical work shall not be started until the application for permit has been issued by the City of Kalamazoo. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected. When ready for an inspection, call the scheduling line at 337-8026**, providing as much advance notice as possible. The inspector will need the **job location** 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 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 work. **A PERMIT WILL EXPIRE WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. EXPIRED PERMITS CANNOT BE REFUNDED, REINSTATEMENT FEE WILL BE REQUIRED IF APPROVED BY THE CODE OFFICIAL.**

**Where to Submit Application:** The City of Kalamazoo is responsible for code enforcement. Permit applications should be sent to the address listed on the front of the application. Questions regarding permits may be directed to the Permit Technician at 337-8053. Code questions may be directed to the Mechanical Inspector at 337-8561. Any scheduling of inspections must be directed to 337-8548.

THIS DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARTIAL STATUS, HANDICAP OR POLITICAL BELIEFS. IF YOU NEED HELP WITH READING, WRITING, HEARING, ETC., UNDER THE AMERICANS WITH DISABILITIES ACT, YOU MAY MAKE YOUR NEEDS KNOWN TO THIS DEPARTMENT.