

**MECHANICAL PERMIT APPLICATION**  
**Western Washtenaw Construction Authority**  
**Bridgewater, Freedom, Manchester Townships & Manchester Village**

912 City Rd.  
P.O. Box 556

Manchester, MI. 48158

Phone #734-428-7001

Fax #734-428-1849

AUTHORITY: P.A. of 1972, as amended COMPLETION: Mandatory to obtain permit PENALTY: Permit cannot be issued
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**I. JOB LOCATION**

NAME and PHONE Number of Owner:		Has a building permit been obtained for the project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
Street Address, City and Zip Code (project address):		Parcel Tax ID Number	Township

**II. CONTRACTOR / HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License Number	Expiration Date
Address		City	State
Telephone Number ( )	Fax Number ( )	Cell Phone Number ( )	Email Address
Workers Comp Carrier		MESC Number	Are you registered with us <input type="checkbox"/> Yes <input type="checkbox"/> No

**III. TYPE OF JOB**

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

**IV. PLAN REVIEW REQUIRED**

See below for plan review requirements before completing this section. Plans and specifications must be submitted for one and two family dwellings when the input rating of the building heating/cooling system exceeds 375,000 Btu's.

What is the building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

Have plans been submitted? (See below for plan review requirements before completing this section.)  Yes  No  Not required

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**Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980 as amended and shall bear that architect's or engineer's signature and seal, except:**

- 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 a 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.

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

**V. APPLICANT SIGNATURE**

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.

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Signature of Licensee or Homeowner (Homeowner signature indicates compliance with Section VI Homeowner Affidavit) \_\_\_\_\_ Date \_\_\_\_\_

**VI. HOMEOWNER AFFIDAVIT**

I hereby certify that the mechanical work described on this permit application shall be installed <b>by myself in my own home</b> in which I am living or about to occupy. All work shall be installed in accordance with the State Mechanical Code and <b>shall not be enclosed, covered up</b> , or put into operation until it has been <b>inspected</b> and <b>approved</b> by the Mechanical Inspector. I will cooperate with the mechanical inspector and assume the responsibility to arrange for necessary inspections.
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**VII. FEE CLARIFICATIONS**

When installing heating system for new single family home at a minimum the permit application must include the application fee, gas test, rough and final inspection. When installing heating system for new modular home at a minimum the application must include the application fee, gas test and final inspection.
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**COMPLETE APPLICATION ON BACK SIDE**

**Description of work:** List the work to be accomplished under this permit.

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**Fee Chart:** Enter the number of inspections needed.

Item	Fee	No. of Insp.	Total \$	Comments
Application Fee	\$25.00		\$25.00	
Gas Test Inspection	\$55.00			
Fireplace Rough Insp.	\$55.00			
Fireplace Final Insp.	\$55.00			
Underground Insp.	\$55.00			
Rough Inspection	\$55.00			
Final Inspection	\$55.00			
LP tank and line	\$55.00			
<b>Total:</b>		#	\$	

**INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Mechanical work shall not be started until the application for permit has been filed. All installations shall be in conformance with the Mechanical Code. **No work shall be concealed until it has been inspected.**

When ready for an inspection, call Western Washtenaw Construction Authority at (734) 428-7001 providing as much advance notice as possible. The office will need the **requestor's name, phone number, 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 the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION.**

The office of Western Washtenaw Construction Authority will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.