



City of Marshall

MECHANICAL PERMIT APPLICATION

**Mailing Address:**323 W Michigan Ave,
Marshall, Michigan 49068**Physical Address:**900 S Kalamazoo Ave.
Marshall, Michigan 49068**1. Job Location**

AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT CANNOT BE ISSUED

Name of Owner/Agent	Has a building permit been obtained for this project (circle one)? • Yes • No • Not Required
Street Address & Job Location (Street No. and Name)	

2. Contractor/Homeowner Information (If a Contractor is doing the work they must fill out)

Name of Owner or Company		License #	Expiration Date
Address (Street No. and Name)	City	State	Zip Code
Phone number with Area Code	Driver License #	Federal Employer ID (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer # (or reason for exemption)	
Cell Phone Number	Fax Phone number	Email Address	

3. Type of Job

• Single Family	• New	• Special inspection	• Premanufactured Home Setup (State Approved)
• Other	• Alteration	• LP Tank	• Manufactured Home Setup (Hud Mobile Home)

4. 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 square footage? _____

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

Have plans been submitted • Yes • No • Not Required

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 buildings 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

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

5. Applicant Signature

Section 23a of the State Construction Code Act of 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 structure. Violators of Section

23a are subject to civil fines:

Signature of Licensee or Homeowner (Homeowner's signature indicates compliance with Section 6 Homeowner Affidavit)

Date

6. 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 State 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.

Work Description

COMPLETE APPLICATION ON BACK SIDE

MECHANICAL FEES

FEE SCHEDULE	FEE	QTY	TOTAL
Plan Review residential over 3,500 sqft and commercial**	\$200.00		
1. Administrative Fees (non-refundable)	\$75.00	1	\$75.00
2. Final Inspection	\$75.00	1	75.00
3. Rough-In, Re-inspection or Additional	\$75.00		
4. Special Inspection/ Pre-Sale	\$75.00		
5. AC Split System	\$30.00		
6. Replacement of Conversion Units	\$30.00		
7. Gas or Oil Burning Equipment	\$30.00		
8. Residential Boiler	\$30.00		
9. Heat Pumps: Residential	\$30.00		
10. Evaporator Coils	\$30.00		
11. Refrigeration (Split System)	\$30.00		
12. Chillers	\$30.00		
13. Cooling Towers	\$30.00		
14. Compressor	\$30.00		
15. Underground Inspection	\$75.00		
16. Water Heater	\$5.00		
17. Flue & Vent Damper	\$5.00		
18. Gas Piping each appliance	\$5.00		
19. Bath/Kitchen/ Laundry Exhaust	\$5.00		
TOTAL COLUMN NO. 1			

FEE SCHEDULE CONTINUED	FEE	QTY	TOTAL
20. Gas Fireplace - includes chimney	\$25.00		
21. Chimney Factory Built	\$25.00		
22. Solar Panels set of 3 with piping	\$20.00		
23. Tanks above ground	\$20.00		
24. Tanks under ground	\$25.00		
25. Heat Pumps Commercial piping not included	\$20.00		
26. Piping (minimum \$25.00)	.05 per. ft.		
27. Duct Work - Per System (Minimum \$25.00)	.10 per. Ft.		
28. Air Handlers Under 10,000 CFM	\$20.00		
29. Air Handlers Over 10,000 CFM	\$60.00		
30. Humidifiers	\$10.00		
31. Heat Recovery Units	\$10.00		
32. V.A.V Boxes	\$10.00		
33. Unit Ventilators	\$10.00		
34. Certification Fee	\$10.00		
35. Residential Heating System	\$50.00		
36. Commercial Hoods	\$15.00		
37. Unit Heaters (Terminal Units)	\$15.00		
38. Fire Suppression/Protection - Minimum \$20.00	.75 per head		
* 39. Registration	\$25.00		
TOTAL COLUMN NO. 2			
TOTAL COLUMN NO. 1			
TOTAL PERMIT FEES			

* Registration expires when Contractor's License expires. If you have not registered with the City since your license renewed, please include registration fee.

**Plan Review is \$200, for up to 4 hours and \$45 an hour after that, up to a total of 25% of the building plan review fee

FEES MUST INCLUDE AT LEAST A FINAL INSPECTION ALONG WITH THE LINE ITEMS OF THE WORK THAT IS BEING COMPLETED. IF ADDITIONAL INSPECTIONS ARE NEEDED, PLEASE BE TO SURE TO MARK THAT LINE ITEM WITH THE NUMBER OF INSPECTIONS.

Clarification: Residential Heating System: item #35 is for the installation of a heating system in a new residential structure or building. Items #18 and #27 should not be charged. Replacement systems should be itemized.

AS OF JULY 1, 2023 ANY WORK COMPLETED BEFORE PERMIT IS ISSUED WILL BE SUBJECT TO A FEE OF DOUBLE THE PERMIT FEE, UP TO \$5000

Any work covered before permit was pulled will require contractor/owner to uncover work.

Jennifer Pickford	Schedule Inspections- jpickford@cityofmarshall.com	269-781-3985 x 1501
Tim Musser	Building Official- tmusser@cityofmarshall.com	269- 781-3985 x 1507
Eric Zuzga	Zoning Administrator - ezuzga@cityofmarshall.com	269-781-3985 x 1114
John Gross	Plumbing and Mechanical Inspector	

EXPIRATION OF A 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 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. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

CALL 24 HOURS IN ADVANCE TO SCHEDULE AN INSPECTION - FAILURE TO DO SO MAY HOLD UP YOUR PROJECT

No individual or entity shall be subjected to discrimination or harassment by the City of Marshall on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other legally protected status under federal and state laws. If you need help with reading, writing, hearing, etc, under the Americans with Disabilities Act, you may make your needs known to this agency.

TO THE APPLICANT- You will be notified within 10 business days (unless otherwise notified) as to whether your project has been approved or if any other information is needed. If your project is denied, you will be notified of the reasons why. If approved, you will be informed of the permit and bond fees due. Once paid you will be issued your permit, and you can start work. Please make sure that you have completed, signed, and have all the necessary paperwork submitted with your application so that your approval will not be delayed. Contact the Building Department at: (269) 781-3985 ext. 1501 if you have questions