



ISABELLA COUNTY MECHANICAL PERMIT APPLICATION

ISABELLA COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
200 N. MAIN ST., MT. PLEASANT, MI 48858
(989) 317-4061 FAX (989) 775-6681

MECHANICAL PERMIT APPLICATIONS WILL **NOT** BE ACCEPTED UNLESS ALL THE FOLLOWING ARE PROVIDED AT THE TIME OF APPLICATION:

1. PROPERTY OWNER/JOB LOCATION:

- The correct property owner name, complete address, phone number and property tax id number is required to be provided. Property Tax ID (a.k.a. parcel number) and parcel data information can be found at: app.fetchgis.com/Isabella

2. CONTRACTOR INFORMATION

- The contractor's name, complete address, phone number, contractor license number and expiration date, federal employer ID number, workers compensation insurance carrier, MESC employer number and email address (if available) are required.
- If the homeowner is applying for the permit AND the homeowner information matches the information in number 1 above, this may be left blank.

3. TYPE OF JOB

- Indicate the appropriate job type by checking the appropriate boxes.
- A complete description of the work being performed is required.

4. PLANS REQUIRED

- Answer all questions in the Plans Required section to determine if plans are required for review by the Mechanical Inspector prior to permit issuance. If you answered YES to any questions in this section, plans are required.
- Construction documents may be submitted by the owner or the owner's architect, engineer, contractor or agent. *(The construction statutes or codes do not fix the responsibility for the submission of construction documents. However, the owner of the construction project has the responsibility to assure that it is done.)*

5. PLAN REVIEW REQUIRED

- The purpose of a Plan Review is to assure the construction project is designed in compliance with the code. If there are issues of noncompliance, they may need to be addressed during the review process.
- Answer all questions in the Plan Review section to determine if a plan review is required for this project. If you answered NO to any of these questions, a plan review application is required to be submitted. Please contact the Community Development / Inspections office for details on submitting a plan review application.

6. FEE CHART:

- Payment of all fees are required to be made at time of application. Check may be made out to Isabella County.

7. APPLICANT SIGNATURE:

- Signature of the applicant is required. If the applicant is the property owner, the applicant's driver's license number is required.

**TOTAL PERMIT FEES MAY BE DOUBLED IF WORK IS
STARTED BEFORE THE PERMIT IS ISSUED**



MECHANICAL PERMIT APPLICATION

Isabella County Community Development/Inspections
200 N Main St
Mt. Pleasant MI 48858
(989) 317-4061

OFFICE USE ONLY

Permit No.: _____

Date: _____

Check No.: _____

Receipt No.: _____

1. PROPERTY OWNER / JOB LOCATION

Name	Phone Number	Property Tax ID:	
Job Street Address	City	Township	Section
Owner Mailing Address	City	State	Zip Code
Owner Email Address			

2. CONTRACTOR INFORMATION (May be left blank if the Property Owner is completing the work.)

Contractor Name	Contractor License Number	Expiration Date	
Contractor Address	City	State	Zip Code
Phone Number	Federal Employer ID Number (or reason for exemption)		
Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)		
Contractor Email Address			

3. TYPE OF JOB

☐ New Building/Structure	☐ Alteration	☐ Fire Suppression	☐ Manufactured Home
☐ Addition	☐ Repair	☐ Special Inspection	☐ Mobile Home
Description of Work:			

4. PLANS REQUIRED

Is this new multi-family construction?	☐	YES	☐	NO
Is this new commercial construction?	☐	YES	☐	NO
Is this new industrial construction? ☐ YES ☐ NO				
If you answer YES to any of these questions, plans are required.				

5. PLAN REVIEW REQUIRED

SECTION 1

Is the building a one- or two-family dwelling?	☐	YES	☐	NO
If you answered NO, skip to Section 2, otherwise answer the next question in Section 1.				
Is the total building heating/cooling system rating 375,000 BTU or less?	☐	YES	☐	NO
What is the BTU rating?				
If you answered NO to the above question, a plan review IS required.				

SECTION 2 For a business, mercantile or storage buildings.

Does the building have HVAC equipment only?	☐	YES	☐	NO
Is there only one fire area?	☐	YES	☐	NO
Is the building less than 3,500 ft ² ?	☐	YES	☐	NO
What is the building area (in ft ²)?				
If you answered NO to any question in section 2, a plan review IS required.				

The purpose of a Plan Review is to assure the construction project is designed in compliance with the code. If there are issues of noncompliance, they may need to be addressed during the review process.

Answer all questions in the Plan Review section to determine if a plan review is required for this project. If you answered NO to these questions, a plan review application is required to be submitted. Please contact the Community Development Inspections office for details on submitting a plan review application.

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6. FEE CHART		Fee	#Items	Total
Administrative Fee (Non-Refundable)		\$75.00	1	\$75.00
Air Handlers	1,000 to 10,000 CFM	\$19.00 each		
	Over 10,000 CFM	\$55.00 each		
Bath/Kitchen Fans (less than 1,000 CFM)		\$7.00 each		
Central A/C, Split Refrigeration, Evap. Cooling		\$24.00 each		
Chillers / Cooling Towers / Compressors		\$28.00 each		
Chimney (Factory Built), Chimney Re-lining or B-Vent		\$23.00 each		
Commercial Hoods		\$19.00 each		
Dampers (Flue, Vent, Fire)		\$7.00 each		
Duct Systems / Hydronic Piping		\$23.00 each		
Fire Suppression (min \$19.00, rounded to the nearest \$1.00)		\$0.55 / head		
Fireplace and Vent		\$24.00 each		
Gas Piping (each outlet)		\$7.00 each		
Under special circumstances an hourly fee for inspection services may be assessed at a rate of \$55.00 per hour.				

			Fee	#Items	Total
Heating Systems	Gas	☐	\$31.00 each		
	Heat Pump	☐			
	HVAC	☐			
	Oil	☐			
	Solid Fuel	☐			
Humidifiers, Heat Recovery, VAV Box, Unit Ventilators			\$10.00 each		
Infrared/Terminal Unit Heaters			\$19.00 each		
Inspection – Rough, Additional, Special			\$ 70.00 each		
Inspection - Final			\$ 70.00 each	1	\$70.00
Manufactured/Mobile Home			\$36.00 each		
Letter of Compliance (upon request)			\$20.00		
Re-Open Expired Permit			\$75.00		
Tanks (LPG fuel Oil) Inc. Piping to Building			\$19.00 each		
Water Heater and Vent			\$10.00 each		
			Total Fee		
			(Must include non-refundable \$75.00 administrative fee and \$70.00 final inspection)		

7. 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 residential structure. Violators of Section 23a are subject to civil fines.

Signature of Mechanical Contractor

Date:

Signature of Property Owner (if property owner is the applicant)

Date:

Property Owner Driver's License Number:
(required if property owner is the applicant)

Homeowner Affidavit : I hereby certify that the proposed work is authorize by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Mechanical work shall not be started until the mechanical permit has been issued. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until the work has passed an inspection.** You are required to call the inspection line at (989) 317-4220 and provide the required details a minimum of 24 hours in advance.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A valid permit shall expire if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **Expired permits may be extended upon submission of a written request and payment of a \$50.00 fee within 30 days of expiration.** Otherwise, the permit shall be closed. A closed permit requires a new permit application.

**TOTAL PERMIT FEES MAY BE DOUBLED IF WORK IS
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