

TOMPKINS TOWNSHIP
9999 Tompkins Rd.
Rives Jct., MI 49277
PH: 517 569-2463

Mike Haydo, Permit Clerk
7193 Grand River Rd.
Rives Jct., MI 49277
PH: 517 937-8995

Authority: 1972 PA 230
Completion: Mandatory to Obtain Permit
Penalty: Permit Cannot be Issued

APPLICATION FOR MECHANICAL PERMIT

SECTION 1. JOB LOCATION

PIN # _____

Date _____

Has a building permit been obtained for this project? Yes / Permit # _____

Not Required _____

Name of Owner/Agent	Phone _____ Cell Phone _____
Address	City and Zip Code _____

SECTION 2. Contractor/Homeowner Information

Indicate who the applicant is:

* Contractor

* Homeowner

Phone: _____
Cell: _____
FAX: _____

Name:
Address (Street Number & Name):
City, State, Zip

SECTION 3. TYPE OF JOB

___ Single Family ___ New ___ LP Tank ___ Premanufactured ___ State Owned
Home Set Up
___ Other ___ Alteration ___ Special Inspection ___ Manufactured Home ___ School
Setup

Describe Work to be Completed: _____

SECTION 4. Plan Review Required

Plans Not Required _____ Plan Review Submission No. _____

Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below. Plans are NOT required for the following:

- 1 One and two-family dwellings when the total building heating/cooling system input is 375,000 BTU's or less.
- 2 Alterations and repair work determined by the mechanical official to be of a minor nature.
- 3 Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 SF.
- 4 Work completed by a governmental subdivision or state agency costing less than \$15,000.

If work being performed is described above, check box "Plans Not Required." Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect's or engineer's seal and architect or engineer licensed pursuant to 1980 PA 299 and shall bear that signature.

SECTION 5. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential building or a residential structure. Violation of section 23a are subject to civil fines.

Signature of Mechanical Contractor or Homeowner
(Homeowner signature indicates compliance with Section 6, Homeowner Affidavit)

Signature

Date

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SECTION VI. Homeowner Affidavit

I hereby certify the plumbing 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 Tompkins Township Mechanical Inspector. I will cooperate with the Tompkins Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

SECTION 7. Fees

Checks are Payable to Tompkins Township

Enter the Number of Items Being Installed

___ Residential Heating System (New Bldg Only)	___ Humidifiers
___ Gas/Oil Burning Equipment (furnace)	___ Piping
___ New and/or Conversion Units	___ Process Piping
___ Residential Boiler (must be licensed by boiler installer)	___ Duct Work
___ Water Heater	___ Heat Pumps, Commercial (pipes not included)
___ Flue/Vent Damper	___ Air Handler/Heat Wheels Under under 10,000 CFM
___ Solid Fuel Equipment (includes chimney)	___ Air Handler/Heat Wheels Over under 10,000 CFM
___ Gas Burning Fireplace	___ Commercial Hoods
___ Chimney (factory built (installed separately)	___ Heat Recovery Units
___ Solar, set of 3 panels (includes piping)	___ V. A. V. Boxes
___ Gas Piping, each opening-new installation (residential)	___ Unit Ventilators
___ Air Conditioning (includes split systems)	___ Unit Heaters (terminal units)
___ Heat Pumps (complete residential)	___ Fire Suppression/Protection
___ Bath and Kitchen Exhaust	___ Evaporator Coils
___ Tanks Aboveground	___ Refrigeration (split system)
___ Tanks Aboveground Connection	___ Chiller
___ Tanks Underground	___ Cooling Towers
___ Tanks Underground Connection	___ Compressor

SECTION 8. INSTRUCTIONS FOR COMPLETING APPLICATION

General: Mechanical work shall not be started until the application for permit has been filed with Tompkins Township. All installation shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected. The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspector 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 twelve (12) months after issuance of the permit or if the authorized work is suspended for a period of twelve (12) months after the time of commencing the work.

A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN TWELVE (12) MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

Where to Submit Application: Tompkins Township is responsible for code enforcement in the township. Permit applications should be sent to the address on the front of this application. Questions regarding permits may be directed to Mike Haydo.