



**Newaygo County**  
 Department of Building Safety & Permits

Permit No. \_\_\_\_\_

P.O. Box 885, 306 South North Street  
 White Cloud, MI 49349

**Mon-Fri Office Hours:**  
 8:00 a.m. - Noon  
 1:00 p.m. - 4:00 p.m.

Permit Fee: \$

Phone (231) 689-7216 FAX (231) 689-7219

**MECHANICAL PERMIT APPLICATION**

*(All areas must be completed and a drivers license number must be provide where indicated before a permit can be issued.)*

**I. JOB LOCATION** (please print all information other than signatures)

Name of Owner/Agent:		Project Name:		Application Date:	
Job Location: Street No.	Street Name	Street Direction: N S E W	Cross Streets:(Streets that intersect street job is on.)  &	Township:	Section:
Specific Directions to Reach Job Location:					

**II. OWNER INFORMATION**

Name of Owner:				
Address: Street		City:	State:	Zip Code:
Telephone No.: ( )	FAX No.: ( )	Drivers License No.: <b>(Required)</b>		

**III. CONTRACTOR INFORMATION** (Contractors must be registered with Newaygo County)

Name of Contractor:		License No.:		Expiration Date:	
Address: Street		City:	State:	Zip Code:	
Telephone No.: ( )	FAX No.: ( )	Drivers License No.: <b>(Required)</b>			
Worker Compensation Insurance Carrier (or reason for exemption):		Federal Employer ID No (or reason for exemption)		MESC employer No. (or reason for exemption):	

**IV. TYPE OF JOB**

Single Family:	<input type="checkbox"/> New	<input type="checkbox"/> Remodel	<input type="checkbox"/> Addition	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Modular	<input type="checkbox"/> LP Tank Set	<input type="checkbox"/> Other: (specify)
Commercial/ Other:	<input type="checkbox"/> New	<input type="checkbox"/> Remodel	<input type="checkbox"/> Addition	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Modular	<input type="checkbox"/> LP Tank Set	<input type="checkbox"/> Other: (specify)
Please give specific location of work within a structure for remodeling and alterations:							

**V. APPLICANT SIGNATURE**

<p><b>Section 23a of the State Construction Act of 1972, act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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 subject to civil fines.</b></p> <p>Signature of Licensee or Homeowner: (If homeowner is signing here they must also sign the affidavit below.)</p>
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**VI. HOMEOWNER AFFIDAVIT**

<p>I hereby certify the mechanical work described on this permit application shall <u>be installed by myself in my own home</u> 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 or covered up</b>, or put into operation until it has been <b>inspected and approved</b> by the Newaygo County Mechanical Inspector. I will assume the responsibility to arrange for necessary inspections.</p> <p>Signature of Homeowner:</p>
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**VII. PLAN REVIEW REQUIREMENTS**

<p>Plans and specification for new construction work, alteration, repair, expansion, addition, or modification work 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 architects or engineer's signature and seal.</p> <p><b><u>If a plan review is required it must be done before a permit can be issued!</u></b></p> <p>Exception 1: Alterations and repair work determined by the Code Official to be minor in nature.          Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00          Exception 3: A building of Use Group R-2, R-3, or R-4 containing not more than 3,500 square fee of habitable building area.          Exception 4: A building of Use Group B, M, or S-2 having HVAC equipment only, with one fire area and not more than 3,500 square feet.</p>
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**Please Note: A driver license number or a state ID number, for non-drivers, is required of the person signing a check!**

**VII. NOTES**

If you have any questions, please call the **Mechanical Inspector**, Tuesday and Wednesday morning, 8:00 am - 9:00 am at (231) 689-7216.  
**\* Base Fee includes one inspection.**  
**Item #6-Residential Heating System:** Is used for the installation of a heating system. This requires two inspections, rough-in & final. Check fee schedule for additional charges. Replacement systems should be itemized.  
**If an item is not listed in the residential or commercial category** that you are working in and it is in the other category, use the unit charge listed and write it in the category you are working in.

**IX. FEE CHARTS**

**Residential**

#	Item	Unit Charge	No.	Total
Do not add Base Fee to the following items				
1.	<b>New Single Family Dwelling (Does not include air cond. or heat pump)</b>	\$ 250.00		
	Under 1,000 sq. ft. / BOCA Modular			
	1,000 - 2,499 sq. ft.			
	2,500 - 3,499 sq. ft.			
	Ove 3,500 sq. ft.			
2.	<b>Mobile Home or HUD Modular (with basement / attic heating system)</b>	\$ 160.00		
3.	<b>Mobile Home or HUD Modular (In a park or on private land)</b>	\$ 110.00		
Add Base Fee to Items 5 thru 23				
4.	<b>* Residential Base Fee - not refundable</b>	\$ 85.00	1	\$85.00
5.	Plan Review (3500 sq. ft. & over)	\$ 75.00		
6.	Heating System - includes duct work, piping, & humidifier or Mechanical Upgrade	\$ 80.00		
7.	Gas/Oil Burning Equipment - Fire Place, Factory built chimney, new and/or conversion units	\$ 50.00		
8.	Residential Boiler Need layout of specing and controls	\$ 35.00		
9.	Water Heater Includes connection from water heater to chimney	\$ 12.00		
10.	Flue/Vent/Damper	\$ 12.00		
11.	Chimney - factory built & intalled separately	\$ 30.00		
12.	Solid Fuel Equipment - Wood stoves, fireplace stoves, and add-on furnaces. Includes factory built chimney.	\$ 60.00		
13.	Duct System - Hydronic Piping	\$ 35.00		
14.	Gas Piping New opening, new installations	\$ 12.00		
15.	Solar Panels -Up to 3 panels and piping	\$ 25.00		
16.	Air Conditioner / Heat Pump	\$ 40.00		
17.	Exhaust Fans	\$ 12.00		
18.	Humidifiers - any number	\$ 20.00		
19.	Minii Split Plus Per Head	\$ 40.00 \$12 / head		
20.	LP & Fuel Oil Tank Sets (Includes gas piping from the tank to the home)	\$ 25.00		
21.	Generator piping	\$ 12.00		
22.	Additional Inspection	\$ 65.00		
23.	Final Inspection	\$ 65.00		
24.	Reinspection	\$ 65.00		
25.	Permit Renewal per Year	\$ 85.00		
26.	Special Inspection- Not refundable	\$120/Hr		
<b>Total Permit Fee:</b>			\$	.00

1.	Administrative Fee (work before obtain permit)	2xRequired Permit Fee (Up to \$600)	
2.	Administrative Fee (Stop Work)	\$120.00	

**Commercial**

#	Item	Unit Charge	No.	Total
Add Base Fee to Items 2 thru 27				
1.	<b>* Commercial Base Fee - not refundable</b>	\$ 120.00	1	\$120.00
2.	Plan Review (when required, ck with inspector.)	\$ 75.00		
3.	Tanks - Above ground	\$ 25.00		
4.	Tanks - Below ground	\$ 30.00		
5.	Heat Pump - Piping not included	\$ 25.00		
6.	Piping - Minimum \$30.00	.05/lin. ft.		
7.	Ducts - Minimun \$30.00	.10/lin. ft.		
8.	Air Handlers/Heat Wheels Under 10,000 CFM	\$ 30.00		
	10,000 CFM and Over	\$ 70.00		
9.	Hoods	\$ 35.00		
10.	Heat Recovery Units	\$ 12.00		
11.	V.A.V. Boxes	\$ 12.00		
12.	Unit Ventilators	\$ 12.00		
13.	Unit Heaters - terminal units	\$ 25.00		
14.	Fire Suppression -Minimum \$25.00	.90 / head		
15.	Evaporator Coils	\$ 35.00		
16.	Refrigeration - split system	\$ 40.00		
17.	Chiller	\$ 40.00		
18.	Cooling Tower	\$ 40.00		
19.	Comperssor	\$ 35.00		
20.	Hydronic Piping	\$ 35.00		
21.	Commercial Heating System	\$ 100.00		
22.	Gas/Oil Burning Equipment - Fire Place, Factory built chimney, new and/or conversion units	\$ 50.00		
23.	Commercial Air Conditioner	\$ 50.00		
24.	Exhaust Fan	\$ 12.00		
25.	Solid Fuel Equipment - Wood stoves, fireplace stoves, and add-on furnaces. Includes factory built chimney.	\$ 60.00		
26.	Additional Inspection	\$ 90.00		
27.	Final Inspection	\$ 90.00		
28.	Reinspection	\$ 90.00		
29.	Permit Renewal per Year	\$ 120.00		
30.	Special Inspection per half hour or fraction thereof	\$120/Hr		
<b>Total Permit Fee:</b>		\$		.00

**\*Note: The Base Fee amount is not refundable.**

Please make checks payable to **Newaygo County Bldg. Dept.**