

Mechanical Permit Information

The Mechanical Code

The State of Michigan, including the City of Portage, is governed by the 2012 State of Michigan Mechanical Code. Provisions for one and two family dwellings are included in the 2015 State of Michigan Residential Code.

Is a mechanical permit required?

Yes. A mechanical permit is required for the erection, installation, enlargement, alteration, repair, removal, conversion or replacement of a mechanical system governed by the mechanical code. Except for replacement of minor parts, mechanical work shall not be started until a permit for such work has been issued.

Mechanical permits are not required for the following:

- Portable gas heating appliances.
- Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.
- Portable heating appliances.
- Portable ventilation equipment.
- Portable cooling units.
- Portable evaporative cooler.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by the code.
- Replacement of any part that does not alter its approval or make it unsafe.
- Self-contained portable refrigeration unit that is not more than 1.5 horsepower.

Who can perform mechanical work?

To obtain mechanical permits, an applicant shall be a State of Michigan licensed mechanical contractor; or a homeowner performing mechanical work in a single family home and accompanying outbuildings owned and occupied, or to be occupied, by the person performing the installation.

Mechanical Permit Application

The mechanical permit application can be printed for your use. Simply complete the application and bring it or mail it (with the applicable fees) to the Department of Community Development for processing.

Project Address: _____
 Owner Name: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____
 Date for Inspection: _____
 Make of Unit: _____ Size: _____
 Type of Fuel: _____
 Description/location of work: _____

Contractor Name: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____
 Contractor License #: _____ Issued By: _____ Exp. Date: _____
 Portage Contractor Registration #: _____
 Fed. I.D. # (or reason for exemption): _____
 Work. Comp. Carrier (or reason for exemption): _____
 MESCC # (or reason for exemption): _____
 Licensee Personal Signature: _____ Date: _____
 (no agent's signature)

Base Fee	_____ 1 _____ EA @	\$45.00	_____ 45.00 _____
HEATING EQUIPMENT			
Residential (Alt/Add/Ductwork)	_____ EA @	\$25.00	_____
Commercial (Alt/Add/Ductwork)	_____ EA @	\$25.00	_____
Forced Air Furnaces			
less than 100,000 BTU	_____ EA @	\$50.00	_____
more than 100,000 BTU	_____ EA @	\$50.00	_____
Forced Air Replacement			
less than 100,000 BTU	_____ EA @	\$30.00	_____
more than 100,000	_____ EA @	\$30.00	_____
Suspended Units w/wo ductwork			
Conversion-Res & Comm	_____ EA @	\$30.00	_____
Com. And Res. Water Heater	_____ EA @	\$ 5.00	_____
Air/Water Heater Pump w/wo duct	_____ EA @	\$20.00	_____
Gas Piping & Testing (per opening)	_____ EA @	\$ 5.00	_____
Residential Hot Water/Steam Boiler	_____ EA @	\$30.00	_____
Vent/Product ducts-per system	_____ EA @	\$ 5.00	_____
Solar (active)	_____ EA @	\$20.00	_____
Gas or Wood Fireplace	_____ EA @	\$30.00	_____
Wood Burner	_____ EA @	\$30.00	_____
(Is unit an Outdoor Solid Fuel-fired Furnace? _____)			
AIR CONDITIONING			
Air Conditioning	_____ EA @	\$30.00	_____

MECHANICAL PERMIT APPLICATION

SPECIAL EQUIPMENT			
Commercial Exhaust Hoods/Fans	_____ EA @	\$15.00	_____
Commercial dryers	_____ EA @	\$ 8.00	_____
Humidifier -non portable	_____ EA @	\$10.00	_____
Prepackage Heat/Cool Unit			
Under 10,000 CFM	_____ EA @	\$20.00	_____
Over 10,000 CFM	_____ EA @	\$60.00	_____
Process Piping	_____ EA @	\$25.00	_____
Cooling towers w/wo piping	_____ EA @	\$30.00	_____
V.A.V Boxes	_____ EA @	\$10.00	_____
Heat Recovery Units	_____ EA @	\$10.00	_____
Evaporator Coils	_____ EA @	\$30.00	_____
Fire Suppression/protection	_____ EA @	\$20.00	_____
Compressors	_____ EA @	\$30.00	_____
Flue/vent Damper	_____ EA @	\$ 5.00	_____
Chiller	_____ EA @	\$30.00	_____
Nonlisted item	_____ EA @	\$10.00	_____
TANKS			
Above ground	_____ EA @	\$20.00	_____
Under ground	_____ EA @	\$25.00	_____
REFRIGERATION			
Systems - NOT SEALED	_____ EA @	\$30.00	_____
Additional Inspection	_____ HR @	\$56.00	_____
Inspection outside work hours (1 hour minimum)	_____ HR @	\$75.00	_____
TOTAL Charges			_____

 No form executed by this department implies or provides exemption from any code or ordinance requirements.

IT IS THE APPLICANT'S RESPONSIBILITY TO CALL FOR UNDERGROUND, ROUGH-IN, SEWER, WATER, AND FINAL INSPECTIONS 24 HOURS IN ADVANCE. FAILURE TO COMPLY WILL RESULT IN UNCOVERING THE WORK AND/OR COURT ACTION. PENALTY FOR VIOLATION MAY BE A FINE OF NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500) OR BY IMPRISONMENT FOR NOT MORE THAN NINETY (90) DAYS, OR BOTH, AT THE DISCRETION OF THE COURT.

 EXPIRATION: Permit shall expire and become null and void if the building or work authorized is not commenced within 180 days from the date of issuance, or if the building or work authorized is suspended or abandoned for a period of 180 days.

STATE LAW ACT 53: 3 WORKING DAYS BEFORE YOU DIG DIAL -
 TOLL FREE **MISS DIG 1-800-482-7171.**

Section 23a of the State Construction Code Act of 1972, Act No. 230 of 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 perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

HOME OWNER AFFIDAVIT (if applicable)

I Hereby certify the mechanical work described on this permit shall be installed by myself in my own home in which I am living or about to occupy.

Homeowner's Signature: _____ Date: _____