



Mechanical Permit Information

The Mechanical Code

The State of Michigan, including the City of Portage, is governed by the 2021 State of Michigan Mechanical Code. Provisions for one and two family dwellings are included in the 2021 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.