MECHANICAL PERMIT APPLICATION
OSCEOLA COUNTY BUILDING DEPARTMENT

22054 Professional Drive Suite A Reed City, MI 49677
Phone (231)832-6117 Fax (231)832-7345
Email: building@osceolacountymi.gov

OFFICE USE ONLY

Permit No. _____

Parcel No. _____
Authority: 1972 PA230
Completion: Mandatory to obtain permit
Penalty: Permit cannot be issued 3-2021

I. JOB LOCATION

Name of Property Owner	Phone #	Has a building permit been obtained for this project? ☐ Yes ☐ No
Street Address/Job Location	City/Village	Township

II. CONTRACTOR/HOMEOWNER INFORMATION-Indicate Who Is the Applicant ☐ Contractor/Licensee ☐ Homeowner

Name	State License Number	Expiration Date

Mailing Address (Street Number and Name or P.O Box	City	State	Zip Code

Telephone Number	Federal Employee ID Number (or reason for exemption)	Workers Comp Insurance Carrier

Email Address	MESC Employer Number (or reason for exemption)

III. TYPE OF JOB- Description of project (example generator, furnace replacement)

IV. PLAN REVIEW REQUIRED

Plans must be submitted with an application for Plan Examination **Plans are not required for the following**

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

If work being performed is described above, check box below **"Plans Not Required."**
What is the input rating of the heating system in this building _____ What is the building size in square feet? _____
Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA299 and shall bear that architect's or engineer's seal and signature. ☐ **Plans Not Required**

V. APPLICANTS 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 this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

Signature of Licensee or Homeowner (Homeowner indicates compliance with V. Homeowner Affidavit)	Date

VI. FEE CHART

	PER UNIT	NO. of UNITS	TOTAL
Application Fee **(non-refundable)**			75.00
Residential Heating System (includes duct & pipe)	50.00		
Gas/Oil Burning Equipment (furnace, roof top units, generator)	30.00		
Boiler	30.00		
Water Heater	5.00		
Flue/Vent Damper/Gas Dryer	5.00		
Solid Fuel Equipment (includes chimney)	30.00		
Chimney, factory built (installed separately)	25.00		
Gas Burning Fireplace	30.00		
Solar: set of 3 panels-(includes piping)	20.00		
Gas piping: each opening-new installation	5.00		
Air Conditioning (incl. split systems)	30.00		
Heat pumps/Geothermal (complete residential)	30.00		
Dryer, Bath & Kitchen Exhaust- each	5.00		
Tanks Above ground	20.00		
Tanks Underground	25.00		
Humidifier/Air Cleaner	10.00		
Piping **minimum $25.00**	.05/ft		
Duct **minimum $25.00**	.10/ft		

		PER UNIT	NO. of UNITS	TOTAL
Air Handlers/Heat Wheels	Under 10,000 CFM	20.00		
Air Handlers/Heat Wheels	Over 10,000 CFM	60.00		
Commercial Hoods		15.00		
Heat Recovery Unit/V.A.V Boxes		10.00 ea		
Unit Heaters (terminal units)		15.00		
Fire Suppression/Protection **Minimum $20.00**		$.75 Per head		
Heat Pumps: Commercial (pipe not included)		20.00		
Coils (Heat/Cool)		30.00		
Refrigeration (split system)		30.00		
Chilling/Cooling Towers/Compressor		30.00 ea		
Unit Ventilators/PTAC		10.00		
Exhauster (Commercial)		15.00		
Special Inspection		75.00		
Additional Inspection (Underground, Rough)		75.00		
Final Inspection				75.00
Certification Fee		30.00		
Plan Review (contact office for price)				
Must include application fee and final inspection fee or permit will be returned **TOTAL FEE DUE**				

IMPORTANT INFORMATION:

Make checks payable to Osceola County Building Department

Mechanical work shall not be started until the application for permit has been filed with Osceola County. All installations shall be in conformance with the State of Michigan Mechanical Code. No work shall be concealed until it has been inspected.

INSPECTIONS; When ready for an inspection, call the Osceola County Building Dept. (231)832-6117. Provide at least 24 hours notice for inspections.

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 6 months after issuance of the permit or if the authorized work is suspended or abandoned for a period of 6 months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO EXTEND A CLOSED PERMIT IS $75.00**

Osceola County will not discriminate against any individual or group because of race, sex, religion, national origin, color, marital status, handicap or political beliefs.