



**Mechanical Permit Application**  
 Flushing Township  
 6524 N Seymour Rd,  
 Flushing Township, MI 48433  
 Phone: 810-659-0800 Email: building@flushingtwp.org  
 Office Hours: M-Th 8am-6pm (closed Friday)

Mechanical Permit # \_\_\_\_\_

Date of Application: \_\_\_\_\_

**I. JOB LOCATION ALL INFORMATION MUST BE LEGIBLE**

Name of Homeowner/Agent	Has a Building Permit Been Obtained For This Project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Street Address of Job Location	Homeowner/Agent Phone Number

**II. CONTRACTOR/HOMEOWNER INFORMATION**

Applicant <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Contact/Licensee Name	Company Name	State License Number	Expiration Date
Street Address	City	State	Zip Code	
Telephone Number (include Area Code)	Contact E-mail		Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier	Policy#	Expiration	UIA Number (or reason for exemption)	
Liability Insurance Carrier	Policy #	Expiration		

**III. TYPE OF JOB**

<input type="checkbox"/> Single Family <input type="checkbox"/> New	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other <input type="checkbox"/> Alteration	<input type="checkbox"/> Manufactured Home Setup (Mobile Home) <input type="checkbox"/> LP Tank	<input type="checkbox"/> School

**IV. DESCRIPTION OF WORK**

**V. PLAN REVIEW INFORMATION**

**Plans must be submitted with your application and the required fee paid 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 rating 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 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 building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

**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 PA 299 and shall bear that architect's or engineer's seal and signature.

**Township of Flushing Plan Review Approved** \_\_\_\_\_ **Plans Not Required:** \_\_\_\_\_

**VI. NOTICE TO APPLICANT**

**Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.**

**VII. HOMEOWNER AFFIDAVIT**

I hereby certify the mechanical 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 in operation** until it has been **inspected and approved** by the Flushing Township Mechanical Inspector. I will cooperate with the Flushing Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

<b>SIGNATURE OF CONTRACTOR OR HOMEOWNER</b> (Homeowner's signature indicates compliance with Section VI. Homeowner Affidavit)	<b>DATE</b>
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<b>VIII. FEE CHART - ENTER THE NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE</b>							
<b>☑ Residential Heating System: This item is used for the installation of a heating system in a new residential structure. Items #13 (gas piping) and #17 (duct) should not be charged. Replacement systems should be itemized.</b>							
	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
1. Registration Fee	\$15.00			<b>Air Handlers/ Heat Wheels Continued</b>			
<b>2. Application Fee (nonrefundable)</b>	<b>\$45.00</b>	<b>1</b>	<b>\$45.00</b>	19. Commercial Hoods	\$15.00		
3. New, Single-Family Residence include: furnace, vents, ducts, chimney, A/C ☑ *Each additional furnace	\$155.00 ----- *\$80.00	-----	-----	20. Refrigeration (split system)	\$30.00		
4. Gas/Oil Burning Equipment (furnace) *New and/or Conversion Units or Boilers	\$30.00			21. V.A.V. Boxes	\$25.00		
5. Air Conditioning (includes split systems)	\$30.00			22. Commercial Unit Ventilators & Exhaust Fans	\$25.00		
6. Water Heater (a separate Mech./Elect. Permit may also be required)	\$15.00			23. Fire Suppression/Protection (minimum fee \$20.00)	\$.75/head		
7. Humidifiers	\$10.00			24. Evaporator Coils	\$30.00		
8. Flue/Vent damper	\$10.00			25. Chiller	\$30.00		
9. Solid fuel equipment (includes chimney)	\$30.00			26. Cooling Towers	\$30.00		
10. Gas burning fireplace	\$30.00			27. Compressor	\$30.00		
11. Gas piping (includes 1 test & 5 openings) Generator *Each addt. opening beyond 5	\$30.00 ----- *\$5.00			<b>Systems using ASME Containers</b>			
11A. LP Tank - Set	\$20.00			28. 1000 lb. Capacity	\$15.00		
12. Residential Heating Zones	\$15.00			29. 1001 to 2500 lb. Capacity	\$20.00		
13. Residential Bath & Kitchen Exhaust	\$10.00			30. 2501 to 5000 lb. Capacity	\$30.00		
14. Piping/Process piping (minimum fee 25.00)	\$.05/ft			31. Over 5000 lb. Capacity	\$40.00		
15. Duct – (minimum fee 25.00)	\$.10/ft			32. Plan Review (All Commercial/3500+ Sq. Ft.)	\$500.00		
16. Heat Pumps: Commercial (pipe not included)	\$20.00			33. Rough Inspection / Special Inspection / Re-Inspection	\$60.00		
<b>Air Handlers/ Heat Wheels</b>				34. <b>Final Inspection</b>	<b>\$60.00</b>	<b>1</b>	<b>\$60.00</b>
17. Under 10,000 CFM	\$20.00			35. <b>Electronic Archiving Fee - Minimum \$5</b>	<b>1% of permit</b>	<b>1</b>	
18. Over 10,000 CFM	\$60.00			<b>TOTAL FEE</b>			
<b>IX. FURTHER INSTRUCTIONS FOR COMPLETING APPLICATION</b>							
<b>General:</b> Mechanical work shall not be started until the application for permit has been filed with Flushing Township. All installations shall be in conformance with the Michigan Mechanical Code. <b>No work shall be concealed until it has been inspected.</b> The telephone number for the inspection is provided on the permit form. When ready for an inspection, call the Township Offices, providing no more than 7 days' notice. Please have the permit number and address when calling the offices, you must speak with a building assistant to schedule an inspection, voicemails will not guarantee scheduling.							
<b>Expiration of Permit:</b> 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 six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. <b>A permit will be closed when no inspections are requested and conducted within six months of the date of issuance or the date of a previous inspection. Closed permits cannot be refunded. A fee may be charged to re-open a closed permit.</b>							

Please email this form and the required documents to [building@flushingtwp.org](mailto:building@flushingtwp.org), or mail to our office at 6524 N Seymour Rd, Flushing, MI 48433. We will contact you once your submission has been received.