



**City of Rochester Hills**  
**Building Department**  
 1000 Rochester Hills Dr.  
 Rochester Hills, MI 48309  
 (248) 656-4615 Phone  
 (248) 656-4623 Facsimile  
 (248) 656-4619 24-Hour Inspection Line

**MECHANICAL PERMIT APPLICATION**



<b>I. Job Location</b>			
Street Address			
City		Zip Code	
Name of Owner			
Phone Number of Owner		Permit Number: PM- _____ Has a building permit been obtained for this project? <input type="checkbox"/> Yes – Permit # PB- _____ <input type="checkbox"/> Not Required	
<b>II. Applicant Information</b>			
<input type="checkbox"/> Contractor	Name (on license)		Contractor License Number
<input type="checkbox"/> Homeowner			
Address (Street Number and Name)			City Registration Number
City		State	Zip Code
Telephone Number ( ) ( ) ( )	Cell Number ( ) ( ) ( )	Fax Number ( ) ( ) ( )	
Email Address		Federal Employer ID Number (or reason for exemption)	
Workers Comp. Ins. Carrier (or reason for exemption)		MESOC Employer Number (or reason for exemption)	
<b>III. Type of Job</b>			
<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Fire Suppression	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)
<b>IV. Plan Review Required</b>			
<p><b>Plans must be submitted with an Application, except as listed below.</b></p> <p><b>Plans are not required</b> for the following:</p> <ol style="list-style-type: none"> <li>1. One- and two-family dwellings when the total building heating/cooling system input rating is 375,000 BTU's or less.</li> <li>2. Alterations and repair work determined by the mechanical official to be of a minor nature.</li> <li>3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.</li> <li>4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.</li> </ol> <p>If work being performed is described above, check box below <b>"Plans Not Required."</b></p> <p>What is the building size in square footage? _____</p> <p>What is the input rating of the heating system in this building? _____</p> <p><input type="checkbox"/> <b>Plans Not Required</b></p> <p><b>Plans are required</b> 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. Mechanical permit will not be issued until required plans have been reviewed and approved.</p>			
<b>V. Applicant Signature</b>			
<p><b>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 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.</b></p>			
Signature of Licensee or Homeowner <u>(Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)</u>			Date
Print Name			

PLEASE COMPLETE BACK OF APPLICATION

## VI. 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 State Mechanical Code and shall **not be enclosed, covered up**, or put into operation until it has been **inspected** and **approved** by the City Mechanical Inspector. I will cooperate with the City Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

## VII. Instructions for Completing Application

GENERAL: Mechanical work shall not be started until the Mechanical Permit has been issued by the City of Rochester Hills Building Department. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.** When ready for inspection, contact the 24-hour inspection line at the number listed above. Inspections called in after 6:30 a.m. will be scheduled for the following business day. The **address, permit number and type of inspection** are required when requesting an inspection.

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 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. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

## VIII. Fee Chart – Enter the number of items being installed, multiply by the unit price for total fee.

ITEM	FEE	QTY	TOTAL	ITEM	FEE	QTY	TOTAL
1. A/C or Refrigeration 1 ½–5 ton (Commercial/Multi-Family)	\$127.00			29. Heat ≤ 300,000 BTU (Residential)	\$83.00		
2. A/C or Refrigeration each ton or fraction of a ton over 5 ton (Commercial/Multi-Family)	\$11.00			30. Heat > 300,000 BTU (Residential)	\$105.00		
3. A/C or Refrigeration 1 ½–5 ton (Residential)	\$83.00			31. Humidifier (Commercial/Multi-Family)	\$83.00		
4. Chiller	\$110.00			32. Humidifier (Residential)	\$9.00		
5. Chimney	\$39.00			33. Miscellaneous (override fee)			
6. Chimney Flue Liner	\$28.00			34. Pool Heater	\$165.00		
7. Condensate Receiver	\$110.00			35. Pressure Test	\$83.00		
8. Cooling Tower	\$110.00			36. Roof Top Unit w/ Heat & A/C 1 ½ to 5 ton	\$253.00		
9. Damper (fire)	\$17.00			37. Roof Top Unit w/ Heat & A/C Over 5 tons	\$292.00		
10. Damper Smoke (first)	\$83.00			38. Roof Top Unit w/ Heat & A/C Per ton or fraction over 5 tons	\$11.00		
11. Damper Smoke (each additional)	\$39.00			39. Storage Tank	\$83.00		
12. Distribution-Duct first 200' (Commercial/Multi-Family)	\$83.00			40. Underground Inspection	\$83.00		
13. Dist-Duct each additional. 200' (Commercial/Multi-Family)	\$22.00			41. VAV Box	\$22.00		
14. Distribution-Duct System (Residential)	\$39.00			42. Vent (Kitchen Hood Type I)	\$127.00		
15. Distribution-Gas Piping first 200'	\$39.00			43. Vent (Kitchen Hood Type II)	\$83.00		
16. Distribution-Gas Piping each additional 200'	\$22.00			44. Vent (Make-up & Combustion)	\$83.00		
17. Distribution In-Floor Hydronic Piping (up to 1,000 feet)	\$83.00			45. Vent (Commercial/Multi-Family)	\$44.00		
18. Distribution-In-Floor Hydronic Piping (additional 1,000 feet)	\$39.00			46. Vent (Residential)	\$9.00		
19. Duct Smoke Detector	\$39.00			47. Ventilation Fan (≤300 CFM)	\$20.00		
20. Electronic Air Cleaner	\$9.00			48. Ventilation Fan (>300 CFM)	\$83.00		
21. Evaporative Condenser	\$110.00			49. Water Heater (includes vent)	\$28.00		
22. Fireplace w/ Chimney (Pre-Fab)	\$61.00			50. Wood Stove (includes chimney)	\$61.00		
23. Gas Opening	\$9.00			51. Zoned Duct or Hydronic System (per zone) (Residential)	\$39.00		
24. Gas Vent	\$28.00			52. Zoned Duct or Hydronic System (per zone) (Commercial/Multi-Family)	\$83.00		
25. Generator	\$130.00						
26. Heat & Energy Recovery	\$39.00			<b>Contractor Registration</b>		<b>\$15.00</b>	
27. Heat ≤ 300,000 BTU (Commercial/Multi-Family)	\$127.00			<b>Permit Base Fee</b>			<b>\$44.00</b>
28. Heat > 300,000 BTU (Commercial/Multi-Family)	\$165.00			<b>TOTAL PERMIT FEE</b>		<b>\$</b>	

The Fire Suppression Fee Schedule is available at the City of Rochester Hills Building Department or online at [www.rochesterhills.org](http://www.rochesterhills.org)

### For Office Use Only: Fire Suppression Systems

Fire Suppression Permit Fee	\$ _____
Plan Review by City Staff	\$ _____
Plan Review by Consultant	\$ _____
Miscellaneous	\$ _____
<b>Total Fee</b>	<b>\$ _____</b>

Reviewed & Approved By: \_\_\_\_\_