

# Permit Application - Mechanical

## Otsego County Land Use Services Department

Phone: 989.731.7400

1322 Hayes Road, Gaylord MI 49735

Fax: 989.731.7419

[www.otsegoctymy.gov](http://www.otsegoctymy.gov)

<b>PROPERTY INFORMATION (Required)</b>			<b>PERMIT#</b>	
Address	City	State	Zip Code	

<b>PROPERTY INFORMATION - OWNER - (Required)</b>				
Owner	Phone #	Cell #	Email Address	
Address	City	State	Zip Code	

<b>APPLICANT INFORMATION - (Required)</b>				
Contractor / Owner	Phone #	Cell #	Email Address	
Address	City	State	Zip Code	
License # or n/a	Expiration Date or n/a			

<b>BUILDING SYSTEMS CATEGORY INFORMATION - (Required)</b>				
<input type="checkbox"/> Commercial	<input type="checkbox"/> Alter	<input type="checkbox"/> Change of Occupancy	<input type="checkbox"/> Repair	
<input type="checkbox"/> Residential	<input type="checkbox"/> Construct	<input type="checkbox"/> Demolish		

<b>USE AND OCCUPANCY CLASSIFICATION - (Required)</b>				
<input type="checkbox"/> Assembly	<input type="checkbox"/> Deck	<input type="checkbox"/> High-Hazard	<input type="checkbox"/> Porch	<input type="checkbox"/> Utility/ Misc
<input type="checkbox"/> Business	<input type="checkbox"/> Demolition	<input type="checkbox"/> Institutional	<input type="checkbox"/> Residential	
<input type="checkbox"/> Educational	<input type="checkbox"/> Factory	<input type="checkbox"/> Mercantile	<input type="checkbox"/> Storage	

<b>IDENTIFY/DESCRIBE THE WORK TO BE COVERED BY THE PERMIT FOR WHICH APPLICATION IS MADE - (Required)</b>				

### PERMIT FEE SCHEDULE

ITEM DESCRIPTION	Qty	Fee	Total	ITEM DESCRIPTION	Qty	Fee	Total
Application Fee				Piping and Storage-Fuel			
Application Fee (Extension)				Piping-Hydraulic			
Mechanical Fee(s)				Pressure Vessels			
Boilers				Refrigeration			
Chimneys and Ventss				Solar Systems (per panel)			
Combustion Air				Ventilation			
Duct Systems				Water Heaters			
Equipment:				<b>INSPECTIONS</b>			
Appliances				Final			
Cooling/Heating Systems				General Requirements			
Fireplaces				Other			
Other				Plan Review			
Solid Fuel-Burning				Rough			
Turbine-Powered				Underfloor			
Exhaust Systems				Underground			
Fire Suppression Systems				Violation Penalty			
Fire Suppression (each head)				(working without permit)			
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 residential structure. Violators of section 23a are subjected to civil fines.							
				<b>Grand Total</b>			
<b>Applicant Signature - (Required)</b>			<b>Date</b>	<b>Make checks payable to "Otsego County"</b>			
				<b>Credit Card has a 3% Surcharge</b>			

NOTE: Permit(s) shall be posted on-site until the completion of the project

NOTE: Construction Document(s) shall be readily available on-site until the completion of the project

**Submit Application (4) Options:**

1. Email - [LUS-BD@otsegoctymy.gov](mailto:LUS-BD@otsegoctymy.gov) (Save Application - Attach Application - Email Application) 2. Fax 3. Mail 4. Walk-In

# Permit Information - Mechanical

## Michigan Mechanical Code (Commercial) - Michigan Residential Code (Residential)

### WHEN REQUIRED:

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

*Note: Work Commencing Before Permit Issuance = \$170 Violation Penalty Fee. Continued Violation(s) = Complaint sent to SOM LARA*

### WORK EXEMPT FROM PERMIT: Permits shall not be required for the following:

1. A portable heating or gas appliance that has inputs of less than 30,000 BTU's per hour.
2. Portable ventilation appliances and equipment.
3. A portable cooling unit.
4. Steam, hot water, or chilled water piping within any heating or cooling equipment or appliances regulated by this code.
5. Replacement of any minor part that does not alter the approval of equipment or an appliance or make such equipment or appliance unsafe appliance unsafe.
6. A portable evaporative cooler.
7. Self-contained refrigeration systems that contain 10 pounds or less of refrigerant, or that are actuated by motors of 1 horsepower or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
9. An oil burner that does not require connection to a flue, such as an oil stove and a heater equipped with a wick.
10. A portable gas burner that has inputs of less than 30,000 BTU's per hour.
11. When changing or relocating a gas meter or regulator, a permit is not required when installing gas piping which shall be limited to 10 feet in length and not more than 6 fittings.
12. When installing geothermal vertical closed loops under the supervision of a mechanical contractor licensed in HVAC as long as the company meets both the following: A. Has obtained a certificate of registration as a well drilling contractor pursuant to part 127 of the public health code, 1978 PA 368. B. Has installed the geothermal vertical closed loops in accordance with the department of environment quality's best practices regarding geothermal heat pump closed loops.

**Note:** Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

### EXPIRATION:

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

*Note: Extension Request Fee (180 days) = \$85.00*

### PLACEMENT OF PERMIT AND CONSTRUCTION DOCUMENTS:

Permit(s) shall be kept on the site of the work until the completion of the project  
Construction Document(s) shall be kept at the site of work until the completion of the project

### INSPECTION REQUESTS:

It shall be the duty of the holder of the permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by code.

### APPROVAL REQUIRED:

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or the permit holder's agent wherein the same fails to comply with code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

### INSPECTION SCHEDULING: CALL (989) 731-7400 WITH THE FOLLOWING INFORMATION:

[ Permit # ] [ Requested Inspection ] [ Requested Date ] [ Requested Entry ]

*Note: Requested Inspection(s) must be received on or before 8:30 am of the Requested Date*

### INSPECTION SCHEDULES:

Inspections - Building	Monday	thru	Thursday
Inspections - Electrical	Tuesday	and	Thursday
Inspections - Mechanical	Tuesday	and	Thursday
Inspections - Plumbing	Tuesday	and	Thursday