

Date of Application

MECHANICAL PERMIT

BIRCH RUN TOWNSHIP

8425 Main Street P.O. Box 152

Birch Run, MI 48415 (989)-624-9773

NOTE: Please read Section 6 “General Instructions for Completing the Application”

1. JOB LOCATION

Name of Owner/Agent	Has a building permit been obtained for this project? ☐ YES ☐ NO ☐ NOT REQUIRED
Street Address & Job Location	BIRCH RUN TOWNSHIP

2. CONTRACTOR/HOMEOWNER INFORMATION (Permit must be signed in section 9 on reverse side of form)

☐ Contractor Name ☐ Homeowner Name		State License Number	Expiration Date
Address (Street Number & Name)		Federal Employer ID number	
City	State	Zip	MESC Employer Number
Telephone Number		Worker's Compensation Insurance Carrier	
Description of Work			

3. TYPE OF JOB

4. **PLAN REVIEW REQUIRED** (See section 7 on reverse side)

☐ Single Family ☐ New ☐ Remodel ☐ Special Inspection ☐ Mobile Home Setup ☐ Other ☐ New ☐ Remodel ☐ Modular Home Setup	See Plan Review requirements before completing this section. A. * Plans not required. C. * Plans required, but not yet submitted. B. * Plans required and submitted.
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5. FEE CHART – Enter the number of items being installed, multiply by the unit price for the total fee.

DESCRIPTION	FEE	# ITEMS	TOTAL	DESCRIPTION	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	65.00	1	65.00	20. Air Handlers/Heat Wheels. Under 10,000 CFM	17.00		
2. Residential Heating System (includes duct & pipe)	42.50			21. Air Handlers/Over 10,000 CFM	51.00		
3. Gas/Oil Burning Equipment (New and/or Conversion Units) & Furnace replacements & vent w/o A/C	25.50			22. Commercial Hoods	12.75		
4. Residential Boiler	25.50			23. Heat Recovery Unit	8.50		
5. Water Heater	4.25			24. V. A. V. Ea.	8.50		
6. Flue/Vent Damper	4.25			25. Unit Ventilators	8.50		
7. Solid Fuel Equip. (inc. chimney)	35.00			26. Unit Heaters (Terminal Units)	12.75		
8. Chimney Factory Built	21.25			27. Fire Suppression Protection Minimum 25.00	.80 per hd		
9. Solar : 3 panels	17.00			28. Evaporator Coil	35.00		
10. Gas piping (each opening-new)	4.25			29. Refrigeration (split system)	35.00		
11. Air Conditioning (inc. Split system)	35.00			30. Chillers	35.00		
12. Heat Pumps: Complete Residential	35.00			31. Cooling Towers	35.00		
13. Bath & Kitchen Exhaust	4.25			32. Compressor	35.00		
Tanks:				33. Special Code compliance per hour (or 1 st admin fee)	65.00		
14. Above ground	17.00			2 nd Admin. fee	100.00		
15. Underground	21.25			34. Additional Inspections	65.00		
16. Humidifier	8.50			35. Final Inspection	65.00	1	65.00
17. Piping –Min.-21.25	.04 ft			36. Registration Fee	15.00		
18. Duct–Min. 21.25	.08 ft			37. Plan Review Mechanical			
19. Heat Pumps: Commercial.(pipe not included).	17.00			65% of permit fee/ Minimum \$125.00			
20. LP Tank		Flat Fee	50.00			TOTAL	

Fee clarification-Item #2 RESIDENTIAL HEATING SYSTEM- This item is used for installation of a heating system in a new residential structure. Items #10 GAS Piping and #17 Duct SHOULD NOT BE CHARGED. NOTE: REPLACEMENT SYSTEMS SHOULD BE ITEMIZED.

MAKE CHECKS PAYABLE TO: "BIRCH RUN TOWNSHIP"

VALIDATION AREA OFFICE USE ONLY

APPROVED BY: ☐ CASH ☐ CHECK No. _____ DATE _____

Revised: 2.11.2025

MECHANICAL PERMIT APPLICATION

6. GENERAL INSTRUCTIONS FOR COMPLETING APPLICATION

Mechanical work shall not be started until the application for permit has been filed with Birch Run Township. All installations shall be in conformance with the Birch Run Township Mechanical Code. NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED.

The Mechanical Inspection can be made by contacting the Birch Run Township Office to set up an inspection time at least 48 hours in advance of required Inspection. The Inspector will need the address and permit number.

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, suspended or abandoned within period of six months after the time of commencing the work.

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

7. PLAN REVIEW REQUIREMENTS:

Plans are not required for the following:

1. One or two family dwellings containing not more than 3,500 square feet of building area.
 2. Alterations and repair work determined by the mechanical official be of a minor nature.
 3. Business, Mercantile and Storage buildings have 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 \$15,000.00.
- If work is being performed is described above, answer Section IV "A", plans are not required.

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 Act. No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

8a. AFFIDAVIT

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate and to the best of my knowledge.

I, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

Email to Receive Permit:

8b. APPLICANT SIGNATURE

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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 subject to civil fines.

Signature of Licensee or Homeowner (Homeowners must also sign)

Date

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