

# NORTHFIELD TOWNSHIP MICHIGAN

8350 Main Street • Whitmore Lake, Michigan 48189-0576

Telephone: (734) 449-2880 • Building Dept. (734) 449-5000 • Fax: (734) 449-0123 • Web Site: [www.twp-northfield.org](http://www.twp-northfield.org)

## MECHANICAL PERMIT APPLICATION

JOB LOCATION			
Street Address of Job Location	Lot #	Has a <b>Building Permit</b> been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
City	State	Zip Code	Property Identification Number:
Name of <u>Resident</u> (If different than Homeowner)		Phone #	Subdivision

APPLICANT INFORMATION			
<input type="checkbox"/> Licensee    Name: _____  Are you registered in Northfield Township? <input type="checkbox"/> Yes <input type="checkbox"/> No  If no, a copy of <u>current</u> license and picture ID are required.		<input type="checkbox"/> HOMEOWNER  Do you occupy the home? <input type="checkbox"/> Yes <input type="checkbox"/> No  If homeowner is applicant, the HOMEOWNER PERMIT POLICY on page 2 must be completed and signed.	
Company Name (If Applicable)		Company Address	
Telephone Number		Email Address	
Federal ID # (or reason for exemption)		MESC # (or reason for exemption)	
Name		Mailing Address (If different than permit address)	
Phone		Email Address:	

TYPE OF JOB			
<input type="checkbox"/> Single Family	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration
<input type="checkbox"/> Multiple Family	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> State Owned	<input type="checkbox"/> Non - Profit
<input type="checkbox"/> Commercial	<input type="checkbox"/> Other: _____		

PERMIT DETAILS/FEEES			
<input type="checkbox"/> Application Fee \$25	<input type="checkbox"/> Gas Pressure \$50	<input type="checkbox"/> Final Furnace \$50	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Contractor Reg. \$15	<input type="checkbox"/> Ductwork (Rough) \$50	<input type="checkbox"/> Final A/C \$50	Desc.: _____
<input type="checkbox"/> Underground \$50	<input type="checkbox"/> Mobile Home Setup \$50	<input type="checkbox"/> Re-Inspection \$45	<b>Total # of Inspections:</b> _____

DESCRIPTION OF WORK TO BE DONE:	
<input type="checkbox"/> New Installation	<input type="checkbox"/> Replacement

PLAN REVIEW INFORMATION	
Plans must be submitted with application for plan review with fee payment before permit is issued, <b>EXCEPT</b> as listed below:	
Plans are <b>NOT</b> 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 repairs 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 s.f. 4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00	<b>If your plans fall into one of these four categories, check the box below:</b> <input type="checkbox"/> <b>No Plans Needed</b>
Plans <b>ARE</b> 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 architects' or engineer's seal and signature.	

APPLICANT SIGNATURE	
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 HIS/HER SELF/AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. (Homeowner signature indicates compliance with the Homeowner Affidavit on pg. 2)	
<b>Section 23 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 subject to civil fines.</b>	
_____ Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Homeowner Affidavit section)	_____ Date

**PERMIT INFORMATION**

**All permits are scheduled for 30 minutes. If the inspection goes over 30 minutes, additional fees will apply.**

**General:** Mechanical work shall not be started until the application for permit has been filed with Northfield Township. All installations shall be in conformance with the Michigan Plumbing Code. No work shall be concealed until it has been inspected. When ready for inspection, call the Township Building Department providing as much advance notice as possible. The job location and permit number are needed to schedule the inspection.

**Expiration of Permit:** A permits 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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days 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 THEY ARE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.

**HOMEOWNER PERMIT POLICY**

The Michigan licensing law gives the homeowner an exemption to act as the general contractor if the homeowner is building their own residence for their own use. This means that in the case of their own single family residence (not a duplex or apartment building), the homeowner may act as the general contractor, even though a licensed builder may be significantly involved. 3392403 of the Michigan Occupational Code states: A person may engage in the business of or act in the capacity of a residential builder without having a license if the person is one of the following:

- An owner of property with reference to a structure on the property for the owner's own use and occupancy.
- An owner of rental property, with reference to the maintenance and alterations of that rental property.

**If the homeowner acts as the general contractor and pulls the permit he should be made aware of the following:  
AS THE PERMIT HOLDER, THE HOMEOWNER INCURS ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITY  
THAT A LICENSED CONTRACTOR WOULD NORMALLY ASSUME.**

This means that:

- IT IS THE HOMEOWNERS RESPONSIBILITY TO CORRECT ANY CODE VIOLATIONS, EVEN IF THE BUILDER OR ANY OTHER PERSONS ACTUALLY DID THE WORK.
- THE HOMEOWNER CAN BE HELD LIABLE FOR ANY INJURY WHICH OCCURS ON THE JOB, WHETHER IT IS DUE TO A BUILDER'S OR SUBCONTRACTOR'S EMPLOYEE, OR EVEN TO A TRESPASSER WHO GETS HURT WHILE TRESPASSING.
- IN THE EVENT OF AN OCCURANCE BEYOND THE BUILDER'S CONTROL (LAWSUIT, ETC.) WHICH CAUSES THE BUILDER TO BE UNABLE TO COMPLETE THE WORK; THE HOMEOWNER WILL BE LEGALLY RESPONSIBLE FOR COMPLETION OF THE JOB.

Homeowner's Initials: \_\_\_\_\_

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**These are only some of the responsibilities the homeowner can incur when acting as the general contractor.**

**HOMEOWNER AFFIDAVIT:** I hereby certify that the 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 a Certified Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for all necessary inspections.

X \_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_ Date

**LOCAL GOVERNMENT USE ONLY**

Received:

Paid:

**PERMIT #:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

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