



Mailing Address

NCIS, LLC
PO Box 333
White Cloud, MI 49349
Phone (231) 224-3960
FAX (888) 825-7654

Check the jurisdiction in which the project is located and make checks payable to that jurisdiction.

Permit No. \_\_\_\_\_

Grid of checkboxes for selecting jurisdiction: Reynolds Township, Sheridan Charter Township, Sherman Township, City of Newaygo, City of White Cloud, Otto Township, etc.

MECHANICAL PERMIT APPLICATION

(All areas must be completed before a permit can be issued.)

Permit Fee: \$ \_\_\_\_\_

Receipt No: \_\_\_\_\_

I. JOB LOCATION (please print all information other than signatures)

Form fields for Job Location: Street No., Direction, Street Name, Nearest Cross Street, Property Parcel Number.

II. OWNER INFORMATION

Form fields for Owner Information: Name of Owner, Project Name, Application Date, Address, City, State, Zip Code, Telephone No., FAX No., Drivers License No.

III. CONTRACTOR INFORMATION (Contractors must submit a copy of their Contractor's license with this application)

Form fields for Contractor Information: Name of Contractor, License No., Expiration Date, Address, City, State, Zip Code, Telephone No., FAX No., Drivers License No., Worker Compensation Insurance Carrier, Federal Employer ID, MESC employer No.

IV. TYPE OF JOB

Form fields for Type of Job: Single Family (New, Remodel, Addition, Mobile Home, Modular, LP Tank Set, Other), Commercial/Other (New, Remodel, Addition, Mobile Home, Modular, LP Tank Set, Other). Includes a field for specific location of work.

V. 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.

VI. HOMEOWNER AFFIDAVIT

I hereby certify the mechanical work described on this permit application shall be installed by me 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 or covered up, or put into operation until it has been inspected and approved by the Township/City Mechanical Inspector. Signature of Homeowner.

VII. PLAN REVIEW REQUIREMENTS

Plans and specification for new construction work, alteration, repair, expansion, addition, or modification work 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 architects or engineer's signature and seal. If a plan review is required it must be done before a permit can be issued! Exception 1: Alterations and repair work determined by the Code Official to be minor in nature. Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00. Exception 3: A building of Use Group R-2, R-3, or R-4 containing not more than 3,500 square feet of habitable building area. Exception 4: A building of Use Group B, M, or S-2 having HVAC equipment only, with one fire area and not more than 3,500 square feet.

Please Note: A driver license number or a state ID number, for non-drivers, is required of the person signing a check!

**VIII. NOTES**

**If you have any code questions, please call the Mechanical Inspector, Monday thru Friday @ (231)224-3861 for general questions and to schedule inspections call (231)224-3960**

Item #2-Residential Heating System: Is used for the installation of a heating system in a new residential structure. This require two inspections, rough-in & final. Check fee schedule for additional charges. Replacment systems should be itemized.

If an item is not listed in the category you are working in and it is in the other category, write the item in the blank toward the bottom of the column and use the unit charge listed.

Item #17-LP Tank Change-Out, where one tank is removed and another placed without replacing any piping, is a **flat \$30.00**.

**IX. FEE CHARTS**

<b>Residential</b>				
	<b>Item</b>	<b>Unit Charge</b>	<b>No.</b>	<b>Total</b>
A Base Fee <b>must be added</b> to the following items.				
1.	Residential Base Fee - not refundable	\$ 56.00	1	\$ 56.00
2.	Residential Heating System - includes duct and pipe. Must also add final inspection, Item #21	\$ 50.00		
3.	Mobile Home Setup LP, Natural Gas, or Oil	\$ 15.00		
4.	Gas/Oil Burning Equipment new and/or conversion units	\$ 30.00		
5.	Residential Boiler Need layout of specing and controls	\$ 30.00		
6.	Water Heater Includes connection from water heater to chimney	\$ 5.00		
7.	Flue/Vent/Damper - each	\$ 5.00		
8.	Chimney - factory built & intalled separately	\$ 25.00		
9.	Solid Fuel Equipment Wood stoves, fireplace stoves, and add-on furnaces. Includes factory built chimney.	\$ 30.00		
10.	Duct System - Hydronic Piping	\$ 20.00		
11.	Gas Piping - New opening, new installations	\$ 5.00		
12.	Solar Panels -up to 3 panels and piping	\$ 20.00		
13.	Air Conditioner	\$ 30.00		
14.	Exhaust Fans - Bath, kitchen, etc. - each	\$ 5.00		
15.	Humidifiers	\$ 10.00		
16.	LP & Fuel Oil Tank Sets Includes gas piping and no inspection LP tank.	\$ 15.00		
17.	LP Tank Change-Out - no base fee	\$ 30.00		
18.	Heat Pump	\$ 30.00		
19.				
20.	Additional Inspection	\$ 35.00		
21.	Final Inspection	\$ 35.00		
22.	Reinspection	\$ 35.00		
23.				
24.	Special Inspection per half hour or fraction thereof	\$ 70.00		
<b>Total Permit Fee:</b>				\$ .00

<b>Commercial</b>				
	<b>Item</b>	<b>Unit Charge</b>	<b>No.</b>	<b>Total</b>
A Base Fee <b>must be added</b> to the following items.				
1.	Commercial Base Fee - not refundable	\$ 70.00	1	\$ 70.00
2.	Tanks - above ground	\$ 20.00		
3.	Tanks - below ground	\$ 25.00		
4.	Heat Pump - piping not included	\$ 20.00		
5.	Piping - Minimum \$25.00	.05/lin. ft.		
6.	Ducts - Minimun \$25.00	.10/lin. ft.		
7.	Air Handlers/Heat Wheels Under 10,000 CFM	\$ 20.00		
	10,000 CFM and Over	\$ 60.00		
8.	Hoods	\$ 15.00		
9.	Heat Recovery Units	\$ 10.00		
10.	V.A.V. Boxes	\$ 10.00		
11.	Unit Ventilators	\$ 10.00		
12.	Unit Heaters - terminal units	\$ 15.00		
13.	Fire Suppression -Minimum \$20.00	.75/head		
14.	Evaporator Coils	\$ 30.00		
15.	Refrigeration - split system	\$ 30.00		
16.	Chiller	\$ 30.00		
17.	Cooling Tower	\$ 30.00		
18.	Comperssor	\$ 30.00		
19.	Hydronic Piping	\$ 30.00		
20.	Commercial Heating System	\$ 60.00		
21.	Commercial Air Conditioner	\$ 30.00		
22.	Exhaust Fan	\$ 10.00		
23.				
24.	Plan Review Fee - <b>call for fee</b>			
25.	Additional Inspection	\$ 35.00		
26.	Final Inspection	\$ 35.00		
27.	Reinspection	\$ 35.00		
28.				
29.	Special Inspection per half hour or fraction thereof	\$ 70.00		
<b>Total Permit Fee:</b>				\$ .00

**Note: Please make checks payable to the jurisdiction indicated on front of application.**

**\*Note:** The Base Fee amount is **not** refundable once permit has been issued.