

# MECHANICAL PERMIT APPLICATION

OFFICE USE ONLY



**Charter Township of Meridian**  
 Community Planning and Development  
 5151 Marsh Road  
 Okemos, MI 48864  
[www.meridian.mi.us](http://www.meridian.mi.us)

**Joe Hardin Mechanical Inspector**  
 For Inspections call: (517) 853-4500

Permit Number	
Permit Fee	
Payment Type	
Received By	

## JOB LOCATION/PROPERTY INFORMATION

JOB LOCATION/ADDRESS	IS PROPERTY A RENTAL? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OWNER	PHONE/CELL # (WITH AREA CODE)

## APPLICANT INFORMATION

WHO IS APPLYING FOR PERMIT? <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR	NAME		
PHONE/CELL # (WITH AREA CODE)	EMAIL		
ADDRESS	CITY	STATE	ZIP CODE
FEDERAL EMPLOYER I.D. # (OR REASON FOR EXEMPTION)	CONTRACTOR LICENSE #	EXPIRATION DATE	
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)	MESC EMPLOYEE #		

## TYPE OF JOB/PROJECT INFORMATION

<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> OTHER	<input type="checkbox"/> NEW <input type="checkbox"/> ALTERATION	HAS A BUILDING PERMIT BEEN ISSUED FOR THIS PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
WORK DESCRIPTION		

## PLAN REVIEW REQUIREMENTS

Plans must be submitted with an application for plan examination before a permit can be issued, except as listed below.

### PLANS ARE NOT REQUIRED FOR THE FOLLOWING:

- One-and-two family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.000

If work is being performed is described above, check box below "Not Required"

What is the building size in square footage? \_\_\_\_\_ What is the input rating of the heating system in this building? \_\_\_\_\_

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 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

HAVE MECHANICAL PLANS BEEN SUBMITTED  YES  NO  NOT REQUIRED  SUBMITTED WITH BUILDING PERMIT APPLICATION

## HOMEOWNER AFFIDAVIT

I hereby certify the electrical 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 applicable Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City of East Lansing Mechanical Inspector. I will cooperate with City of East Lansing Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

## APPLICANT SIGNATURE

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 subject to civil fines. I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on this permit application is accurate to the best of my knowledge.

SIGN HERE

DATE

Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Homeowner Affidavit)

