



2322 Nazareth Rd. Kalamazoo, MI 49048
Ph: 269-216-9511
Fax: 269-250-9078
Email: permits@kaba-mi.org
www.kaba-mi.org

Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Application must be completed, signed,
and proper fee paid, or permit will not be issued

MECHANICAL PERMIT APPLICATION

Permit # M	
Project Information	
Has a building permit been issued for this project?	
Address: _____ Township: _____	
Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	
Identification	
A. Owner/Lessee	
Name: _____ Telephone: _____	
Address: _____ City: _____ Zip Code: _____	
B. Contractor **Be sure to include your contact information**	
Name/Company: _____ Telephone: _____	
Address: _____ Email: _____	
License#: _____ Expiration Date: _____	
Federal Employer ID (or reason for exemption): _____	
Workers Compensation Insurance Carrier (or reason for exemption): _____	
Type of Job	
<input type="checkbox"/> Single Family <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Other <input type="checkbox"/> Service Only <input type="checkbox"/> Special Inspection	
<input type="checkbox"/> Premanufactured Home Setup (State Approved) <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	
<input type="checkbox"/> State Owned <input type="checkbox"/> School	
Description of Work	
Please provide a brief description of the work: _____	

Plan Review	
Is a plan review required? <input type="checkbox"/> Yes <input type="checkbox"/> No (See supplement to Permit Application)	
Homeowner Affidavit	
I hereby certify the mechanical 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 Michigan Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the 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 a residential structure. Violators of Section 23a are subjected to civil fines.	
Signature of Contractor or Homeowner (Homeowner's signature indicates compliance with the homeowner affidavit)	
_____ Date _____	

Clarification

- Item #2, Residential Heating System: This item is used for the installation of a heating system in a **new residential structure**. Items #7 Gas and Piping and #9 Duct, SHOULD NOT BE charged. Replacement systems should be itemized.
- Item #4, Residential Boiler: A residential boiler must be installed by a licensed boiler installer.
- Items #21 and #23, Tanks: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install.

Fee Chart – Enter the number of items being stalled, multiply by the unit price for total fee.

#	MECHANICAL FEE CHART	FEE	# ITEMS	TOTAL
1	Application Fee (non-refundable) Inspections NOT included (Flat Fee)	\$50.00	1	\$50.00
2	Residential Heating System (Inc. duct & pipe) New Building Only** (Ea)	\$50.00		
3	Gas/Oil Burning Equipment (Ea) Circle One: Furnace Fireplace Generator Other	\$30.00		
4	Boiler** (Ea)	\$30.00		
5	Solid Fuel Equipment (includes chimney) (Ea)	\$30.00		
6	Gas Piping (New Installation)- Each Opening**	\$5.00		
7	Duct-Base Fee \$25.00-Commercial + (_____ LF)x\$0.10/LF (Base + LF)	\$25.00 + \$0.10/LF		
8	Duct-Flat Fee \$25.00-Residential** (Flat Fee)	\$25.00		
9	Solar (set of 3) fluid transfer (includes piping)	\$20.00		
10	Water Heater (Ea)	\$6.00		
11	Damper (Ea)	\$5.00		
12	Exhausters (Ea)	\$15.00		
13	Dryer, Bath, & Kitchen Exhaust (Ea)	\$5.00		
14	Commercial Hoods (Ea)	\$15.00		
15	Piping (All Piping-Minimum Fee \$25.00): Fuel Gas (Base/Ft)	\$25.00 or \$0.05/ft		
16	Piping (All Piping-Minimum Fee \$25.00): Process (Base/Ft)	\$25.00 or \$0.05/ft		
17	Piping (All Piping-Minimum Fee \$25.00): Hydronic (Base/Ft)	\$25.00 or \$0.05/ft		
18	Piping (All Piping-Minimum Fee \$25.00): Refrigeration (Base/Ft)	\$25.00 or \$0.05/ft		
19	LP Tank (Ea)	\$20.00		
20	Tanks: Aboveground*** (Other than LP) (Ea)	\$20.00		
21	Tanks: Aboveground Connection (Ea)	\$20.00		
22	Tanks: Underground*** (Other than LP) (Ea)	\$25.00		
23	Tanks: Underground Connection (Ea)	\$25.00		
24	Fire Suppression/Protection (includes Piping) Min. Fee \$20 (Base/Head)	\$20.00 or \$1.00/Head		
25	New Fire Suppression (Flat Fee)	\$150.00		
26	<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Heat Pump <input type="checkbox"/> Air Handlers <input type="checkbox"/> Compressor/Condenser	\$30.00 (Ea)		
27	Heat Recovery Units (Ea)	\$10.00		
28	Humidifiers/Air Cleaners (Ea)	\$10.00		
29	Refrigeration (split system) (Ea)	\$30.00		
30	Chiller (Ea)	\$30.00		
31	V.A.V. Box(es) (Ea)	\$10.00		
32	Unit Ventilators/PTAC Units (Ea)	\$10.00		
33	Unit Heaters (terminal units) (Ea)	\$15.00		
34	Coils (heating/cooling) (Ea)	\$30.00		
35	Cooling Towers (Ea)	\$30.00		
36	Other appliances not listed	\$30.00		
37	INSPECTION FEES <input type="checkbox"/> Underground <input type="checkbox"/> Rough-In <input type="checkbox"/> Final	\$45.00 (Each)		
38	Re-Inspection (1 courtesy per inspection type)	\$45.00 (Each)		
39	Additional (See supplemental fee schedule)			
40	Investigation Fee (See supplemental fee schedule)			
41	Certification Fee	\$20.00		

TOTAL FEE **Must include the non-refundable application and final inspection fees**

Supplement to Mechanical Permit Application

MECHANICAL PERMIT APPLICATION

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

Plans are not 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 repair 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 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00

****If work being performed as described above, check "No" in the "Plan Review" section.**

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 supervisor of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with KABA. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected. When ready for an inspection, call KABA providing as much advance notice as possible.** KABA will need to job location 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 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 THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.**

VALIDATION AREA-OFFICE USE ONLY

☐ CASH

☐ CHECK #

DATE PAID: _____

RECEIVED BY (Initials): _____

MAKE CHECKS PAYABLE TO: KALAMAZOO AREA BUILDING AUTHORITY OR KABA

PLEASE GIVE 48 HOUR NOTICE FOR INSPECTIONS