



Building & Planning
 3338 Coolidge Hwy
 Berkley, MI 48072
 248-658-3320
 Fax: 248-658-3301
 www.berkleymich.org

CITY OF BERKLEY, MICHIGAN

MECHANICAL PERMIT APPLICATION

Work being done at:

Address: _____ Day Telephone: _____
 Name of Property Owner: _____
 Subdivision _____ Lot No. _____ Lot Size _____

Contractor/Applicant:

Company Name: _____
 License Holder: _____
 Address: _____ City: _____ State/zip: _____
 Telephone: _____
 Federal Employer ID number: _____ Contractors License Number & Expiration: _____

If contractor is not pulling the permit in person, a letter of authorization must be present to obtain a permit.

Authorized person (not the contractor): _____ Drivers License Number: _____

 Contractor's Signature Contractors Name (printed) Date

Refund Policy: Should a permit be cancelled prior to any inspections being completed, the City will refund 90% of the permit fee to the permit holder. Permit fees will not be refunded after inspections have been completed.

If the applicant is the homeowner, please fill out the second page of this document

WORK BEING PERFORMED

Please be advised that fees are set with the understanding that typically one or two inspections will be required. If additional inspections are necessary due to violations or inspectors being locked out, a \$30 reinspection fee will be charged.

Chimney Liner	Gas Pressure Test
Condensation Pump	Heat Pump
Duct Work (addition or new house?)	Hood Suppression (per unit)
Electronic Air Cleaner	Humidifier
Exhaust Fans/Stove Hoods (Bath fans and dryer vents)	Hydronic Heat
Fireplace*Requires gas line	Incinerator
Fire Suppression (per head)	Pool Heater
Furnace* (# of BTU's)	Refrigeration (Air conditioning)* # of tons
An electrical permit is also required	
A boiler requires pressure test and thermal expansion tank	An electrical permit is also required. Side Yard Location needs form signed.
Boiler - # of zone valves?	
Gas Dryer	Space Heating or Exterior Heaters (# of units)
Gas Line* (over 10 ft requires Pressure Test)	Thermal Expansion Tank
Gas Range	Water Heater*
	High efficiency/50 gallons or more requires thermal expansion tank

List any additional work not listed above: _____

**CITY OF BERKLEY BUILDING DEPARTMENT
HOMEOWNER PERMIT**

Michigan State Law gives a homeowner who lives or intends to live in a single family house an exemption that allows him to act as his own contractor for that single family house

This means that a homeowner may obtain a permit for work at his own home. If you choose to act as your own contractor and obtain the required permits, please be aware of the following:

- As the permit holder, you incur all of the liability and all of the responsibility that a licensed contractor would normally assume.
- The City of Berkley cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the permit you obtained.
- As the permit holder, it is your responsibility to have a complete understanding of the current codes.
- As the permit holder, you are responsible to correct any code violations regardless of whether or not a contractor or other persons did the work under the permit you obtained.
- As the permit holder, you are responsible for completing the job under the permit you obtained.

I have read and understand the conditions set forth by the State of Michigan for the issuance of a permit to a homeowner.

(Print Name)

(Address)

(Signature)

(Date)

(Drivers License Number)

(Date of Birth)

(Phone Number)

* Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.15231 of the Michigan Compiled Laws



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MECHANICAL PERMIT FEES

HEATING PERMITS

Registration	15.00
Minimum Fee.....	45.00
Re-inspection Fee	30.00
<u>Furnace - oil or gas fired</u>	
100,000 BTU and under	50.00
over 100,000 BTU	70.00
each additional unit at same address.....	25.00
roof top unit	10.00
<u>Other</u>	
Chimney Liner	25.00
Condensation Pump.....	15.00
Conversion of Furnace	30.00
Damper	20.00
Duct Work – alteration of existing system	20.00
Duct Work – new construction	40.00
Electronic Air Cleaner.....	15.00
Exhaust Fans or Stove Hoods	25.00
Fireplace	65.00
Gas Dryer	20.00
Gas Line.....	20.00
Gas Range	20.00
Gas Pressure Test.....	25.00
Humidifier	15.00
Hydronic Heat.....	50.00
Incinerator	25.00
Pool Heater	20.00
Space Heating.....	20.00
Thermal Expansion Tanks	10.00
Welded Exhaust Vents (commercial)	50.00
Water Heater	50.00
Fire Suppression (per head)	0.75
Heat Pumps	
First One.....	45.00
each additional unit at same address.....	20.00
Hood Suppression (per unit)	
First One.....	35.00
each additional unit at same address.....	20.00
<u>Liability Insurance Requirements for all contractors</u>	
One person.....	100,000.00
Each occurrence.....	300,000.00
Property damage, each occurrence.....	10,000.00
<u>Special Inspections</u>	
Referral Inspection	80.00

REFRIGERATION PERMITS

Registration	15.00
Minimum Fee.....	45.00
Re-inspection Fee	30.00

Permit Fees

Under 5 tons.....	50.00
Over 5 tons.....	70.00

Over 1 hp but not more than 5 hp	50.00
6 hp but not more than 50 hp.....	70.00
51 hp and over	75.00
Roof top unit	10.00

Liability Insurance Requirements for all contractors

One person.....	100,000.00
Each occurrence.....	300,000.00
Property damage, each occurrence.....	10,000.00