

**Mail application and check to the City of New Buffalo**

# Mechanical Permit Application SAFEbuilt

107 S. Capital Ave. – P.O. Box 190  
Athens, MI 49011

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Email: [athensmi@safebuilt.com](mailto:athensmi@safebuilt.com)

Inspection Scheduling: 877-721-9266

Permit # \_\_\_\_\_  
Fee \_\_\_\_\_  
Method of Pay \_\_\_\_\_  
Receipt # \_\_\_\_\_

**ADD 5% MUNICIPALITY  
PROCESSING FEE TO  
THE TOTAL OF FEES**

Authority: 1972 PA230  
Penalty: Failure to provide information may result in denial of your request.

**Make check or money order payable to City of New Buffalo**

## I. Project or Facility Information

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	CITY	ZIP CODE	COUNTY
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED			
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF: <b>New Buffalo</b>			

## II. Applicant Information

INDICATE APPLICANT	NAME OF APPLICANT	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
<input type="checkbox"/> Licensee <input type="checkbox"/> Owner				
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE	
TELEPHONE NUMBER (Include Area Code)	E-MAIL ADDRESS			
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)				
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)	UIA NUMBER (or reason for exemption)			

## III. Type of Job

<input type="checkbox"/> Single Family <input type="checkbox"/> Other	<input type="checkbox"/> New <input type="checkbox"/> Alteration	<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"/> Commercial <input type="checkbox"/> Residential
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## IV. Plan Review Information

Plans must be submitted 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 is described above, check box below "Plans 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.

Plans Not Required

## V. 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 APPLICANT	DATE

**VII. Fee Schedule** – enter the number of items being installed, multiply by the unit price for the total fee.

**Item #2, Residential Heating System:** This item is used for the installation of a heating system in a **new residential structure**. Items #10 Gas Piping and #18 Duct need not be added. Replacement systems should be itemized.

	Fee	# of Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00
2. Residential Heating System (includes duct & pipe) New Building Only*	\$50.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00		
4. Boiler	\$30.00		
5. Water Heater (gas piping & venting-direct replacement only)	\$5.00		
6. Damper (control, back-draft, barometric or fire/smoke)	\$5.00		
7. Solid Fuel Equipment (includes chimney)	\$30.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00		
37. Gas Burning Fireplace	\$30.00		
9. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00		
10. Gas Piping; each opening-new install (residential)	\$5.00		
11. Air Conditioning (incl. split systems) RTU-Cooling Only	\$30.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00		
16. Humidifiers/Air Cleaners	\$10.00		
<b>Tanks</b>			
14. Aboveground (other than L.P.)	\$20.00		
38. Aboveground Connection	\$20.00		
15. Underground (other than L.P.)	\$25.00		
39. Underground Connection	\$25.00		
<b>Piping (ALL piping-minimum fee \$25.00)</b>			
17. Fuel Gas Piping	\$.05 /ft		
40. Process Piping	\$.05 /ft		
41. Hydronic Piping	\$.05 /ft		
42. Refrigeration Piping	\$.05 /ft		
46. Commercial Air Conditioning Piping	\$.05 /ft		

	Fee	# of Items	Total
43. Exhausters (commercial)	\$15.00		
18. Duct - minimum fee \$25.00	\$.10 /ft		
19. Heat Pumps; Commercial (pipe not included)	\$20.00		
<b>Air Handlers/Heat Wheels</b>			
20. Under 10,000 CFM	\$20.00		
21. Over 10,000 CFM	\$60.00		
22. Commercial Hoods	\$15.00		
23. Heat Recovery Units	\$10.00		
24. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00		
25. Unit Ventilators/PTAC Units	\$10.00		
26. Unit Heaters (terminal units)	\$15.00		
27. Fire Suppression/Protection (includes piping)-minimum fee \$20.00	\$.75 / head		
28. Coils (Heat/Cool)	\$30.00		
29. Refrigeration (split system)	\$30.00		
<b>Chiller/Cooling Towers</b>			
30. Chiller-Refrigeration	\$30.00		
44. Chiller-Air Conditioning	\$30.00		
31. Cooling Towers-Refrigeration	\$30.00		
45. Cooling Towers-Air Conditioning	\$30.00		
32. Compressor/Condenser	\$30.00		
<b>Inspections</b>			
33. Special/Safety Inspection	\$75.00		
34. Rough/Additional Inspection	\$75.00		
35. Final Inspection	\$75.00	1	\$75.00
36. Underground	\$75.00		

\*See VII. Fee Schedule Item #2 above

**Total Fee** (Must Include the \$75 non-refundable application and \$75 final inspection fees)

**5% Fee**

**Total Fees**

**Make checks payable to City of New Buffalo**

**REINSPECTIONS: \$75.00 PAYABLE PRIOR TO SCHEDULING REINSPECTION**

**General:** Mechanical work shall not be started until the application for permit has been filed with SAFEbuilt. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.**

**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 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 THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. CANCELLED OR TERMINATED APPLICATIONS AND PERMITS ARE SUBJECT TO A \$75.00 ADMINISTRATIVE FEE AS WELL AS THE AFOREMENTIONED NON-REFUNDABLE APPLICATION FEE.**

**HOMEOWNER AFFIDAVIT:** I hereby certify, by signing the first page of this application, that the work described on this permit application shall be installed by myself in my own home which I am living in or about to occupy upon completion of the work and that 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.

**REINSPECTIONS: \$75.00 PAYABLE PRIOR TO SCHEDULING THE REINSPECTION**