



MECHANICAL PERMIT APPLICATION

Cooper Township Office Use Only: Parcel ID Number: _____ Permit Number: _____ Issued Date: _____ Paid: _____	Authority: 1972 PA 230 Completion: Mandatory to Obtain Permit Application must be completed, signed, and all fees paid prior to permit issuance. Work completed without a permit is illegal and subject to civil fines.
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1. Job Location / Owner Information

Street Address:		
Name of Owner:		
City / State:	Zip Code:	Phone Number:
Email Address:		

2. Identification

A. Select one of the following: I am the:

<input type="checkbox"/> Owner (Continue to section 4.)	<input type="checkbox"/> Owner's Agent (Complete Sec. 2B. Continue to Sec. 3.)
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B. Contractor

Name:		Phone Number:	
Street Address:	City, State:	Zip Code:	
Email:			
License Number:	Expiration Date:	UIA Number or Reason for Exemption:	
FEIN or Reason for Exemption:		Workers Comp. Insurance Carrier or Reason for Exemption:	

3. Proof of Authorization to Obtain Permit

Complete this section only if you ARE NOT the owner of record for the indicated property.

By signing below, I attest that I am the owner's attorney, agent, engineer, architect, or builder pursuant to the provisions of MCL 125.1510(2). I understand that I am required to provide a written instrument demonstrating that I am authorized by the property owner to obtain a permit on their behalf. Acceptable forms of documentation to satisfy this requirement include: An architectural, engineering, or construction contract, power of attorney, or letter of authorization signed by the property owner.

I am including a copy of the following (check one) with this application to satisfy the requirement:

Signed Contract Power of Attorney Letter of Authorization Other (Describe) **New Construction ONLY:**

Initials of Person Completing This Section: _____ Subcontractor for (List Builder) _____

4. Type of Job (Check All Applicable)

Single Family Commercial State Owned School Federal Building
 New Construction Alteration Special Inspection Premanufactured Home Setup (State Approved HUD)

5. Description of Work

Provide a description of the proposed work. For alterations to existing structures, list the area within the structure of the proposed work. Be as specific as possible.

6. Instructions & Disclaimers

- A. The work described in this application shall not commence until the permit for said work has been issued by Cooper Township.
- B. No work shall be concealed until it has been inspected and approved.
- C. When ready for inspection, contact Cooper Township providing as much advanced notice as possible. Inspection requests require at least 24 hours’ notice.
- D. Permits are valid for 180 days from the date of issuance. If work is not completed by the expiration date, you may request an extension. Extensions are granted at the sole discretion of the building official. A permit shall be deemed abandoned if work has not commenced within 180 days after the issuance of the permit. A permit may be closed when no inspections are requested prior to the expiration date of the permit. Closed and abandoned permits will not be refunded, and new permits shall be required should any abandoned work resume.
- E. Submit the completed application and all applicable supporting documentation for review. Please refrain from submitting documents piecemeal. Doing so will delay the processing of your application by our staff.
- F. Once the review of your application is completed, Cooper Township will calculate the permit fee and assess any 3rd party review fees. You will be notified that the permit is ready for pickup, and you may pay the fee at that time.
- G. Checks may be made payable to “Cooper Township”. Cash payments are accepted in-person only.

7. Applicant Signature & Affidavit

- I hereby certify that I am the owner of record or a duly authorized agent for the same for the property indicated within this application. I certify that the specifications and plans are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. All work shall be installed in accordance with the Michigan Building Code and all other applicable codes, standards, and ordinances. Work shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector.
- Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523(A), 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.
- Electronic Submissions: By submitting this application and typing your signature (or digitally affixing your signature to this application by other means), you verify and agree that it will be legally binding and enforceable and the legal equivalent of your handwritten signature, pursuant to the Uniform Electronic Transmissions Act, PA 305 of 2000, MCL 450.831 et. seq.

Applicant Signature _____ Print Name _____ Date _____

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

	Item	Fee	Qty	Total
1	Application Fee – Non-Refundable	\$50.00	1	\$50.00
2	Residential Heating System (Includes Furnace, Duct, & Pipe) ¹	\$50.00		
3	Gas/Oil Burner Equipment <input type="checkbox"/> Furnace <input type="checkbox"/> Fireplace <input type="checkbox"/> Other	\$30.00 Ea		
4	Boiler ²	\$30.00 Ea		
5	Solid Fuel Equipment (Includes Chimney)	\$30.00 Ea		
6	Gas / Wood Burning Appliances	\$30.00 Ea		
7	Gas Piping (Each Opening)	\$5.00		
8	Duct – Commercial – Base Fee \$25 + \$0.10 / Linear Foot (LF)	\$25 + \$0.10/LF		
9	Duct – Residential	\$25.00		
10	Solar (Set of 3) Fluid Transfer (Includes Piping)	\$20.00		
11	Water Heater	\$6.00 Ea		
12	Damper	\$5.00 Ea		
13	Exhausters	\$15.00 Ea		
14	Dryer, Bath, & Kitchen Exhaust	\$5.00 Ea		
15	Commercial Hoods	\$15.00 Ea		
16	Piping: <input type="checkbox"/> Fuel Gas <input type="checkbox"/> Process <input type="checkbox"/> Hydronic <input type="checkbox"/> Refrigeration	\$0.05/LF, \$25 Minimum		
17	Liquid Propane (LP) Tank	\$20.00 Ea		
18	Above Ground Tank (Non-LP) ³	\$20.00 Ea		
19	Above Ground Tank Connection (Non-LP)	\$20.00 Ea		
20	Under Ground Tank (Non-LP) ³	\$25.00 Ea		
21	Under Ground Tank Connection (Non-LP)	\$25.00 Ea		
22	Fire Suppression: Alterations to Existing System ⁴	\$20 + \$1/Head		
23	Fire Suppression: New System ⁴	\$150.00		
24	Fire Department Connection (FDC)	\$25.00 Ea		
25	<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Air Handlers <input type="checkbox"/> Heat Pump <input type="checkbox"/> Compressor/Condenser	\$30.00 Ea		
26	Heat Recovery Units	\$10.00 Ea		
27	Humidifiers / Air Cleaners	\$10.00 Ea		
28	Refrigeration (Split System)	\$30.00 Ea		
29	Chiller	\$30.00 Ea		
30	Unit Ventilators / PTAC Units	\$10.00 Ea		
31	Unit Heaters (Terminal Units)	\$15.00 Ea		
32	Coils (Heating / Cooling)	\$30.00 Ea		
33	Cooling Towers	\$30.00 Ea		
34	Other Appliances Not Listed:	\$30.00 Ea		
35	Inspections: <input type="checkbox"/> Underground <input type="checkbox"/> Hydro <input type="checkbox"/> Rough-in <input type="checkbox"/> Final	\$60.00 Ea		
Total Fee (Must Include \$50 Application Fee) →				

¹This item is used for the installation of a heating system in a new residential structure. Items #3,7,9 should not be charged. Replacement systems should be itemized.

² Residential boilers must be installed by a licensed boiler installer. Boiler specifications shall be submitted to Cooper Township to verify whether a state license is required. If required, a copy of the state permit must be submitted to Cooper Township prior to permit issuance.

³ A homeowner must own the tank to install. If homeowner does not own the tank, a licensed mechanical inspector must perform the installation.

⁴Fire Suppression Systems: Please do not submit payment with your application. Additional plan review fees will be assessed by Cooper Township. We will notify you of the fee total once your application has been approved.

8. Supplement to Mechanical Permit Application

If a consultation is requested prior to permit issuance, a \$50 fee will be billed. Plans must be submitted with this application, except as listed below. Plans are not required for the following residential project types:

1. One and Two Family dwellings containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the building 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.

Plans are required for all other building types and commercial projects. Plans shall be prepared by or under the direct supervision of a registered design professional licensed pursuant to 1980 PA 299 and shall bear that designer's seal and signature.