



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. JobLocation / 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.

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 Furnace Fireplace 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: Fuel Gas Process Hydronic 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	Air Conditioning Air Handlers	\$30.00 Ea		
26	Heat Recovery Units <input type="checkbox"/> Heat Pump Compressor/Condenser	\$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		\$60.00 Ea		
	Inspections: <input type="checkbox"/> Underground <input type="checkbox"/> Hydro <input type="checkbox"/> Rough-in <input type="checkbox"/> Final			

Total Fee (Must Include \$50 Application Fee)

¹ This 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.

⁴ Fire 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.