Community Development Department
45175 Ten Mile Road
Novi, MI 48375
(248) 347-0415 Phone
(248) 735-5600 Facsimile
www.cityofnovi.org

Permit Number: PR _____
***Air Conditioning Units within any side yard are not issued immediately and requires a Side Yard Affidavit and plan approval**

MECHANICAL (REFRIGERATION) PERMIT APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY

I. PROJECT LOCATION/OWNER INFORMATION

PROJECT/SUBDIVISION NAME		
ADDRESS	LOT/SUITE #	
CITY	ZIP CODE	
NAME OF OWNER OR LESSEE		AUTHORITY: P.A. 203 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED
PHONE NUMBER OF OWNER OR LESSEE ☐ TELEPHONE NUMBER _____ ☐ CELL NUMBER _____		Has a building permit been obtained for this project? ☐ Yes – Permit# _____ ☐ Not Required

II. APPLICANT INFORMATION

†☐ CONTRACTOR †☐ HOMEOWNER	LICENSE HOLDERS NAME	CONTRACTOR LICENSE NUMBER
COMPANY NAME		MASTER LICENSE NUMBER
ADDRESS (STREET NUMBER AND NAME)		LICENSE EXPIRATION DATE
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	CELL NUMBER	FAX NUMBER
EMAIL ADDRESS		FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)
WORKMANS COMP. INSURNACE CARRIER (OR REASON FOR EXEMPTION)		MESC EMPLOYER NUMBER (OR REASON FOR EXEMPTION)

III. TYPE OF JOB (ENTER WORK DESCRIPTION ON BACK PAGE)

☐ SINGLE FAMILY ☐ NEW ☐ REPAIR ☐ REPLACEMENT ☐ OTHER _____
☐ OTHER ☐ ALTERATION ☐ A/C UNITS (SIDE YARD EQUIPMENT REQUIRES A SIDE YARD AFFIDAVIT TO BE FILLED OUT)

IV. PLAN REVIEW REQUIRED (PLANS MUST BE SUBMITTED WITH AN APPLICATION, EXCEPT AS LISTED BELOW)

***Residential Air Conditioning Units within any side yard requires a Side Yard Affidavit and plan approval.**
Plans must be submitted with an application, except as listed below:

Plans are not required for the following: ☐ **Plans Not Required**

1. One- and two-family dwellings when the total building heating/cooling system input rating is 375,000 BTUs 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.

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. A Mechanical permit will not be issued until required plans have been reviewed and approved.

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 LICENSEE OR HOMEOWNER (**Homeowner signature indicates compliance with Section VI. Homeowner Affidavit**)	DATE
PRINT NAME	

MECHANICAL (REFRIGERATION) PERMIT APPLICATION

VI. 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 am about to occupy. All work shall be installed in accordance with the State Mechanical Code and shall **not be enclosed, covered up,** or put into operation until it has been **inspected** and **approved** by the City Mechanical Inspector. I will cooperate with the City Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

VII. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the Mechanical Permit has been issued by the City of Novi Community Development Department. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.** Inspection requests must be made at cityofnovi.org. **When ready for an inspection, log onto the website 24 hours in advance no later than 3:30 p.m. You will need the job address and permit number in order to request an inspection. Any questions regarding mechanical permits and inspections can be directed to the inspector between 8-9 a.m. and 4-5 p.m.**

VIII. FEE CHART – Enter the number of items being installed and multiply by the unit price for total fee.

WORK DESCRIPTION:

		FEE	# ITEMS	TOTAL
1.	Application Fee (non-refundable)	$35.00	**1**	**$35.00**
2.	Air Conditioning (includes split systems)	$35.00		
3.	Evaporator Coils	$35.00		
4.	Refrigeration (Split systems)	$30.00		
5.	Chiller *	$35.00		
6.	Cooling Towers	$35.00		

		FEE	# ITEMS	TOTAL
7.	Compressor	$30.00		
8.	Duct-Min. (min. $30.00)	$.15/ft		
9.	Special/Safety Inspection	$60.00		
10.	Additional Inspection**	$60.00		
11.	Final Inspection (includes rough & final inspection)	$60.00	**1**	**$60.00**
12.	Contractor Registration	$15.00		

TOTAL PERMIT FEE	

****Item #10 include for finished basements**

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 six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months 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. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS $50.00.**