



**MECHANICAL PERMIT APPLICATION  
City of Zeeland**

**Community Development Department**  
21 S ELM ST - ZEELAND, MI 49464 Phone  
616-772-0872 - Fax 616-772-0880  
buildinginspector@cityofzeeland.com  
www.cityofzeeland.com

AUTHORITY: P.A. 230 OF 1972 AS AMENDED COMPLETION MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT CANNOT BE ISSUED
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**I. JOB LOCATION**

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	
Address/Job Location (street number & street name)	City <b>ZEELAND</b>	County <b>OTTAWA</b>

**II. CONTRACTOR/HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License Number	Expiration Date	
Address (street number & street name)		City	State <b>MI</b>	Zip
Workers Comp Insurance Carrier (or reason for exemption)	Federal Employer I.D. Number (or reason for exemption)	MESCC Employer Number (or reason for exemption)		
Phone		Fax		
Email				

**III. TYPE OF JOB** Does this work involve usage/occupancy of or alterations to the City Right-of-Way?  Yes  No

<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Replacement	<input type="checkbox"/> State-owned	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> LP Tank	<input type="checkbox"/> School	<input type="checkbox"/> Pre-manufactured Home Setup (HUD Mobile Home)

**IV. PLAN REVIEW REQUIRED**

See below for plan review requirements before completing this section. Plans and specifications must be submitted for one and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 BTUs.

What is the building size in square footage? \_\_\_\_\_

What is approximate weight of roof equipment? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

Type of screening to enclose roof equipment: \_\_\_\_\_

Have plans been submitted?  Yes     No     Not required

Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:

- One and two-family dwellings when the total building heating/cooling system input rating is 375,000 BTUs or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED**

**V. 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 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 City Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**VI. APPLICANT SIGNATURE**

Section 23a of the state construction code act of 1972, 1972 P.A. 230, MCL125.1523A 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 subject to civil fines.

<b>Signature of Licensee or Homeowner</b>	<b>Date</b>	<b>Printed Name</b>

(Homeowner signature indicates compliance with section V, Homeowner Affidavit.)

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

	FEE	# ITEMS	TOTAL
1. Application Fee – <b>required</b> (non-refundable, inspection not included)	\$ 25.00	<b>1</b>	<b>\$ 25</b>
2. Residential Heating System (includes duct & pipe)*	\$ 50.00		\$
3. Gas/Oil Burning Equipment (new and/or conversion units)	\$ 5.00		\$
4. Residential Boiler	\$ 30.00		\$
5. Water Heater	\$ 5.00		\$
6. Flue/Vent Damper	\$ 5.00		\$
7. Solid Fuel Equipment (includes chimney) <input type="checkbox"/> Gas Burning Fireplace	\$ 10.00		\$
8. Chimney, factory built-installed separately	\$ 5.00		\$
9. Solar – set of 3 panels (including piping)	\$ 5.00		\$
10. Gas Piping – new installation (per opening)	\$ 5.00		\$
11. Air Conditioning (includes split systems)	\$ 5.00		\$
12. Heat Pump – complete residential	\$ 5.00		\$
13. Bath or kitchen exhaust	\$ 5.00		\$
14. Tank (above ground)	\$ 20.00		\$
15. Tank (underground)	\$ 25.00		\$
16. Humidifier	\$ 10.00		\$
17. Piping (per foot) – min. \$5.00	\$ 0.05		\$

	FEE	# ITEMS	TOTAL
18. Ducts (per foot) – min. \$5.00	\$ 0.10		\$
19. Heat Pump – commercial (pipe not included)	\$ 20.00		\$
20. Air handler/heat wheel – under 10,000 CFM	\$ 5.00		\$
21. Air handler/heat wheel – over 10,000 CFM	\$ 15.00		\$
22. Commercial Hood	\$ 15.00		\$
23. Heat Recovery Unit	\$ 10.00		\$
24. V.A.V. Box	\$ 10.00		\$
25. Unit Ventilator	\$ 10.00		\$
26. Unit Heater (terminal unit)	\$ 15.00		\$
27. Fire Suppression System	\$ 20.00		\$
28. Evaporator Coil	\$ 30.00		\$
29. Refrigeration (split system)	\$ 15.00		\$
30. Chiller	\$ 30.00		\$
31. Compressor	\$ 30.00		\$
32. Inspection– <b>required</b>	\$ 50.00		\$
33. Administrative Fee (required for work started before permit was issued)	\$ 100.00		\$
<b>TOTAL FEE</b>			<b>\$</b>

**Description of work (REQUIRED):** Please briefly describe the work being done. For furnace installation, please indicate the furnace efficiency (%). For AC installation, please indicate if it is a new or replacement unit.

**Make checks payable to "City of Zeeland"**

**VIII. FEE CLARIFICATIONS**

\*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 (Ducts) SHOULD NOT be charged. Replacement systems should be itemized.  
 \*\*ITEM #28: Fire suppression systems are subject to a plan review fee. Please contact our office for pricing.

**IX. PERMIT STIPULATIONS**

**GENERAL:** Mechanical work shall not be started until the application for permit has been filed and permit issued by the City of Zeeland. All installations shall be in conformance with the Sate Mechanical Code. **No work shall be concealed until it has been inspected.** The phone number for inspection requests will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location and permit number.

**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 CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**WHERE TO SUBMIT APPLICATION:** **City of Zeeland Michigan**  
**City Hall – Building Department**  
**21 South Elm Street**  
**Zeeland, MI 49464**  
**Ph 616-772-0872 – Fax 616-772-0880 – [buildinginspector@cityofzeeland.com](mailto:buildinginspector@cityofzeeland.com)**

The City of Zeeland will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.