



**CITY OF KEEGO HARBOR
MECHANICAL PERMIT APPLICATION**

2025 BEECHMONT
KEEGO HARBOR MI 48320
(248) 682-1930 www.keegoharbor.org

Office Use Only
Validation Area

(OFFICE USE ONLY) PERMIT NUMBER: **PM-**

DATE: _____ JOB ADDRESS: _____

OWNER NAME: _____ ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER: _____ MOBILE: _____

CONTRACTOR: _____ ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

Brief Description of Work: _____

I. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

II. Plan Review Required

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, 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**

III. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 12S5.1523A, 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

IV. 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 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. . **I understand the permit expires 1 year from date of issue, Permit Renewal fee is \$50.00.**

IS THIS A NEW HOME? (Circle) YES NO

If you circled “no”, please detail below.

V. Fee Chart - Enter the number of items being installed Only fill out the items in **bold**

	# ITEMS
All New Construction – Single Family, Apt, Commercial,	
1. Application Fee (non-refundable) \$60.00	60.00
2. Minimum Permit Fee \$60.00	60.00
3. Replace: Furnace, AC, Water Heater (Circle One)	
4. Solid Fuel Equip. (includes chimney) Or Other Gas Fired Equipment	
5. B Vent/Prefab Chimney	
6. Solar; Equipment (includes piping)	
7. Gas Piping	
8. Air Conditioning	

	# ITEMS
9. Remodel	
10. Commercial Hood	
11. Humidifiers	
12. Duct	
13. Fire Suppression/Protection	
14. Evaporator Coils	
15. Refrigeration (Split System)	
16. Compressor	
17. Inspection (s) \$65.00 each	
18. Contractor Registration \$20.00	

Make checks payable to "CITY OF KEEGO HARBOR"

TOTAL FEES

VI. Instructions for Completing Application

GENERAL: Complete the application, submit to the building department, and you will be contacted with the cost of the permit. Mechanical work shall not be started until the application for permit has been filed with the Bureau of Construction Codes & Fire Safety. All installations shall be in conformance with the Mechanical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call City Hall 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.**

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

(OFFICE USE ONLY)

APPROVED BY: _____

DATE: _____

- ☐ Issue Permit
☐ Weathercard

INSPECTIONS REQUIRED:
ROUGH AND FINAL