



CITY OF DEARBORN
 Permit & Plan Review Office
 Operator 313-943-2442/ Inspector 313-943-2416

FOR OFFICE USE ONLY	
Permit Number	_____
Date	_____
Permit Clerk	_____

MECHANICAL (HVAC) PERMIT/ APPLICATION

*This permit includes one (1) Rough Inspection and one (1) Final Inspection. Any additional inspections are subject to additional fees.

Permit Site Address		Type of Job: <input type="checkbox"/> Single-Family <input type="checkbox"/> Foreclosure <input type="checkbox"/> Industrial <input type="checkbox"/> New <input type="checkbox"/> Two-Family <input type="checkbox"/> Rehab/ PAD <input type="checkbox"/> Business <input type="checkbox"/> Other	
Business Name of Permit Site Address		Have plans been submitted? (See reverse side for plan review requirements.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Has a building permit been obtained for this project? <input type="checkbox"/> Yes Master Building Permit #: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A		Property Owner Name / Telephone Number	
Property Owner Address (if different from Site Address) Address _____ City _____ State _____ Zip _____		Description of Work	

*A NON-REFUNDABLE ADMINISTRATION FEE OF \$40 PLUS A MINIMUM PERMIT FEE OF \$80-IF HEATING AND COOLING ARE BEING PULLED AT THE SAME TIME THIS FORM CHANGES TO A TANDEM PERMIT WITH A \$40 ADMINISTRATION FEE AND \$110 MINIMUM PERMIT FEE

CC	HEATING	FEES	No.	TOTAL	CC	REFRIGERATION	FEES	No.	TOTAL
					Air Conditioning (incl. Split system)				
2 -	Up to 75,000 BTU	\$48.00			1 & 2 -	Under 5 Tons (hp)	\$30.00		
2 -	75,001 - 500,000 BTU	\$60.00			1, 2 or 4 -	5 hp to 50 hp	\$50.00		
2 -	Over 500,000 BTU	\$90.00			1, 2 or 4 -	50 hp to 100 hp	\$85.00		
					1, 2 or 4 -	Over 100 hp	\$110.00		
					Compressor (each)				
2 -	Under 75,000	\$48.00			1, 2 or 4 -	Under 5 tons	\$30.00		
1 & 2 -	Over 75,000	\$60.00			1, 2 or 4 -	5 hp to 50 hp	\$50.00		
2 -	Water Heater	\$12.00			1, 2 or 4 -	50 hp to 100 hp	\$85.00		
2 -	Humidifier	\$12.00			1, 2 or 4 -	Over 100 hp	\$110.00		
2 -	Chimney (Factory built-installed separately)	\$30.00			Evaporator Coils				
					1, 2 or 4 -	Under 5 tons	\$30.00		
2 & 10E -	Gas Piping pressure tested each opening (up to 1")	\$40.00			1, 2 or 4 -	5 hp to 50 hp	\$50.00		
					1, 2 or 4 -	50 hp to 100 hp	\$85.00		
2 -	Solid Fuel Equipment (Includes chimney)	\$25.00			1, 2 or 4 -	Over 100 hp	\$110.00		
					2 or 3	Stand Alone Duct Detector	\$15.00		
					FIRE PROTECTION (Separate Fire Protection System Permit Required)				
					<i>FPS Permit #</i> _____				
2 -	Prefab Fireplace	\$45.00			9 - Fire Suppression/ Protection HVAC Inspection (Hangers, rods, & piping)		\$72.00 Per Visit		
2 -	Chimney Liner Alone	\$25.00			Infrared Heaters				
2 or 10E -	Commercial- All Piping with pressure test included - over 1"	Bid price: \$	1.2% of Bid Price:\$		2 -	Under 75,000	\$48.00		
					2 -	Over 75,000	\$60.00		
2 or 3 -	Commercial- Duct	Bid price: \$	1.2% of Bid Price:\$		Unit Heaters				
2 & 3 -	Residential New Duct System	\$45.00			2 -	Under 75,000	\$50.00		
2 & 3 -	Residential Duct Alteration	\$25.00			2 -	Over 75,000	\$60.00		
Additional Inspection		\$30.00							
Special/Safety Inspection (includes Certification Fee)		\$72.00			Checks are made payable to "City of Dearborn" TOTAL FEES \$ _____				

Applicant - Contractor/ Homeowner: Name _____		(circle the appropriate CC that apply to your state license) <input type="checkbox"/> Mechanical Contractor (Classification Codes: 1, 2, 3, 4 & 10-E)	
Address _____		<input type="checkbox"/> Homeowner (Read Homeowner Affidavit on reverse side)	
City, State, Zip Code _____		Telephone Number _____	
State License # _____	Expiration Date _____	City of Dearborn Registration # _____	Expiration Date _____

WORKER'S DISABILITY COMPENSATION INSURANCE CARRIER (or reason for exemption)	
EMPLOYER IDENTIFICATION NUMBER (or reason for exemption)	MESC EMPLOYER NUMBER (or reason for exemption)

AUTHORITY: P.A. 230 OF 1972, AS AMENDED
 COMPLETION: MANDATORY TO OBTAIN PERMIT
 PENALTY: PERMIT CANNOT BE ISSUED

The acceptance of the permit shall constitute an agreement to abide by all state codes and ordinances enforced by the City of Dearborn. Homeowners 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 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.

Authorized signature _____ (Homeowner affidavit statement above) Date _____
 Permit Office/White Inspector/Canary Assessor/Gold Applicant copy/Pink

Mechanical Permit

Information and Permit Application City of Dearborn

GENERAL INFORMATION

- Contractors must be licensed by the State of Michigan and registered with the City of Dearborn.
- Residential Replacement Heating systems should be itemized.
- Work shall not be started until the permit has been issued. All installations shall be in conformance with the current State of Michigan Mechanical Code. No work shall be concealed until it has been inspected and approved by the Mechanical Inspector.

MAIL-IN APPLICATIONS

- Mail-in applications are encouraged. Follow these easy instructions and completely fill out application:
 - Obtain application from the city web site at "cityofdearborn.org", under Permits, or obtain a form from the permit office.
 - A homeowner trade permit is allowed with proof of ownership and proof of ID (i.e. Driver's License or State ID).
Home owner must live in the home or intend to live in the home in order to obtain a trade permit application per state requirements.
 - Include a check, payable to "City of Dearborn". Confirm minimum permit fee & non-refundable processing fee with Permit Office.
 - Enclose a self-addressed stamped envelope, also if submitting a web application include 3 copies with original application for processing.
 - Mail to: City of Dearborn, Permit Office, 16901 Michigan, Suite 6, Dearborn, MI 48126
 - For further information or to speak with a Mechanical Inspector call (313) 943-2416 between the hours of 8:00 a.m. and 9:00 a.m. or 4:00 p.m. and 5:00 p.m.**

PLAN REVIEW REQUIREMENTS

- Plans and specs are required for one and two-family dwellings when the BTU rating of the heating/cooling system exceeds 375,000 BTU's.
- Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineers licensed pursuant to Act. No. 299 of 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 input rating is 375,000 Btu's or less.
 - Alterations and repair work determined by the mechanical official to be minor in nature.
 - Business, mercantile, and storage buildings having HVAC equipment only, with one fire area not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000
- When required, plans must be submitted before a permit can be issued.

HOME OWNER AFFIDAVIT

By signing this application, homeowners are certifying that the mechanical work described on this permit application shall be installed by the homeowner in their home in which they are occupying, or intend to occupy. All work shall be installed in accordance with the current State Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the mechanical inspector.

Homeowners also certify that they will cooperate with the Mechanical Inspector, arrange for inspections, and fix necessary repairs.

Special Note to Homeowners: Homeowners are discouraged from obtaining permits on behalf of a contractor. The City of Dearborn cannot resolve unlicensed/ unregistered contractors work deficiencies. The City of Dearborn addresses code issues with the permit holder.

MECHANICAL INSPECTION - PERMIT INCLUDES 1 ROUGH & 1 FINAL INSPECTION - ADDITIONAL INSPECTIONS SUBJECT TO FEES

Inspections are scheduled by calling the Automated Inspection Scheduling System at (313) 943-2400. Please have your permit number (i.e.: 13 – 1234) and inspection code available (below). Contractors are encouraged to be on site during inspections. Special arrangements for already scheduled inspections may be made the morning of the inspection between 8 a.m. and 9 a.m. by calling (313) 943-2416 and talking with a Mechanical Inspector.

Residential Inspection Codes

705 Rough
710 Final
715 Gas line
720 Pool heating approval
730 Underground

Commercial Inspection Codes

805 Rough
810 Final (includes duct detectors)
815 Gas line
820 Pool heating approval
825 Fire suppression (supportive system)
830 Underground

Commercial Fire Protection Systems

**Call (313) 943-2884 for
Fire Marshal Inspection**

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit will expire if the authorized work is not commenced within six months after issuance of the permit or if the authorized Work/project is suspended or abandoned for a period of six months after the time of commencing work. **A PERMIT WILL BE CANCELLED WHEN THE PERMIT HAS EXPIRED, NO WORK HAS BEEN PERFORMED AND NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. ONCE A PERMIT IS CANCELLED IT CANNOT BE REINSTATED OR REFUNDED.**

REFUNDS: A refund request form must be submitted to the permit office. Forms can be obtained from the Permit office or on line at "cityofdearborn.org" under permits. A refund processing fee of \$25 will be charge for processing. All refunds will be made to the person identified as the permit holder in all cases. Refunds are primarily made on requests when no work or inspections have been performed and the permit can be cancelled. **PERMIT CANCELLATIONS (Contractor Termination) ARE DISCOURAGED:** If an installation is partially completed, then the permit holder (or property owner) shall submit a PERMIT CANCELLATION request form. An inspection will be required to determine the level of work completion. The enforcing agency will determine the need for a new permit to complete the work in progress. In most of these instances a new permit will be required and based on the inspection a determination will be made on requiring a new permit be issued and any fees that may apply in order to complete a final inspection.

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