

Village of Grass Lake

119 N. Lake Street P.O. Box 737 Grass Lake, MI 49240
PHONE: 517-522-4550 WEBSITE: VILLAGEOFGRASSLAKE.COM

MECHANICAL PERMIT APPLICATION

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		
Street Address & Job Location (Street No. and Name)		Village		
II. CONTRACTOR/HOME OWNER INFORMATION				
<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name		License Number	Expiration Date
Address/Street No. and Name		City	State	Zip Code
Telephone Number	Cell Phone Number	Federal Employer ID Number (or reason for exemption)		
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)		
TYPE OF JOB				
<input type="checkbox"/> Single Family <input type="checkbox"/> Other	<input type="checkbox"/> New <input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection <input type="checkbox"/> Fireplace Only <input type="checkbox"/> LP Tank	<input type="checkbox"/> Premanufactured Home Setup (State Approved) <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> State Owned <input type="checkbox"/> School
IV. PLAN REVIEW REQUIRED				
Have plans been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not 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 systems exceeds 375,000 BTU's. What is the building size in square feet? _____ What is the input rating of the heating system in this building? _____				
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 the architect's or engineer's signature and seal, except: <ol style="list-style-type: none">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 is to be of a minor nature. <p>PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED!</p>				
V. APPLICANT SIGNATURE				
Section 23a of the state construction code 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's signature indicates compliance with Section VI. Homeowner Affidavit)			Date: _____ / _____ / _____	
VI. HOMEOWNER AFFIDAVIT				

I hereby certify the mechanical work described on this 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.

COMPLETE APPLICATION ON BACK SIDE

VII. GIVE A BRIEF JOB DESCRIPTION:

VIII. FEE CHART/SCHEDULE

RESIDENTIAL RATES

	FEE	# of INSPECTIONS	TOTAL
Base Fee — Required on All Permits	\$60.00		\$60.00
Rough Inspection	\$75.00		
Final Inspection	\$75.00		
Fire lace Inspection	\$75.00		
LP Tank Set	\$75.00		
Replacement Water Heater	\$75.00		
Gas Pressure Test	\$75.00		
In Floor Heating	\$75.00		
Additional Inspection	\$75.00		
New Contractor Fee	\$10.00		
Annual Contractor Fee	\$10.00		
TOTAL FEES			

NON-RESIDENTIAL RATES

Base Fee — Required on All Permits	\$60.00		\$60.00
Rough Inspection	\$75.00		
Final Inspection	\$75.00		
LP Tank Set	\$75.00		
Additional Inspection	\$75.00		
Plan Review Fee \$70.00 for first hour or less \$30.00 for each additional hour			
TOTAL FEES			

INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until application for permit has been filed. 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 the inspector providing at least 24 hours advance notice. 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 PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.** The building official is authorized to grant an extension of the permit for 180 days. The extension shall be requested in writing and justifiable cause demonstrated. A maximum of two extensions are allowed. A \$50 fee will be assessed for the first extension and a fee half of the original permit cost for the second extension.

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

Mechanical Permit Application Revised 2/25/2026