



Mechanical Permit Application

Updated: 01/2026

Grand Haven Charter Township
 13300 168th Avenue, Grand Haven, MI 49417
 Phone: 616.842.5988 | Fax: 616.842-9419 |
 Email: building@ghtmi.gov

I. Application Information / Job Location			
Name of Owner/Agent	Home Phone	Cell	
Address	City	State	Zip
Job Location (if different than above)	Name of City, Village, or Township Job is located. Grand Haven Charter Township		
Parcel ID	Email		
II. Contractor/Licensee Information			
Name of Mechanical Contractor Contact	Mechanical Contractor's Address		
Business Phone	Cell Phone	Email	
Name of Mechanical Contractor's Business	Mechanical Contractor's License #	Expiration Date	
Federal ID # (or reason for exemption)	Workers Comp (or reason for exemption)	UIA Employee # (or reason for exemption)	
III. Project Description			
<input type="checkbox"/> Single Home <input type="checkbox"/> Multi-Family <input type="checkbox"/> Mobile/Pre-Manufactured Home <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____	Detailed Description of Work (Required)		
IV. Plan Review Requirement			
Plans and specifications must be submitted for mechanical work except: 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 ft. 4. Work completed by a governmental subdivision or state agency costing less than \$15,000. 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.			
What is the input rating of the heating system in the building	Indicate the size of the building in square feet		
Indicate if plans are being submitted along with this application NOTE: Plans must be submitted before permit is issued. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required <input type="checkbox"/> Submitted with building permit application			
V. Contractor Affidavit			
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 subject to civil fines.			
Signature of Licensee (By signing, Contractor indicates compliance with Contractor Affidavit)			Date
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 about to occupy. All work shall be installed in accordance with the Michigan 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.			
Signature of Homeowner (By signing, Homeowner indicates compliance with Homeowner Affidavit)			Date

Complete Application on Back Side

VII. Project Fee Items (Enter the quantity of items being installed, repaired, or altered below)

Item Description	Fee	# Item	Total
Application Fee	\$75.00	1	\$75
Inspections (each)	\$75.00		
Residential Heating System (includes duct & pipe), A/C not included New Building Only	\$50.00		
Air Conditioning (incl. split systems) & RTU-Cooling Only	\$30.00 each		
Roof Top Units (heating and A/C self-contained systems)	\$60.00 each		
Gas/Oil Burning Equipment: furnace, fireplace, roof top units, generators, pool heaters, etc.	\$30.00 each		
Water Heater (gas piping & venting)	\$5.00 each		
Boiler (each)	\$30.00		
Unit Heaters (terminal unit) (each)	\$15.00		
Heat Pumps: (split systems and self-contained systems) or Geothermal (complete residential)	\$30.00 each		
Heat Pumps - Commercial (pipe not included)	\$20.00 each		
Gas Piping; each opening-new install (residential)	\$5.00 each		
Ducts - minimum fee \$25.00	\$0.10 /ft		
Dryer, Bath & Kitchen Exhaust (ducting not included)	\$5.00 each		
Humidifiers/Air Cleaners (each)	\$10.00		
Heat Recovery Units (each)	\$10.00		
Solid Fuel Equipment (includes chimney) (Wood stove & fireplace)	\$30.00 each		
Mobile Home Unit (each)	\$30.00		
Solar: set of 3 panels-fluid transfer (includes piping)	\$20.00 each		
Piping (All piping- minimum fee \$25.00)			
Fuel Gas Piping	\$.05 /ft		
Process Piping	\$.05 /ft		
Hydronic Piping	\$.05 /ft		
Refrigeration Piping	\$.05 /ft		
Commercial Air Conditioning Piping	\$.05 /ft		

Item Description	Fee	# Item	Total
Air Handlers/Heat Wheels (each)			
Under 2,000 CFM	\$20.00		
2,000 CFM and over	\$60.00		
Vent and Exhaust (each)			
Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00		
Commercial Hoods	\$15.00		
Exhausters (commercial)	\$15.00		
V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00		
Damper (control, back-draft, barometric or fire/smoke)	\$5.00		
Unit Ventilators/PTAC Units	\$10.00		
Refrigeration, Compressors, & Coils (each)			
Refrigeration (split systems and self-contained systems)	\$30.00		
Compressor/Condenser	\$30.00		
Coils (Heat/Cool)	\$30.00		
Fire Suppression			
Fire Suppression/Protection (includes piping)- minimum fee \$20.00	\$.75 / head		
Tanks			
Aboveground: LPG & Fuel Oil	\$20.00		
Aboveground Connections	\$20.00		
Underground: LPG & Fuel Oil	\$25.00		
Underground Connections	\$25.00		
Chiller/Cooling Towers (each)			
Chiller-Refrigeration	\$30.00		
Chiller-Air Conditioning	\$30.00		
Cooling Towers-Refrigeration	\$30.00		
Cooling Towers-Air Conditioning	\$30.00		
Inspections			
Plan Review - minimum	\$150.00		
Special/Safety Inspection	\$75.00		
Starting Work w/o Permit	\$75.00		
TOTAL			\$

Inspections: include one or more of each of the following: Underground, Pressure Test, Rough-In, Final, Rough-In Fireplace, and Final Fireplace.

VIII. Notice to Applicant

GENERAL: Mechanical work shall not be undertaken until a mechanical permit is issued. All installations shall be in conformance with the Mechanical Code. **No work shall be concealed until it has been inspected and approved.**

EXPIRATION OF PERMIT: A permit shall become invalid if the authorized work is not commenced within 180 days 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 180 days of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.

SCHEDULING INSPECTIONS: Applicant is responsible for arranging all required inspection until the permit is finalized. Call at least 24 hours in advance to schedule an inspection and include job location and permit number.

PERMIT PRE-PAYMENTS: Grand Haven Charter Township may accept payment for application fees before the permit is issued. The payment will be held in an escrow account until the permit is ready to be issued and will then be applied to the application fees due. If the initial payment is insufficient to pay the application fees in full, additional payment will be required. Permits will not be issued until all fees are paid in full. ***No work authorized by the permit may commence prior to the permit being received by the applicant.*** If the application is for an electrical, plumbing, or mechanical permit associated with an application for a building permit, the building permit must be issued prior to any electrical, plumbing, or mechanical permit being issued.

Inspector's Signature

Date