



Community Development Department

45175 Ten Mile Road
Novi, MI 48375
(248) 347-0415 Phone
(248) 735-5600 Facsimile
www.cityofnovi.org

Permit Number: PH _____

MECHANICAL (HEATING) PERMIT APPLICATION
APPLICATION MUST BE FILLED OUT COMPLETELY

I. PROJECT LOCATION/OWNER INFORMATION
II. APPLICANT INFORMATION
III. TYPE OF JOB (ENTER WORK DESCRIPTION ON BACK PAGE)
IV. PLAN REVIEW REQUIRED (PLANS MUST BE SUBMITTED WITH AN APPLICATION, EXCEPT AS LISTED BELOW)
V. APPLICANT SIGNATURE
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.



MECHANICAL (HEATING) PERMIT APPLICATION

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

VII. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the Mechanical Permit has been issued by the City of Novi Community Development Department. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.** Inspection requests will be made at cityofnovi.org. **When ready for an inspection, log onto the website 24 hours in advance no later than 3:30 p.m. You will need the job address and permit number in requesting an inspection. Any questions regarding electrical permits and inspections can be directed to the inspector between 8-9 a.m. and 4-5 p.m.**

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

WORK DESCRIPTION:

		FEE	# ITEMS	TOTAL			FEE	# ITEMS	TOTAL
1.	Application Fee (non-refundable)	\$35.00	1	\$35.00	14.	Tanks- Underground LP Connection	\$48.00		
2.	Residential Heating System (includes duct & Gas Line) <i>New Building Only *</i>	\$60.00			15.	Humidifiers	\$12.00		
3.	Gas/Oil Burning Equip. (Furnace Replacement, Rooftop Units)	\$35.00			16.	Piping and Process piping (min. \$25.00)	\$.06/ft		
3a.	Compressors (split/combination) Rooftop units for Commercial only **	\$35.00			17.	Ducts (min. \$35.00)	\$.15/ft		
3b.	Gas fired generator	\$35.00			18.	Heat Pumps; Commercial (pipe not included)	\$24.00		
4.	Residential Boiler	\$35.00			19.	Air Handlers/Heat Wheels-under 10,000 CFM	\$24.00		
5.	Water Heater ****	\$6.00			20.	Air Handlers/Heat Wheels-over 10,000 CFM	\$70.00		
6.	Flue/Vent Damper/Chimney liner	\$6.00			21.	Commercial Hoods/Grease Ducts	\$18.00		
7.	Solid Fuel Equipment (includes chimney)	\$35.00			22.	Heat Recovery Units	\$12.00		
8.	Chimney, Factory built-installed separately	\$30.00			23.	V.A.V. Boxes	\$12.00		
9.	Solar Panels; set of 3 panels (includes piping)	\$24.00			25.	Unit Heaters/ Unit Ventilators	\$18.00		
10.	Gas Piping; each opening-new installation	\$6.00			26.	Gas Burning Fireplace	\$35.00		
10a.	Gas Pressure Test	\$6.00			27.	Special/Safety Inspection	\$60.00		
11.	Heat Pumps; complete Residential	\$35.00			28.	Additional Inspection	\$60.00		
12.	Bath & Kitchen exhaust ducts	\$6.00 ea.			29.	Final Inspection (includes rough & final inspection)	\$60.00	1	\$60.00
13.	Tanks- Aboveground LP Connection	\$48.00			30.	Contractor Registration	\$15.00		
					TOTAL PERMIT FEE				

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 CLOSED WHEN NO INSPECTION ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$50.00.**

* New residential structure, #10 & #17 should not be charged.
Replacement systems should be itemized.
** Requires separate refrigeration permit for all residential A/C units