MONTCALM COUNTY DEPARTMENT of BUILDING SAFETY

211 W Main St -- P.O. Box: 368, Stanton, MI 48888

Phone: 989-831-7394 -- Email: building@montcalmcountymi.gov

Mechanical Permit Application

Complete all sections of application applicable to the project. Incomplete applications will delay issuance of the permit

This section for office use only

Application Received Date **Project Number:** **Permit Number:**

(REQUIRED) JOB LOCATION

Site Address	City/Village	Township

Parcel/Tax I.D. No.	Lot/Unit Number	Plat or Condominium Name

(REQUIRED) OWNER / LESSEE CONTACT INFORMATION

First Name, Last Name			Phone Number 1
Mailing Address:			**Phone Number 2**
City	**State**	**Zip**	**Email Address**

MECHANICAL CONTRACTOR INFORMATION

First Name, Last Name, or Business Name			Phone Number 1
Mailing Address:			**Phone Number 2**
City	**State**	**Zip**	**Email Address**

Contractor Lic. Number	Expiration Date	Tax ID Number	MESC	Workers Comp Insurance

Contractor License Name	License Expiration Date	Mechanical License Categories 1 2 3 4 5 6 7 8 9 10 Categories_____

Mailing Address	City	State	Zip

(REQUIRED) WRITTEN DESCRIPTION OF WORK

TYPE OF IMPROVEMENT

☐ New Building ☐ Addition ☐ Alteration ☐ Special Inspection ☐ Change in Use

BUILDING USE

☐ Single Family ☐ HUD Residence ☐ Manufactured Home ☐ Garage/Utility ☐ Commercial_____

☐ Single Wide ☐ Double Wide ☐ Modular

EQUIPMENT ☐ New ☐ Replacement ☐ Generator

☐ Propane ☐ Natural Gas ☐ Electric ☐ Wood ☐ Hydronic

(REQUIRED) APPLICANT SIGNATURE (*Applicant is responsible for payment of all applicable fees and charges to this application*)

I hereby certify that the proposed work described on this application is authorized by the owner of record and that I have been authorized by the owner to make this authorized application as his/her agent. All of the information submitted on this application is accurate to the best of my knowledge. 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. It shall be the duty of the mechanical permit holder or their duly authorized agent to notify the mechanical inspector when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

Applicant Signature	Print Name	Date

Home Owner Affidavit *(To be signed when homeowner is also the applicant)*

I hereby certify that the work described on this application shall be installed by myself in my own single family dwelling in which I am living or about to occupy.
Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523A of the Michigan Complied Laws, 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.
It shall be the duty of the holder of the mechanical permit or their duly authorized agent to notify the mechanical inspector when work is ready for inspection.

Home Owner Signature	Print Name	Date

COMPLETE APPLICATION ON REVERSE SIDE

Update: February 3rd 2026

FEE SCHEDULE

Manual-J's are Required for New Heating Equipment

ITEM DESCRIPTION:	Unit Fee	# Items	TOTAL
Base Fee -- All Permits - *(This does not cover an inspection)*	$60.00	1	$60.00
Final Inspection -- All Permits	$60.00	1	$60.00
Rough, Additional, or Re-Inspection)	$60.00		
Underground Inspection	$60.00		
Plan Review -- (Per Hour)	$40.00		
Heating Equipment -- (Furnace, Boiler, Etc.)	$20.00		
Single Dwelling Duct Work	$20.00		
Single Dwelling A/C	$15.00		
Water Heater	$10.00		
Bathroom / Kitchen Exhaust Fans	$10.00		
Fire Place -- (Wood Gas, Etc.)	$20.00		
Chimney -- (Class A)	$15.00		
Gas Piping -- (Each Outlet) [ ] Generator Install	$6.00		
Electric Air Cleaner	$10.00		
A/C Refrigeration Heat Pump / Mini-Splits	$20.00		
Air Handler / Vents / Exhaust / ERV	$15.00		
Unit Heaters	$20.00		
Duct Pipe Suppression	$35.00		
Generator Install Only -- *(Electrical Permits Required on Generator Install)*	$65.00		
Water Heater Replacement -- *(Base Fee & Final Inspection Fee Not Required)*	$70.00		
WORK STARTED PRIOR TO OBTAINING PERMIT: SEE NOTE BELOW	$100.00		
BILLING FOR INCOMPLETE FORMS	$20.00		
	TOTAL:		

Permit Issued by:	Date:

NOTE: If you start work prior to obtaining a permit:
First time: Double the permit fee (at least $250).
Second time or more: Four times the permit fee (at least $500).

RESET FORM

SUBMIT FORM