

Application for a Mechanical Permit

Please complete the following application form. Incomplete forms will be rejected. Mechanical work **shall not start until a permit has been issued**. Installations shall be in conformance with the Mechanical Code. *Allow 24 hours for processing.*

Job Address: _____ **Owner Name:** _____

Business, if applicable: _____ **Location/Area:** _____

Work Description: _____

| | | Quantity | Fee | Amount | |
|---|--|--|------------------------------|----------------------------------|---------------|
| 1. CHOOSE FEES & INSPECTIONS | Existing Residential Replacement Items (includes 1 inspection): | | | | |
| | Existing Systems | Add A/C to existing system | | \$70.00 | |
| | | Furnace Replacement | | \$70.00 | |
| | | Furnace & A/C Replacement | | \$70.00 | |
| | | Furnace & Water Heater Replacement | | \$70.00 | |
| | | Furnace, A/C & Water Heater Replacement | | \$70.00 | |
| | | Water Heater Replacement | | \$70.00 | |
| | | Replace or Add 1 other mechanical system component | | \$70.00 | |
| | RESIDENTIAL (1-4 Dwelling Units) | | | | |
| | New Construction | Base Fee for New Construction / Renovation (includes 1 inspection) | | \$70.00 | |
| | | Additional Inspections | | \$70.00 | |
| | | Fireplace Flat Fee for New & Existing (includes ONLY 1 inspection) | | \$70.00 | |
| | | Mobile Home Placement Flat Fee (includes 1 inspection) | | \$70.00 | |
| | NON-RESIDENTIAL *See back for additional information | | | | |
| | New Construction | Base Fee (includes 1 inspection) | | \$140.00 | |
| Additional Inspections | | | \$70.00 | | |
| (For mixed use and multiple dwelling units see back for details.) | | | | | |
| 2. ADD FIXTURES | | Quantity | Residential Equipment | Non-Residential Equipment | Amount |
| | Amendment to Existing Permit #: _____ | - | \$35.00 | \$35.00 | |
| | Air Conditioner | | \$6.00 | \$25.00 | |
| | Chimney / Liner | | \$6.00 | \$25.00 | |
| | Cooling Tower | | \$6.00 | \$25.00 | |
| | Duct Work / Air / Heating | | \$6.00 | \$25.00 | |
| | Fans or Vents | | \$6.00 | \$25.00 | |
| | Fireplace / Wood Burner | | \$6.00 | \$25.00 | |
| | Gas Burning Equipment 80% or 90% | | \$6.00 | \$25.00 | |
| | Gas Piping | | \$6.00 | \$25.00 | |
| | Humidifier | | \$6.00 | \$25.00 | |
| | Hydronic / Radiant Heat | | \$6.00 | \$25.00 | |
| | Other (explain): | | \$6.00 | \$25.00 | |
| | Refrigeration System | | \$6.00 | \$25.00 | |
| | Residential Boiler | | \$6.00 | - | |
| | Roof Top Unit (RTU) | | \$6.00 | \$25.00 | |
| | Solid Fuel Equipment | | \$6.00 | \$25.00 | |
| Unit Heater | | \$6.00 | \$25.00 | | |
| Water Heater | | \$6.00 | \$25.00 | | |
| | | | | Total: | |

APPLICANT INFORMATION:

Name: _____ **Company:** _____

Address: _____ **Phone:** _____ **Fax:** _____

Email: _____ **Contractor Lic #:** _____ **EXP:** _____

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.

Signature: _____ **Date:** _____

Over →

January 2026

Community & Neighborhood Services

270 S River Ave
Holland, MI 49423

Phone: 616 355-1330
Fax: 616 546-7058
Email: permits@cityofholland.com

INSPECTIONS:

No work shall be concealed until it has been inspected.

When ready for an inspection, call Community & Neighborhood Services at (616) 355-1330. **A minimum of 24 hours' notice is required, when scheduling an inspection.**

BASE FEES:

A residential base fee will be charged for work involving 1-4 residential units on a property.

A non-residential base fee will be charged for work involving mixed use buildings (residential and commercial) and buildings with more than 4 dwelling units.

EQUIPMENT FEES – NEW FOR 2022!

If you are installing residential equipment, please select the residential equipment line-item fee. This applies to commercial, mixed use and multi-unit buildings. This may result in a non-residential base fee, with residential line-item fees.

Example: A new apartment building with 12 units is being built. Each unit will contain a residential furnace and water heater. Select the non-residential base fee, and add 12 “gas burning equipment” and 12 “water heater” at the \$6 residential rate. Additional non-residential equipment may also be added if applicable.

INSPECTION FEES:

For inspections at buildings containing more than 4 dwelling units (such as a hotel, motel, or apartment building), inspections are charged at the rate of **one inspection fee per 4 units**.

Example: If an apartment building consists of 12 units, 3 inspection fees will be charged for a rough inspection for the whole building (12 units ÷ 4 = 3 inspection fees). **Please plan accordingly.**

PERMIT EXPIRATION:

Permits expire after 180 days. Expired permit cannot be refunded or reinstated.

LATE FEES:

Late fees of \$100 per day will be charged for work started **before** a permit is issued.

CONTRACTORS:

| | |
|--|---|
| Federal Employer ID Number (or reason for exemption): | Workers Comp Insurance Carrier (or reason for exemption): |
| Unemployment Insurance Agency Employer Account Number (or reason for exemption): | |

Once completed, return this application to the department of Community & Neighborhood Services by e-mail it to permits@cityofholland.com; or by dropping it off at City Hall, 270 S River Ave. If you have any questions, please call us at (616) 355-1330.



Go paperless! You can apply for City of Holland trade and building permits online at www.bsaonline.com, *excluding applications that require plan review*. Contact us to learn more about this process.

OFFICE USE ONLY:

Permit #: _____ Date: _____ Initials: _____

HOMEOWNER'S AFFIDAVIT

Work type: MECHANICAL PLUMBING ELECTRICAL

I affirm that I am eligible to obtain a homeowner's permit because I am the owner of the property listed below, I live in the home, and the home is classified as a single-family home.

My home is located at _____, Holland, MI 49423.

By signing my name below, I agree to:

1. Apply for the appropriate permits;
2. Do all of the work myself;
3. Pay the required fees;
4. Request inspections for the work that I have done;
5. Make any required corrections to comply with local, City, State or other applicable codes.

I understand that under Michigan Law, if I do not demonstrate knowledge and competence in performing this work, the inspector may cancel my permit and require me to hire a licensed contractor. I understand that if my permit is canceled, my contractor will be required to obtain a new permit. I understand that work may only be performed after the issuance of a permit.

Signature of Homeowner

Date

Please Note: If a property is owned by a business, corporation, LLC or similar entity, or is not occupied by the deeded homeowner, all work must be performed by a licensed contractor.

Regulations listed on this form are from the Skilled Trades Regulation Act 407 of 2016 and section 10 (4) of the 1972 PA 230. MCL S125.1510(4)

Office Use Only:

Permit Number

Date

Initials