

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		\$60.00	
		Furnace Replacement		\$60.00	
		Furnace & A/C Replacement		\$60.00	
		Furnace & Water Heater Replacement		\$60.00	
		Furnace, A/C & Water Heater Replacement		\$60.00	
		Water Heater Replacement		\$60.00	
		Replace or Add 1 other mechanical system component		\$60.00	
	RESIDENTIAL (1-4 Dwelling Units)				
	New Construction	Base Fee for New Construction / Renovation (includes 1 inspection)		\$60.00	
		Additional Inspections		\$60.00	
		Fireplace Flat Fee for New & Existing (includes ONLY 1 inspection)		\$60.00	
		Mobile Home Placement Flat Fee (includes 1 inspection)		\$60.00	
	NON-RESIDENTIAL *See back for additional information				
	New Construction	Base Fee (includes 1 inspection)		\$120.00	
Additional Inspections			\$60.00		
(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 #: _____	-	\$25.00	\$25.00	
	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 2022

Community & Neighborhood Services

270 S River Ave Phone: 616 355-1330

Holland, MI 49423 Fax: 616 546-7058

Email: cns@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 cns@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: _____