

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	RESIDENTIAL (1-4 Dwelling Units)			
	Base Fee for New Construction / Renovation (includes 1 inspection)		\$60.00	
	Additional Inspections		\$60.00	
	Mobile Home Placement Flat Fee (includes 1 inspection)		\$60.00	
	Fireplace Flat Fee for new and existing (includes ONLY 1 inspection)		\$60.00	
	Existing Residential Replacement Items (includes 1 inspection):			
	Add A/C to existing system		\$60.00	
	Replace Furnace		\$60.00	
	Replace Furnace & A/C		\$60.00	
	Replace Water Heater		\$60.00	
	Replace Water Heater & Furnace		\$60.00	
	Replace Water Heater, Furnace & A/C		\$60.00	
	Replace or Add 1 other mechanical system component		\$60.00	
	NON-RESIDENTIAL *See back for additional information			
	Base Fee (excludes inspections)		\$60.00	
Inspections (based on # of dwelling units, see back for details)		\$60.00		
	Quantity	Residential Fee	Non-Residential Fee	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:	

Charge credit card on file

APPLICANT INFORMATION:

Name: _____ **Company:** _____

Phone: _____ **Fax:** _____ **Email:** _____

State License No: _____ **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 2021

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.**

* For Non-Residential inspections with multiple 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 FEE:

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: _____