



3338 Coolidge Hwy.  
Berkley, Michigan 48072  
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[www.berkleymi.gov](http://www.berkleymi.gov)

## MECHANICAL PERMIT APPLICATION

### Work being done at:

Address: \_\_\_\_\_ Day Telephone: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Lot Size \_\_\_\_\_

### Contractor/Applicant:

Company Name: \_\_\_\_\_

License Holder: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ EMAIL Address: \_\_\_\_\_

Federal Employer ID number: \_\_\_\_\_ Contractors License Number & Expiration: \_\_\_\_\_

**If contractor is not pulling the permit in person, a letter of authorization must be present to obtain a permit.**

Authorized person (not the contractor): \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Contractors Name (printed)**

\_\_\_\_\_  
**Date**

**Refund Policy:** Upon request, all cancelled permits with no inspections will be refunded at 50% of the permit costs with a minimum refund of \$25.00. Permit fees will not be refunded after inspections have been completed.

**If the applicant is the homeowner, please fill out the reverse side**

### WORK BEING PERFORMED

*Please be advised that fees are set with the understanding that typically one or two inspections will be required. If additional inspections are necessary due to violations or inspectors being locked out, a \$30 reinspection fee will be charged.*

Chimney Liner	General -
Condensation Pump	Heat Pump/Air Handler (per unit)
Duct Work (addition or new house?)	Hood Suppression (per unit)
ERV _____ HRV _____	Humidifier
Exhaust Fans/Stove Hoods (Bath fans and dryer vents)	Hydronic Heat
Fireplace* Requires gas line	Incinerator
Fire Suppression (per head)	Pool Heater
Furnace* (# of BTU's) _____ **RTU _____  An electrical permit is required A boiler requires pressure test and thermal expansion tank Boiler - # of zone valves?	Refrigeration (Air conditioning)* # of tons _____ **RTU _____ Refrigerant Type _____ Lbs. of Gas for A/C _____ Mini Split: # of Heads _____ New _____ Replacement _____ Rear yard _____ *Side yard _____ *Side Yard Location: Submit Site Plan and Screening details as per Sec. 138-9.14. An electrical permit is required
Gas Line* (over 10 ft requires Pressure Test)	Space Heating or Exterior Heaters (# of units)
Gas Pressure Test	Thermal Expansion Tank
Gas Line - # Openings _____ List Openings:	Water Heater* High efficiency/50 gallons or more requires thermal expansion tank

\*\*Rooftop Unit Fee (per unit) in addition to Furnace BTU's and Refrigeration ton/hp fees

List any additional work not listed above: \_\_\_\_\_

**CITY OF BERKLEY BUILDING DEPARTMENT  
HOMEOWNER PERMIT**

Michigan State Law gives a homeowner who lives or intends to live in a single family house an exemption that allows him to act as his own contractor for that single family house

This means that a homeowner may obtain a permit for work at his own home. If you choose to act as your own contractor and obtain the required permits, please be aware of the following:

- As the permit holder, you incur all of the liability and all of the responsibility that a licensed contractor would normally assume.
- The City of Berkley cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the permit you obtained.
- As the permit holder, it is your responsibility to have a complete understanding of the current codes.
- As the permit holder, you are responsible to correct any code violations regardless of whether or not a contractor or other persons did the work under the permit you obtained.
- As the permit holder, you are responsible for completing the job under the permit you obtained.

I have read and understand the conditions set forth by the State of Michigan for the issuance of a permit to a homeowner.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Drivers License Number)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Phone Number)

EMAIL: \_\_\_\_\_

\* Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws