



City of St. Clair
 547 N. Carney Drive
 St. Clair MI 48079
 810-329-7121 Ext. 2

Mechanical Permit Application

2026

Authority: 1972 PA 230

Completion: Mandatory to obtain permit

Penalty: Permit cannot be issued

1. JOB LOCATION

Name of Owner/Agent

Street Address of Location

Has a building permit been issued? Yes No Not Required

2. CONTRACTOR / HOMEOWNER INFORMATION

Indicate who the applicant is Contractor Homeowner

Name

Address

City State Zip

Telephone No

Workers Comp Insurance Carrier (or reason for exemption)

State License No Exp Date

State Registration No

Local Licensing Jurisdiction

Local License No Exp Date

Federal Employer ID No

MESC No (or reason for exemption)

3. TYPE OF JOB

- Single Family New Service Only Pre-manufactured Home Set Up (State Approved) State Owned
 Other Alteration Special Inspection Manufactured Home Set Up (HUD Mobile Home) School

4. PLAN REVIEW REQUIRED

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below. Plans are not required for the following:

1. When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
2. Work completed by a governmental subdivision or state agency costing less than \$15,000.00. If work being performed is described above, check line below "Plans Not Required".

Rating of the service or feeder in ampere? _____ Building size in square footage _____

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature

Plan Review Submission No _____ **OR** Plans Not Required _____

5. APPLICANT SIGNATURE

Section 23a of the state construction code act of 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 structure. Violators of section 23a are subject to civil fines.

Signature _____

Date _____

Print Name _____

Email _____

6. HOMEOWNER AFFIDAVIT

I hereby certify that the work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. 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 State Mechanical Inspector. I will cooperate with the State Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

Signature _____

Date _____

Print Name _____

Email _____

Fee Chart - enter the number of items being installed, multiply by Fee

	Fee	# of Items	Total		Fee	# of Items	Total
Application Fee Non-Refundable	\$75.00	1	\$75.00	Humidifiers	\$10.00		
Administrative Fee	\$25.00	1	\$25.00	Air Handlers/Heat Wheels Under 10,000 CFM	\$20.00		
Residential Heating System (includes duct & pipe) New Building Only	\$50.00			Air Handlers/Heat Wheels Over 10,000 CFM	\$60.00		
Gas/Oil Burning Appliances (furnace, generator) New & Conversion	\$30.00			Commercial Hood/ Gas Pressure test	\$15.00		
Residential Boiler	\$30.00			Heat Recovery Units	\$10.00		
Water Heater	\$5.00			V.A.V. Boxes	\$10.00		
Flue/Vent Damper	\$5.00			Unit Ventilators	\$10.00		
Solid Fuel Equipment, B Vent, (includes chimney) PVC Venting	\$30.00			Unit Heaters (terminal units)	\$15.00		
Gas Burning Furnace	\$30.00			Fire Suppression/ Protection, Min fee \$20	.75/head		
Chimney, Factory Build (installed separately)	\$25.00			Evaporator Coils	\$30.00		
Solar: Set of 3 panels (includes piping)	\$20.00			Refrigeration (split system)	\$30.00		
Gas Piping: each opening - new installation (residential)	\$5.00			Chiller	\$30.00		
Air Conditioning (includes split systems)	\$30.00			Cooling Towers	\$30.00		
Heat Pumps (complete residential)	\$30.00			Compressor	\$30.00		
Bath & Kitchen Exhaust	\$5.00			Certification Fee	\$30.00		
Tanks (above ground/above ground connection)	\$20.00			Inspections Additional Inspection	\$75.00		
Tanks (below ground/below ground connection)	\$25.00			Final Inspection	\$75.00		
Piping - Minimum Fee Piping/Process Piping	\$25.00 .05/ft			Special Safety Inspection	\$75.00		
Heat Pumps, Commercial pipe not included	\$20.00			Plan Review - 30% of total permit			
Duct/Minimum Fee \$25	.10/ft			Total Fee			

Make checks payable to "City of St. Clair" *Total fees must include the \$75.00 non-refundable application fee & \$25.00 administrative fee.

Instructions for completing application: General - Mechanical work shall not be started until the application for permit has been filed with the City of St. Clair. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location and permit number. Expiration of Permit - A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall be invalid if the authorized work is not commenced within six months after the issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED. **Where to submit Application - The Bureau of Construction Codes is responsible for code enforcement in units of government throughout the state which have no local program and for all state-owned buildings. Permit applications for state issued permits should be sent to the address on the front of this application. If you are not sure whether a state permit or a local permit is appropriate, contact our office or your local building inspector. Questions regarding state issued permits may be directed to the Office of Management Services, Permit Section at 517-241-9313.**