

**CHARTER TOWNSHIP OF HIGHLAND
MECHANICAL PERMIT FOR 2024**

205 North John Street, Highland, MI 48357
Phone: (248) 887-3791, ext. #8

Associated Building Permit # _____
Address of Job: _____
Property Owner Name: _____

Builder: _____
Builder Phone #: _____
Owner Phone #: _____

Check One Please: Residential Commercial **Check One Please:** New Addition Repair/Replacement

Item Needed	Each	How Many?	Item Needed	Each	How Many?	Item Needed	Each	How Many?
AC-Two-piece	\$57.00		Furnace	\$57.00		Range/Oven	\$7.00	
Air Cleaner	\$10.00		Gas Line	\$39.00		Refrigeration Unit	\$38.00	
Air Handling (Comm)	\$60.00		Gas Pressure Test	\$45.00		Registration	\$15.00	
Bath Fan	\$7.00		Generator	\$39.00		Solar Array/Panels	\$47.00	
Boilers	\$57.00		Geothermal	\$47.00		Sprinkler Head	\$2.00	
Chimney	\$10.00		Heat pump	\$47.00		Tank	\$10.00	
Chimney Liner	\$10.00		Heater Unit	\$47.00		Vent/Exhaust Fan (Comm)	\$29.00	
Damper Fire	\$10.00		Humidifier	\$10.00		Vent/Exhaust Fan (Res)	\$10.00	
Damper Vent	\$10.00		Incinerator	\$47.00		Water Heater	\$47.00	
Ductwork/Baseboard	\$38.00		Inspections (how many?)	\$45.00		Wood Stove	\$46.00	
Fire Suppression	\$37.00		Inspection-Undergrnd	\$45.00		Fine for work before permit	varies	
Fireplace (Gas)	\$57.00		Misc (Nonstandard Item)	\$7.00				
Fireplace (Solid Fuel)	\$47.00		Mobile Home (incl 1 insp)	\$87.00				

Note: All residential home generator and AC installs must submit a plot plan to the Planning Department and receive approval Prior to submitting Mechanical application
Reinspection fee is \$60 for 1st occurrence and \$120 for second occurrence for same issue.

Please describe what you are doing: _____

Company/Applicant Name: _____ Phone No. _____
Address: _____
Email: _____

**CONTRACTOR TO COMPLETE THE FOLLOWING
Include copy of Contractor's License and Drivers License with Each Application.**

Federal Employer I.C. Number (contractor only) or reason for exemption _____
Workmen's Comp. Ins. Carrier (contractor only) or reason for exemption _____
MESC Employer Number (contractor only) or reason for exemption _____

AFFIDAVIT OF CONTRACTOR APPLICANT:

I hereby certify that the proposed work is authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the state of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Mechanical Permits expire after 6 months. If you show progress within that time by getting approval on an inspection the permit may be extended with permission from the Building Department.

"Section 23a of the state construction code act of 1972, 1972 PA s30, 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 of Contractor or Homeowner: _____
Application Date: _____ **Print Name:** _____

CHARTER TOWNSHIP OF HIGHLAND
BUILDING DEPARTMENT
Website: www.highlandtwp.net
205 N. John Street, Highland, MI 48357
Phone: (248) 887-3791, ext. #8-1

ATTENTION PROPERTY OWNERS
AND
PLUMBING, HEATING AND ELECTRICAL CONTRACTORS

It is unlawful for a property owner to pull a homeowner's plumbing, heating, or electrical permit and have licensed contractors do the work.

Licensed contractors ***must*** pull their own permits and call for inspections.

Please be advised that if the above statements are not adhered to, then tickets will be issued to the respective parties in violation.

➤ **Work done prior to pulling a permit is subject to double fees.**

Note: The license registration is good until your license expires.

WHEN PULLING A PERMIT BY MAIL PLEASE OBSERVE THE FOLLOWING FOR *EACH APPLICATION*.

1. Include **building permit number** if there is one, address & job description/items.
2. Enclose a copy of contractor's license every time.
3. Enclose a copy of contractor's driver license every time.
4. Contractor must sign and date application; if an agent is pulling the permit on behalf of the licensed contractor a notarized letter on company letterhead giving permission to the agent must be submitted.
5. Always indicate the number of inspections you need.
6. Each application Must be filled out completely.

We need one copy with the above information for each and every application – filled out in full.

Plumbing, Heating and Electrical permit fees and applications are available on the web at www.highlandtwp.net ; Building permit applications are also on the site.

If ALL of the above information is not included then *the application will be returned unprocessed.*

**Cordially,
Highland Township Building Department**