



2322 Nazareth Road  
 Kalamazoo, MI 49048  
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 Email: permits@kaba-mi.org  
 www.kaba-mi.org

Authority: 1972 PA 230  
 Completion: Mandatory to obtain permit  
 Penalty: Application must be completed, signed,  
 and proper fee paid, or permit will not be issued

**MECHANICAL PERMIT APPLICATION**

<b>Permit # M</b>					
<b>Project Information</b>		Has a building permit been issued for this project? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required <input type="checkbox"/>			
Address:			Jurisdiction:		
Applicant:		<input type="checkbox"/> Owner		<input type="checkbox"/> Licensee	
<b>Identification</b>					
<b>A. Owner/Lessee</b>					
Name:			Telephone:		
Address: (if different from above)			Email:		
City:		State:		Zip Code:	
<b>B. Contractor/Licensee</b>					
Company/Contractor:			Telephone:		
Address:		Email:			
City:		State:		Zip Code:	
License Name and #:			Expiration Date:		
FEIN:		W/C Insurance Carrier:		UIA/MESC:	
<b>Type of Job</b>					
<input type="checkbox"/> Single Family <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Other <input type="checkbox"/> Service Only <input type="checkbox"/> Special Inspection <input type="checkbox"/> Premanufactured Home Setup (State Approved) <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home) <input type="checkbox"/> State Owned <input type="checkbox"/> School					
<b>Description of Work</b>					
Please provide a brief description of the work: _____ _____ _____					
<b>Plan Review</b>					
Is a plan review required? <input type="checkbox"/> Yes <input type="checkbox"/> No    (See supplement to Permit Application)					
<b>Homeowner Affidavit</b>					
I hereby certify the mechanical work described on this permit application shall be installed <b>by myself in my own home</b> in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Mechanical Code and <b>shall not be enclosed, covered up, or put into operation</b> until it has been <b>inspected and approved</b> by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.					
<b>Applicant Signature</b>					
<b>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 subject to civil fines.</b>					
Signature of Licensee or Homeowner (Homeowner's signature indicates compliance with the Homeowner Affidavit)					
_____					Date _____



## Supplement to Mechanical Permit Application

### MECHANICAL PERMIT APPLICATION

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. One and two family dwellings when the total building heating/cooling system input rating is 375,000 BTU's or less
2. Alterations and repair work determined by the Mechanical Official to be of a minor nature
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00

If work being performed as described above, check "No" in the "Plan Review" section.

What is the building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

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

### Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with KABA. 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 KABA, providing as much advance notice as possible.** KABA will need to job location and/or permit number.

**Expiration of Permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.**

#### VALIDATION AREA-OFFICE USE ONLY

CASH

CHECK #

DATE PAID: \_\_\_\_\_

RECEIVED BY (Initials): \_\_\_\_\_

MAKE CHECKS PAYABLE TO: KALAMAZOO AREA BUILDING AUTHORITY OR KABA

PLEASE GIVE 24 HOUR NOTICE FOR INSPECTIONS