



# Mechanical Permit Application

M 2025

## CITY OF HAMTRAMCK

3401 Evaline, Hamtramck MI 48212

313-800-5233

[building@hamtramckcity.gov](mailto:building@hamtramckcity.gov)  
[www.hamtramckcity.gov](http://www.hamtramckcity.gov)

### OFFICE USE ONLY

PERMIT NO: PM \_\_\_\_\_

DATE APPLIED: \_\_\_\_\_

(Continue to back page and complete before printing this document)

This form can be completed by tabbing to each field and typing in the required information.

Authority: 1972 PA230 Penalty: Failure to provide information may result in denial of your request.	City of Hamtramck is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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### I. Project or Facility Information

NAME OF OWNER/AGENT/SCHOOL/STATE DEPT.		<input checked="" type="checkbox"/> HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	CITY HAMTRAMCK	ZIP CODE 48212	COUNTY WAYNE
NAME OF CITY IN WHICH JOB IS LOCATED CITY OF HAMTRAMCK			

### II. Applicant

NAME		E-MAIL		
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

### III. Owner of the land in fee of project location

NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	

### IV. Mechanical contractor

NAME	COMPANY NAME	STATE OF MICHIGAN LICENSE NUMBER/CLASSIFICATIONS	EXPIRATION DATE
ADDRESS (Street Number and Name)		CITY	STATE
TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS	
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)	

### V. Purpose of Project

- 1-& 2-family dwelling       New  
 Other       Alteration

### VI. Plan Review Information

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:

- One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage use group buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.
- If work being performed is described above, check box below "Plans Not Required."

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

BCC Plan Review Project No. \_\_\_\_\_

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 supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature. \_\_\_\_\_ Plans Not Required (PR subject to verification by official)

## VII. FEE SCHEDULE

No. of Inspections	Type of Inspection or Fee	Fee	Cost (No. x Fee)
<b>Required</b>	Administrative Fee	\$50.00	<b>\$50.00</b>
	Rough Heat	\$75.00	
	Final Heat	\$75.00	
	Residential Air Conditioning	\$75.00	
	Commercial Heat or Air (One inspection per unit)	\$75.00	
	Refrigeration	\$75.00	
	Gas Line	\$75.00	
	Fire Suppression	\$75.00	
	Other		
	<b>TOTAL FEES:</b>		

DESCRIPTION OF WORK: \_\_\_\_\_

### VII. Instructions for Completing Application

General: Mechanical work shall not be started until the permit has been issued by the City Of Hamtramck. All installations shall be in compliance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected. The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible and provided the job location, permit number, and contact information. Schedule permitting, the inspector will respond to an inspection request within two (2) business days to schedule the inspection. Inspections are typically performed within five (5) business days subject to the inspection schedule.

Expiration of Permit: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. 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. : The City of Hamtramck is responsible for code enforcement within the Jurisdiction of the City of Hamtramck. Where to Submit Application: Email: [building@hamtramckcity.gov](mailto:building@hamtramckcity.gov) 313-800-5233 Ext. 814

I, \_\_\_\_\_ (name) \_\_\_\_\_, (title), attest that the statements, specification and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, or proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

**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: \_\_\_\_\_