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Oneida Charter Township  
11041 Oneida Road  
Grand Ledge, MI 48837



(517) 622-8078  
info@oneidatownship.org  
www.oneidatownship.org

**Mechanical Permit Application**  
Email: municipalinspections@hotmail.com

before printing this document)

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

(Continue to back page and complete

**I. Project or Facility Information**

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

**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  
 Cannabis Facility  
 Other \_\_\_\_\_  
 Alteration  
 Premanufactured Home Setup (State Approved)  
 Manufactured Home Setup (HUD Mobile Home)

**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? \_\_\_\_\_  
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)

Item	Fee	Quantity	Amount
Application	\$40	1	\$40
Annual Registration	\$15		
Inspection (at least 1)	\$70		
Furnace or Boiler (with vent)	\$40		
Duct or radiant piping each furnace/boiler/AHU	\$25		
Water Heater	\$30		
Fireplace gas or solid fuel (with vent)	\$40		
Residential Gas/oil piping	\$20		
Air Conditioner, Heat Pump, Ref. Unit	\$40		
Air Handler	\$40		
Other (pool heater, generator)	\$40		
Chimney/vent not included w/appliance	\$30		
Kitchen/bath/dryer vent	\$10 each		
Manufactured Home Set-up	\$35		
Investigation Fee	\$100		

### Commercial

Kitchen Hood	\$50		
Fire Suppression	\$50 + \$2/Head		
VAV or PTAC	\$15		
Plan review (up to 25% of permit fee)	Up to 25%		

**TOTAL      \$**

*Effective 8/1/2025 by Oneida Township Board Resolution on 6/10/25*

### VIII. Instructions for Completing Application

**General:** Mechanical work shall not be started until the permit has been issued by Oneida Charter Township. 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. CLOSED PERMITS MAY BE REOPENED FOR A FEE ON A CASE BY CASE BASIS.**

**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.**

I, \_\_\_\_\_ (name), \_\_\_\_\_ (title), attest that the statements, specifications, 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).

SIGNATURE

DATE