

VILLAGE OF OXFORD
 Building Services Department
 22 West Burdick, P.O. Box 94
 Oxford, MI 48371-0094
 E-Mail: office@thevillageofoxford.org
 248-628-2543



Mechanical Permit

I. JOB LOCATION			
Name of Owner/Agent		Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
Street Address/Job Location		City	Phone
II. CONTRACTOR/HOMEOWNER INFORMATION			
<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner		Contractor License Number:	Expiration Date
Name:			
Address:		Master License Number	Expiration Date
City:	State:	Zip code:	
Office:	Cell:	Fax:	Federal Employer ID Number (or reason for exemption):
Email:			
Workers Compensation Insurance Carrier (or reason for exemption):		MESC Employer Number (or reason for exemption):	
III. TYPE OF JOB			
<input type="checkbox"/> New Furnace <input type="checkbox"/> Replacement Furnace <input type="checkbox"/> New A/C <input type="checkbox"/> Replacement A/C A/C Location: Side Yard <input type="checkbox"/> Rear Yard <input type="checkbox"/>			
IV. PLAN REVIEW REQUIRED			
<p>If plans have not already been reviewed for this project, plans must be submitted with this application along with the review fee before a permit can be issued, except as listed below.</p> <p>Plans are not required for the following:</p> <ol style="list-style-type: none"> 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 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 <p>If work being performed is described above, check box below "Plans Not Required."</p> <p>What is the size of the building in square footage? _____</p> <p>What is the input rating of the heating system in this building? _____</p> <p>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. <input type="checkbox"/> Plans Not Required</p>			
V. APPLICANT SIGNATURE			
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 of licensee or homeowner (<i>Homeowner signature indicates compliance with Section VI Homeowner Affidavit</i>)			Date
VI. HOMEOWNER AFFIDAVIT			
I hereby certify I will install the mechanical work described on this permit application in my own home that I currently occupy or am about to occupy. All work will be installed in accordance with the State Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.			

VII. FEE CHART

Enter the number of items to be installed, multiply by the unit fee for total price.

BASIC FEES:	
Residential – New Construction	
Up to 1,500 sq. ft.	\$175.00
1,501 – 3,000 sq. ft.	\$195.00
Over 3,000 sq. ft.	\$215.00

Commercial – New Construction	
Up to 3,000 sq. ft.	\$225.00
3,000 – 8,000 sq. ft.	\$325.00
8,001 – 13,000 sq. ft.	\$425.00
13,001 – 20,000 sq. ft.	\$525.00
Over 20,000 sq. ft.	\$725.00

	Fee	# Items	Total
1. Application Fee (non-refundable) Under 10k, \$15.00. Over 10k, \$50.00	\$15/\$50	1	
2. Air Cleaner	\$30.00		
3. Air Conditioner – Remote Unit 1-10 HP	\$50.00		
4. Air Conditioner – Remote Unit 11-50 HP	\$70.00		
5. Air Conditioner – Remote Unit Over 50 HP	\$95.00		
6. Air Conditioner - Self-Contained Unit	\$35.00		
7. Air Handling System Vent/Fan Under 1,500 CFM	\$35.00		
8. Air Handling System Vent/Fan 1,500- 10,000 CFM	\$35.00		
9. Air Handling System Vent/Fan Over 10,000 CFM	\$50.00		
10. Auto Flue Damper	\$25.00		
11. Auto Flue Damper – Part of Furnace	\$10.00		
12. Chimney Liner	\$35.00		
13. Ductwork	\$50.00		
14. Fire Sprinkler System 1-20 Heads	\$50.00		
15. Fire Sprinkler System – Each Additional Head	\$3.00		
16. Fire Suppression System 2-1/2” thru 4”	\$50.00		
17. Fire Suppression System Over 4”	\$70.00		
18. Gas, Oil or Space Heater	\$30.00		
19. Gas Piping – First Two Openings	\$50.00		
20. Gas Piping – Each Additional Opening	\$5.00		

	Fee	# Items	Total
21. Gas/Oil Furnace – up to 400k BTU	\$50.00		
22. Gas/Oil Furnace – 400k to 1,000,000 BTU	\$55.00		
23. Gas/Oil Furnace over 1,000,000 BTU	\$65.00		
24. Geo-Thermal up to 100k BTU	\$75.00		
25. Geo-Thermal over 100k BTU	\$90.00		
26. Heat Pumps – up to 50k BTU	\$30.00		
27. Heat Pumps – up to 200k BTU	\$40.00		
28. Heat Pumps from 201k-500k BTU	\$50.00		
29. Heat Pumps over 500k BTU	\$75.00		
30. Hood & Duct Suppression System (Payable to Oxford Fire Dept.)	\$25.00		
31. Hood & Duct Suppression System	\$30.00		
32. Humidifier	\$15.00		
33. Hydronic Floor Heat – up to 2,000 sq. ft.	\$50.00		
34. Hydronic Floor Heat – over 2,000 sq. ft.	\$60.00		
35. Manufactured Fire Place (gas or solid fuel), Stoves (solid fuel)	\$50.00		
36. V.A.V. (Variable Air Volume) Boxes	\$30.00		
37. Water Heater	\$50.00		
38. Re-Inspection Fee	\$75.00		
39. Generator	\$50.00		
REGISTRATION FEE: \$15.00			
TOTAL FEES:			

MINIMUM PERMIT FEE: \$50.00

(does not include application fee)

Please note that if a residential unit is to be placed in the side yard, the Village requires that a copy of a certified or mortgage survey accompany the application showing exactly where the proposed unit will be placed and indicate the distance from the edge of the unit to the property line. Also note that any exterior change to a commercial or multi-family building requires approval from the Planning Department. This can be obtained administratively or by appearing before one of their boards. Example of these changes could be, but is not limited to, a new penetration for vents or exhaust fans, roof top mechanical units or an outdoor chiller unit.

Note: An administrative fee equal to the permit fee may be charged in addition to the permit fee when work is started without first obtaining the permit.

Please make checks payable to the Village of Oxford.

Updated 7/25/2022