



Mailing Address:

NCIS, LLC
 PO Box 333
 White Cloud, MI 49349

Phone (231) 224-3960
 FAX (888) 825-7654

Check the jurisdiction in which the project is located and make checks payable to that jurisdiction.

Permit No. _____

- Jurisdictions: Dayton Township
- Everett Township Sheridan Township
- Garfield Township Sherman Township
- Lincoln Township City of Fremont
- Newfield Township City of Newaygo
- Otto Township City of White Cloud

MECHANICAL PERMIT APPLICATION

(All areas must be completed before a permit can be issued.)

Permit Fee: \$ _____

Receipt No: _____

I. JOB LOCATION (please print all information other than signatures)

Name of Owner/Agent:		Project Name:		Application Date:	
Job Location: No.	Direction	Street Name	Cross Streets:(Streets that intersect street job is on.)	Property Parcel Number:	
			&	62/64-	- - -
Specific Directions to Reach Job Location:					

II. OWNER INFORMATION

Name of Owner:					
Address: Street		City:		State:	Zip Code:
Telephone No.: ()		FAX No.: ()	Drivers License No.: (Required)		

III. CONTRACTOR INFORMATION (Contractors must submit a copy of their Contractor's license with this application)

Name of Contractor:		License No.:		Expiration Date:	
Address: Street		City:		State:	Zip Code:
Telephone No.: ()		FAX No.: ()	Drivers License No.: (Required)		
Worker Compensation Insurance Carrier (or reason for exemption):		Federal Employer ID	MESC employer No. (or reason for exemption):		MESC employer No. (or reason for exemption):

IV. TYPE OF JOB

Single Family: New Remodel Addition Mobile Home Modular LP Tank Set Other: (specify)

Commercial/Other: New Remodel Addition Mobile Home Modular LP Tank Set Other: (specify)

Please give specific location of work within a structure for remodeling and alterations:

V. APPLICANT SIGNATURE

Section 23a of the State Construction Act of 1972, act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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.

Signature of Licensee or Homeowner: (If homeowner is signing here they must also sign the affidavit below.) _____

VI. HOMEOWNER AFFIDAVIT

I hereby certify the mechanical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the State Mechanical Code and shall not be enclosed or covered up, or put into operation until it has been inspected and approved by the Township Mechanical Inspector. I will assume the responsibility to arrange for necessary inspections.

Signature of Homeowner : _____

VII. PLAN REVIEW REQUIREMENTS

Plans and specification for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architects or engineer's signature and seal. If a plan review is required it must be done before a permit can be issued!

- Exception 1: Alterations and repair work determined by the Code Official to be minor in nature.
- Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00
- Exception 3: A building of Use Group R-2, R-3, or R-4 containing not more than 3,500 square feet of habitable building area.
- Exception 4: A building of Use Group B, M, or S-2 having HVAC equipment only, with one fire area and not more than 3,500 square feet.

Please Note: A driver license number or a state ID number, for non-drivers, is required of the person signing a check!

