



**ECONOMIC  
DEVELOPMENT**

## HVAC PERMIT/APPLICATION

City of Dearborn Permit Services Division

FOR OFFICE USE ONLY

Permit Number \_\_\_\_\_

Date \_\_\_\_\_

Permit Clerk \_\_\_\_\_

|                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Permit Site Address</b>                                                                                                                                                       |  | Type of Job:<br><input type="checkbox"/> Single-Family <input type="checkbox"/> Foreclosure <input type="checkbox"/> Industrial <input type="checkbox"/> New<br><input type="checkbox"/> Two-Family <input type="checkbox"/> Rehab/ PAD <input type="checkbox"/> Business <input type="checkbox"/> Other |  |
| <b>Business Name of Permit Site Address</b>                                                                                                                                      |  | Have plans been submitted? (See reverse side for plan review requirements.)<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required                                                                                                                            |  |
| Has a building permit been obtained for this project?<br><input type="checkbox"/> Yes   Master Building Permit #: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A |  | Property Owner Name / Telephone Number                                                                                                                                                                                                                                                                   |  |
| Property Owner Address (if different from Site Address)<br>Address _____ City _____ State _____ Zip _____                                                                        |  | Description of Work                                                                                                                                                                                                                                                                                      |  |

**\*This permit includes one (1) Rough Inspection and one (1) Final Inspection. Any additional inspections are subject to additional fees.**

**\*A NON-REFUNDABLE ADMINISTRATIVE FEE OF \$100 PLUS A MINIMUM PERMIT FEE OF \$80.00 – IF HEATING AND COOLING ARE BEING PULLED AT THE SAME TIME THIS FORM CHANGES TO A TANDEM PERMIT WITH A \$100.00 ADMINISTRATIVE FEE AND \$110.00 MINIMUM PERMIT FEE**

| HEATING                                                         | FEES             | No.                     | TOTAL | REFRIGERATION                                                                                         | FEES                 | No. | TOTAL |
|-----------------------------------------------------------------|------------------|-------------------------|-------|-------------------------------------------------------------------------------------------------------|----------------------|-----|-------|
| Heating System                                                  |                  |                         |       | Air Conditioning (incl. Split system)                                                                 |                      |     |       |
| Up to 75,000 BTU                                                | \$50.00          |                         |       | Under 5 Tons (hp)                                                                                     | \$30.00              |     |       |
| 75,001 – 500,000 BTU                                            | \$75.00          |                         |       | 5 hp to 50 hp                                                                                         | \$60.00              |     |       |
| Over 500,000 BTU                                                | \$100.00         |                         |       | 50 hp to 100 hp                                                                                       | \$90.00              |     |       |
|                                                                 |                  |                         |       | Over 100 hp                                                                                           | \$125.00             |     |       |
| Boiler                                                          |                  |                         |       | Compressor (each)                                                                                     |                      |     |       |
| Under 75,000                                                    | \$50.00          |                         |       | Under 5 tons                                                                                          | \$30.00              |     |       |
| Over 75,000                                                     | \$75.00          |                         |       | 5 hp to 50 hp                                                                                         | \$60.00              |     |       |
| Water Heater                                                    | \$12.00          |                         |       | 50 hp to 100 hp                                                                                       | \$90.00              |     |       |
| Humidifier                                                      | \$12.00          |                         |       | Over 100 hp                                                                                           | \$125.00             |     |       |
| Chimney<br>(Factory built-installed separately)                 | \$30.00          |                         |       | Evaporator Coils                                                                                      |                      |     |       |
|                                                                 |                  |                         |       | Under 5 tons                                                                                          | \$30.00              |     |       |
| Gas Piping with pressure test<br>each opening (up to 1")        | \$50.00          |                         |       | 5 hp to 50 hp                                                                                         | \$60.00              |     |       |
|                                                                 |                  |                         |       | 50 hp to 100 hp                                                                                       | \$90.00              |     |       |
| Solid Fuel Equipment<br>(Includes chimney)                      | \$25.00          |                         |       | Over 100 hp                                                                                           | \$125.00             |     |       |
|                                                                 |                  |                         |       | Stand Alone Duct Detector                                                                             | \$15.00              |     |       |
| Prefab Fireplace                                                | \$45.00          |                         |       | <b>FIRE PROTECTION (Separate Fire Protection System Permit Required)</b><br><b>FPS Permit # _____</b> |                      |     |       |
| Generator and Piping                                            | \$125.00         |                         |       | Fire Suppression/ Protection HVAC<br>Inspection (Hangers, rods, & piping)                             | \$72.00<br>Per Visit |     |       |
| Chimney Liner Alone                                             | \$25.00          |                         |       | <b>Infrared Heaters</b>                                                                               |                      |     |       |
| Commercial- All Piping with pressure<br>test included – over 1" | Bid price:<br>\$ | 1.2% of Bid<br>Price:\$ |       | Under 75,000                                                                                          | \$48.00              |     |       |
|                                                                 |                  |                         |       | Over 75,000                                                                                           | \$60.00              |     |       |
| Commercial- Duct                                                | Bid price:<br>\$ | 1.2% of Bid<br>Price:\$ |       | <b>Unit Heaters</b>                                                                                   |                      |     |       |
| Residential New Duct System                                     | \$50.00          |                         |       | Under 75,000                                                                                          | \$50.00              |     |       |
| Residential Duct Alteration                                     | \$30.00          |                         |       | Over 75,000                                                                                           | \$60.00              |     |       |
| Additional Inspection                                           | \$60.00          |                         |       | <b>Other Item(s):</b>                                                                                 |                      |     |       |
| Special/Safety Inspection<br>(includes Certification Fee)       | \$72.00          |                         |       | Checks are made payable to<br>"City of Dearborn" <b>TOTAL FEES \$ _____</b>                           |                      |     |       |

|                                                                                                        |                       |                                                                                                                                                                                                          |                       |
|--------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Applicant- Contractor/ Homeowner:</b><br>Name _____<br>Address _____<br>City, State, Zip Code _____ |                       | <input type="checkbox"/> Mechanical Contractor (Classification Codes: 1, 2, 3, & 10-E)<br><input type="checkbox"/> Homeowner (Read Homeowner Affidavit on reverse side)<br><b>Telephone Number</b> _____ |                       |
| State License # _____                                                                                  | Expiration Date _____ | City of Dearborn Registration # _____                                                                                                                                                                    | Expiration Date _____ |
| WORKER'S DISABILITY COMPENSATION INSURANCE CARRIER (or reason for exemption)                           |                       |                                                                                                                                                                                                          |                       |
| EMPLOYER IDENTIFICATION NUMBER (or reason for exemption)                                               |                       | MESC EMPLOYER NUMBER (or reason for exemption)                                                                                                                                                           |                       |

AUTHORITY: P.A. 230 OF 1972, AS AMENDED  
COMPLETION: MANDATORY TO OBTAIN PERMIT  
PENALTY: PERMIT CANNOT BE ISSUED

I affirm that the information provided in this application and any accompanying drawings, which are a part of this application, is accurate. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn. **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. A home owner signature is an agreement to the affidavit of home owner occupancy on the reverse side.**

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

10/27/2025



To facilitate permit processing, please fill out your permit application completely and note the following:

## GENERAL INFORMATION

- Contractors must be licensed by the State of Michigan and registered with the City of Dearborn.
- Work shall not be started until the permit has been issued. All installations shall be in conformance with the current State of Michigan Mechanical Code. No work shall be concealed until it has been inspected and approved by the Mechanical Inspector.

## MAIL-IN APPLICATIONS

- Mail-in applications are encouraged. Follow these easy instructions:
  - Fill out permit application completely.
  - When a homeowner trade permit is being applied for, the homeowner's ID (i.e. Driver's License or State ID) address MUST match the job site address. Please send a copy of ID along with the trade permit application.
  - Include a check, payable to "City of Dearborn" for the amount of your permit.
    - Minimum Permit Fee is **\$80** & Administrative fee (**nonrefundable**) is **\$100**
  - Enclose a self-addressed stamped envelope.
  - Mail to: Economic Development Department, ATTN: Permits, 16901 Michigan Ave. Ste. 7, Dearborn, MI 48126
  - For further information call 311 or email [DBNinspections@dearborn.gov](mailto:DBNinspections@dearborn.gov)**

## PLAN REVIEW REQUIREMENTS

- Plans and specifications must be submitted for one and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 BTU's.
- Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineers licensed pursuant to Act. No. 299 of Public Acts of 1980
- As Amended, and shall bear that architect's or engineer's signature and seal, except:
  - One-and two-family dwellings when the total building heating/cooling input rating is 375,000 Btu's or less.
  - Alterations and repair work determined by the mechanical official to be minor in nature.
  - Business, mercantile, and storage buildings having HVAC equipment only, with one fire area not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000
- Plans must be submitted before a permit can be issued.

## RESIDENTIAL HEATING SYSTEM

- Replacement systems should be itemized.

## HOME OWNER AFFIDAVIT

By signing this application, homeowners are certifying that the mechanical work described on this permit application shall be installed by the homeowner in their home in which they are occupying. **All work shall be installed in accordance with the current 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.**

Homeowners also certify that they will cooperate with the Mechanical Inspector, arrange for inspections, and fix necessary repairs.

**Special Note to Homeowners:** Homeowners are discouraged from obtaining permits on behalf of a contractor. The City of Dearborn cannot resolve unlicensed/ unregistered contractors work deficiencies. The City of Dearborn addresses code issues with the permit holder.

**MECHANICAL INSPECTION - PERMIT INCLUDES 1 ROUGH & 1 FINAL INSPECTION- ADDITIONAL INSPECTIONS SUBJECT TO FEES**  
Inspections are scheduled by calling the Automated Inspection Scheduling System at 311 or by email at [DBNinspections@dearborn.gov](mailto:DBNinspections@dearborn.gov). Please have your permit number and inspection code available. Contractors are encouraged to be on site during inspections.

### Residential Inspection Codes

|     |                       |
|-----|-----------------------|
| 705 | Rough                 |
| 710 | Final                 |
| 715 | Gas line              |
| 720 | Pool heating approval |
| 730 | Underground           |

### Commercial Inspection Codes

|     |                                      |
|-----|--------------------------------------|
| 805 | Rough                                |
| 810 | Final (includes duct detectors)      |
| 815 | Gas line                             |
| 820 | Pool heating approval                |
| 825 | Fire suppression (supportive system) |
| 830 | Underground                          |

### Commercial Fire Protection Systems

Please call (313) 943-2115 for Fire Marshal Inspection

**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 six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED OR REFUNDED.**

**REFUNDS FOR PARTIAL INSTALLATION:** If an installation is partially completed, then a permit holder, upon quitting the installation, shall notify the enforcing agency and shall request an inspection. The inspector shall record the acceptance of, or violations against, the work installed on the permit record according to the findings of the inspector. The enforcing agency shall not grant a refund to the permit holder of the permit fee covering equipment installed and inspected.

The City of Dearborn will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.