



2724 Peck Street
Muskegon Heights, Michigan 49444

Phone (231) 733-8860
Fax (231) 733-8867

DEPARTMENT OF INSPECTIONS

FEBRUARY 26, 2020

ATTENTION PROPERTY OWNERS/MANAGEMENT COMPANIES:

IN AN EFFORT TO STANDARDIZE DATES ACROSS THE COMMUNITY, ALL SUBSEQUENT RENTAL REGISTRATIONS WILL RENEW EACH YEAR ON FEBRUARY 1. ANY **REGISTRATION RENEWALS** RECEIVED AFTER FEBRUARY 1, 2020, WILL BE RENEWED AT THE NEW AMOUNT OF **\$75.00**.

EFFECTIVE FEBRUARY 1, 2020, ALL **NEW RENTAL REGISTRATIONS** ARE DUE ANNUALLY IN THE AMOUNT OF **\$75.00**.

FAILURE TO RENEW BY MARCH 5TH OF EACH YEAR WILL RESULT IN A MUNICIPAL CIVIL INFRACTION IN THE AMOUNT OF **\$250.00**. FURTHERMORE, A **\$100.00** PENALTY WILL BE APPLIED TO THE REGISTRATION RENEWAL APPLICATION.

ANY PRORATE CREDITS FOR RENEWAL ANNIVERSARY DATES THAT FALL AFTER FEBRUARY 1, 2020, WILL BE **APPLIED TO THE FEBRUARY 1, 2021** RENEWAL APPLICATION (SEE BOTTOM FOR INFORMATION ON CALCULATING YOUR CREDIT AGAINST YOUR 2021 RENEWAL APPLICATION).

PLEASE GOVERN YOURSELVES ACCORDINGLY TO AVOID PENALTIES AND FINES!

WE LOOK FORWARD TO YOUR CONTINUED COOPERATION AND COLLABORATION AS WE WORK TO PROVIDE YOU AND OTHER STAKEHOLDERS IN OUR BEAUTIFUL COMMUNITY IMPROVED SERVICES A QUALITY OF LIFE.

WE ARE REACHING NEW HEIGHTS!

EACH DAY WE SET OUR SIGHTS ON THE NEW HEIGHTS!

PRORATE CALCULATION

IF YOUR PREVIOUS RENEWAL ANNIVERSARY DATE WOULD OCCUR BETWEEN FEBRUARY 1, 2020 TO JANUARY 1, 2021, YOU WILL RECEIVE A CREDIT ON YOUR 2021 RENEWAL AT A RATE OF \$3.75 PER MONTH FOR EACH MONTH AFTER FEBRUARY 1, 2020 UP TO THE DATE OF YOUR PREVIOUS RENEWAL ANNIVERSARY.

www.cityofmuskegonheights.org

"City of Friendly People"

MUSKEGON HEIGHTS INSPECTIONS DEPARTMENT

FEE SCHEDULE CHANGE/ BUILDING PERMIT

EFFECTIVE: 03/23/2020

						NEW FEE
\$1.00	-	\$500.00				\$50.00
\$501.00	-	\$600.00				\$50.00
\$601.00	-	\$700.00				\$50.00
\$701.00	-	\$800.00				\$50.00
\$801.00	-	\$900.00				\$50.00
\$901.00	-	\$1,000.00				\$50.00
\$1001.00	-	\$1,100.00				\$53.75
\$1,101.00	-	\$1,200.00				\$57.50
\$1,201.00	-	\$1,300.00				\$61.25
\$1,301.00	-	\$1,400.00				\$65.00
\$1,401.00	-	\$1,500.00				\$68.75
\$1,501.00	-	\$1,600.00				\$72.50
\$1,601.00	-	\$1,700.00				\$76.25
\$1,701.00	-	\$1,800.00				\$80.00
\$1,801.00	-	\$1,900.00				\$83.75
\$1,901.00	-	\$2,000.00				\$87.50
\$2,001.00	-	\$3,000.00				\$103.00
\$3001.00	-	\$4,000.00				\$118.50
\$4,001.00	-	\$5,000.00				\$134.00
\$5,001.00	-	\$6,000.00				\$149.50
\$6001.00	-	\$7,000.00				\$165.00
\$7,001.00	-	\$8,000.00				\$180.50
\$8,001.00	-	\$9,000.00				\$196.00
\$9,001.00	-	\$10,000.00				\$211.50

GENERAL CONTRACTORS:		CLASS I:	\$25.00	\$30.00
	RESIDENTIAL:	CLASS II:	\$20.00	\$25.00
	ROOFING, SIDING	CLASS III:	\$15.00	\$20.00

TABLE 1- A –BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 - \$1,000.00	\$50.00
\$1,001.00 - \$2,000.00	\$50.00 for the first \$1000.00 plus \$3.75 for each additional \$100.00, or fraction thereof including \$2000.
\$2001.00 - \$25,000.00	\$87.50 for the first \$2,000.00 plus \$15.50 for each additional \$1,000.00, or fraction thereof, and including \$25,000.00.
\$25,001.00 - \$50,000.00	\$444.01 for the first \$25,000.00 plus \$12.25 for each additional \$1,000.00, or fraction thereof to and including \$50,000.00
\$50,001.00 - \$100,000.00	\$750.26 for the first \$50,000.00 plus \$8.00 for each additional \$1,000.00, or fraction thereof to and including \$100,000.00.
\$100,001.00 - \$500,000.00	\$1,138.26 for the first \$100,000, plus \$6.43 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00

MUSKEGON HEIGHTS INSPECTIONS DEPARTMENT

NEW BUILDING PERMIT FEES

EFFECTIVE: 03/23/2020

NEW FEE

\$500,001.00 - \$1,000,000.00	\$3,710.26 for the first \$500,000, plus \$5.49 for each additional \$1000, or fraction thereof, to and including \$1,000,000.
\$1,000,000 – and up	\$6,455.26 for the first \$1,000,000, plus \$4.15 for each additional \$1,000, or fraction thereof



HEATING PERMIT APPLICATION

TO BE COMPLETED BY APPLICANT

MUSKEGON HEIGHT, MICHIGAN

As Required by: Public Act of 135 of 1989-State of Michigan

No. _____

DEPARTMENT OF INSPECTIONS AND ZONING

2724 Peck Street • Zip Code 49444

733-8860 • Fax 733-5229

JOB ADDRESS		LEGAL DESCRIPT.	LOT NO.	SUB'D OR ADDITION	
			BLOCK NO.		
Applicant is responsible for the payment of all fees and charges applicable and must provide the following information.					
OWNER/LESSEE	MAIL ADDRESS	CITY/STATE	ZIP CODE	REASON FOR EXEMPTION	
FEDERAL I.D. NO./SOC. SEC. NO.			CITY LIC. NO./STATE		
CONTRACTOR	MAIL ADDRESS	PHONE	ZIP CODE		
FEDERAL I.D. NO./SOC. SEC. NO.					
ARCHITECT OR ENGINEER	MAIL ADDRESS	PHONE	ZIP CODE	STATE LICENSE NO.	
CLASS OF WORK					
<input type="checkbox"/> NEW		<input type="checkbox"/> ADDITION		<input type="checkbox"/> ALTERATION	
<input type="checkbox"/> RESIDENTIAL		<input type="checkbox"/> COMMERCIAL		<input type="checkbox"/> INDUSTRIAL	
				<input type="checkbox"/> REPAIR	
				<input type="checkbox"/> OTHER	
Special Conditions:			STARTING DATE _____ DATE READY _____ <small>Cell Administrative Authority a Minimum of 24 Hours Prior to Inspection</small>		
Describe Work:					
Use of Building			PERMIT ISSUANCE		
			NO. FEE TOTAL		
Change of Use to:			Base Permit fee \$45		
			Supplemental permit for which the original permit has not expired, canceled or finalized \$20		
INSPECTION REPORTS			Repair or additions \$18.75		
			HEATING		
DATE			Resident heating system includes duct or hot water pipes \$62.50		
			REMARKS		
INSPECTION			Gas/oil burning equipment new and or conversion of replacement furnace \$37.50		
			Water heaters \$12.50		
DATE			Flue/vent dampers \$10		
			Solid fuel equipment - complete \$37.50		
REMARKS			Gas fireplaces \$25		
			Chimney, factory build (installed separately) \$31.25		
INSPECTION			Solar: Set of 3 panels (piping incl.) \$25		
			Heat pumps, compete residential \$37.50		
DATE			Heat pumps, Commercial (pipe not incl.) \$37.50		
			Boiler \$37.50		
REMARKS			Humidifiers \$12.50		
			AIR CONDITIONING & REFRIGERATION		
INSPECTION			Residential A/C \$37.50		
			Evaporator Coils \$37.50		
DATE			Refrigeration (split system) \$37.50		
			Chiller \$37.50		
REMARKS			Cooling Towers \$37.50		
			Compressor \$37.50		
INSPECTION			Rooftop Heating, A/C (combo) \$75		
			AIR HANDLERS/HEAT WHEELS		
DATE			Bath & Kitchen exhaust (residential includes duct) \$6.26		
			Under 10,000 CFM (ventilation or) \$25		
REMARKS			Over 10,000 CFM (exhaust) \$75		
			Commercial Hoods \$18.75		
INSPECTION			Heat recovery units or thru-the-wall fan coils \$12.50		
			Unit Ventilators \$12.50		
DATE			Unit Heaters (terminal units) regardless of medium transfer \$18.75		
			Fire suppression/protection		
REMARKS			Sprinkler (.75 each head - minimum) \$18.75		
			Restaurant Hood \$18.75		
INSPECTION			Duct (.10 per foot - minimum) \$31.25		
			Piping - includes process piping, heat pumps, boiler lines, refrigeration lines (.85 per foot minimum) \$31.25		
DATE			Tanks - above ground \$20 - Underground \$31.25		
			GAS PIPING		
REMARKS			Gas piping testing for new service \$25		
			Gas piping: each opening (new installation) \$6.25		
INSPECTIONS			Reinspection - additional \$45		
			Final inspection \$45		
DATE			Hourly rate \$50		
			Special/safety inspection \$56.25		
REMARKS			Inspection to turn on gas (flat fee) \$31.25		
			Plan review 25% of permit fee 25%		
TOTAL					
TOTAL PERMIT FEE IS DOUBLED IF WORK IS STARTED BEFORE PERMIT IS APPLIED FOR					

SIGNATURE OF APPLICANT: _____ OWNER/CONTRACTOR _____ DATE: _____



ELECTRICAL PERMIT APPLICATION

TO BE COMPLETED BY APPLICANT

MUSKEGON HEIGHTS, MICHIGAN

As Required by: Public Act of 135 of 1989-State of Michigan

No. _____

DEPARTMENT OF INSPECTIONS AND ZONING

2724 Peck Street • Zip Code 49444
(231) 733-8860 • Fax (231) 733-8867

JOB ADDRESS		LEGAL DESCRIP.	LOT. NO.	SUB'D OR ADDITION		
			BLOCK NO.			
Applicant is responsible for the payment of all fees and charges applicable and must provide the following information.						
OWNER/LESSEE	MAIL ADDRESS	CITY/STATE	ZIP CODE	REASON FOR EXEMPTION		
FEDERAL I.D. NO./SOC. SEC. NO.					CITY LIC. NO./STATE	
CONTRACTOR	MAIL ADDRESS	PHONE	ZIP CODE			
FEDERAL I.D. NO./SOC. SEC. NO.						
ARCHITECT OR ENGINEER	MAIL ADDRESS	PHONE	ZIP CODE	STATE LICENSE NO.		
CLASS OF WORK	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> RENTAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> OTHER					
Existing Service:		AMPS	Changing to	AMPS		
Special Conditions:						
Describe Work:						
Use of Building						
Change of Use to:			STARTING DATE _____ DATE READY _____			
			Call Administrative Authority a Minimum of 24 Hours Prior to Inspection			
INSPECTION REPORTS						
DATE	REMARKS		INSPECTION			
Application Accepted By			Plans Checked by Approved for issuance by			
Bldg. Inp	Secretary	Rental	Building Inspector for Authorized Persons			
NOTICE						
THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 30 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 60 DAYS AT ANY TIME AFTER WORK IS COMMENCED.						
I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.						
SECTION 23A, OF THE STATE CONSTRUCTION CODE ACT OF 1972, ACT NO. 230 OF THE PUBLIC ACTS OF 1972, BEING SECTION 123,1523A 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.						
TO HOMEOWNERS THAT ARE APPLYING FOR A PERMIT (WHEN NO OTHER CONTRACTOR ASSISTANCE IS BEING USED), UNDER REASON FOR EXEMPTION STATE THAT YOU ARE THE HOMEOWNER AND WILL BE DOING THE WORK.						
				NO.	FEE	TOTAL
Base permit fee					\$45	
SERVICE						
Through 200 amps					\$18.75	
200-600 amps					\$25	
Over 600 amps					\$28.75	
Over 800 amp					\$37.50	
Over 1200 amps (GFI only)					\$62.50	
Circuits					\$6.25	
General Repairs					\$18.75	
Lighting fixtures per units of 25 or fraction there of					\$11.25	
Dishwasher/Garbage Disposal					\$10	
Furnace/Unit Heater					\$10	
Electrical Heating Units (baseboard) each					\$10	
Power outlets/ranges, dryers, etc					\$12.50	
SIGNS/PER UNIT						
Letter					\$18.75	
Neon-each 25 feet					\$25	
Feeders, Bus ducts, etc					\$12.50	
Mobile Home Sites					\$11.25	
K.V.A. & OR H.P. RATED EQUIPMENT						
Up to 20 K.V.A. or H.P.					\$11.25	
21 to 50 K.V.A. or H.P.					\$18.75	
51 K.V.A. or H.P. and over					\$22.50	
FIRE ALARM (PULL STATIONS OR SOUNDING DEVICE)						
Up to 10 devices					\$93.75	
11 to 20 devices					\$125	
Over 20 devices					\$10	
Special - conduit only or grounding					\$56.25	
INSPECTIONS						
Reinspection - additional					\$45	
Final inspection					\$45	
Hourly rate					\$50	
Special/safety inspection					\$56.25	
Meter inspection					\$45	
Plan review fee 25% of permit fee					25%	
TOTAL						
TOTAL PERMIT FEE IS DOUBLED IF WORK IS STARTED BEFORE PERMIT IS APPLIED FOR						

SIGNATURE OF APPLICANT: _____ OWNER/CONTRACTOR _____ DATE: _____



PLUMBING PERMIT APPLICATION

TO BE COMPLETED BY APPLICANT
MUSKEGON HEIGHTS, MICHIGAN
 As Required by: Public Act of 135 of 1989-State of Michigan

No. _____
 DEPARTMENT OF INSPECTIONS AND ZONING
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JOB ADDRESS		LEGAL DESCRIPT.	LOT NO.	SUB'D OR ADDITION		
			BLOCK NO.			
Applicant is responsible for the payment of all fees and charges applicable and must provide the following information.						
OWNER/LESSEE	MAIL ADDRESS	CITY/STATE	ZIP CODE	REASON FOR EXEMPTION		
FEDERAL I.D. NO./SOC. SEC. NO.				CITY LIC. NO./STATE		
CONTRACTOR	MAIL ADDRESS	PHONE	ZIP CODE			
FEDERAL I.D. NO./SOC. SEC. NO.						
ARCHITECT OR ENGINEER	MAIL ADDRESS	PHONE	ZIP CODE	STATE LICENSE NO.		
CLASS OF WORK <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> RENTAL <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> OTHER						
Sewer System: <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> PRIVATE			Water System: <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> PRIVATE			
Special Conditions:						
Describe Work:						
Use of Building			STARTING DATE _____ DATE READY _____			
Change of Use to:			Call Administrative Authority a Minimum of 24 Hours Prior to Inspection			
INSPECTION REPORTS						
DATE	REMARKS	INSPECTION		NO.	FEE	TOTAL
				PERMIT ISSUANCE		
						\$45
						\$20
						\$10
						\$10
						\$10
						\$31.25
						\$10
						\$31.25
						\$62.50
						\$10
						\$10
						\$10
						\$18.75
						\$31.25
						\$37.50
						\$47.50
						\$56.25
						\$10
						\$12.50
						\$10
						\$10
						\$6.26
						\$1.25
						\$10
						\$18.75
						\$45
						\$45
						\$50
						\$55
						25%
			TOTAL			
TOTAL PERMIT FEE IS DOUBLED IF WORK IS STARTED BEFORE PERMIT IS APPLIED FOR						

SIGNATURE OF APPLICANT: _____ OWNER/CONTRACTOR _____ DATE: _____