



Michigan City
Department of Planning and Inspections
100 East Michigan Boulevard
Michigan City, Indiana 46360
(219) 873-1415

HVAC / Ductwork (New) Permit
Permit Set 402 ROYAL RD P# BP-25-2858 R# 46-01-26-400-008.000-022

PERMIT INFORMATION

Address	Permit number	Date issued
402 ROYAL RD	BP-25-2858	12/29/2025

REVIEWED BY

If you have any questions regarding the review of these drawings please contact:

Application in general
Sue Downs
sdowns@emichigancity.com

INSTRUCTION AND ATTENTION

It is the responsibility of the Applicant to print **full** size the entire approved permit package and provide at the time of inspection.

All Engineered product shop drawings shall be stamped by a licensed Professional Engineer.

Shop drawings will be reviewed for approval by a Building Official.

Products requiring the submission of shop drawings include but not limited to, roof trusses, floor systems and wood beams.

Prior to the start of framing, email a stamped PDF copy of the shop drawings to the building department. Email to include Permit Number and Property Address for reference.

Hard copy of shop drawings to be provided to the Building Inspector at the time of framing inspection.

TABLE OF CONTENTS

Cover page	1
Building Permit	2
Required Inspections	3
HVAC Permit Application	4



Michigan City
 Department of Planning and Inspections
 100 East Michigan Boulevard
 Michigan City, Indiana 46360
 (219) 873-1415

Sue Downs
 Building Commissioner

HVAC / Ductwork (New) Permit
 Permit Set 402 ROYAL RD P# BP-25-2858 R# 46-01-26-400-008.000-022

LOCATION OF WORK

Address	Zoning	Legal description
402 ROYAL RD		

PERMIT INFORMATION

Permit number BP-25-2858	Date applied 12/18/2025	Date issued 12/29/2025
Issuer Sue Downs	Expiration date 12/28/2026	
Reviewed by Sue Downs		

DESCRIPTION OF PERMIT

Description of Work
 Installation of air distribution system

GRANTED TO

Applicant, HVAC contractor Airflow Experts, Inc. Nick Schlax 203 E Harrison St Michigan City, IN 46360	Property owner Phoenix Michigan City Industrial Investors LLC 401 E Kilbourn Ave St 201	Specialty Contractor Tyler JONES 9740 Near Drive Cincinnati, Ohio 45246 Company registration number 2015060800500
--	---	--

This permit is granted subject to the terms on the Application and on condition that work authorized by the permit shall be completed in all respects in accordance with the plans, specifications and any other information.

THIS PERMIT MUST BE POSTED ONSITE. THE PLANS AND SPECIFICATIONS REVIEWED AND ISSUED BY THE BUILDING AND DEVELOPMENT DEPARTMENT MUST ALSO BE KEPT ONSITE AND MADE AVAILABLE TO INSPECTORS AS REQUIRED BY LAW.

INSPECTIONS

Inspections are mandatory for any construction, alterations or demolition for which a building permit is issued. To ensure compliance with structural, health and safety standards established by the Building Code, inspections are provided by inspectors and are required during all stages of construction.





Michigan City
Department of Planning and Inspections
100 East Michigan Boulevard
Michigan City, Indiana 46360
(219) 873-1415

REQUIRED INSPECTIONS

Name	Description
Heating final	Installation of furnace, air conditioner (if included in the permit) and grills/registers. An Air Balance Report may be required.
Rough heating	Installation of all mechanical supply air and return air duct work. Seal all joints in ducts. Installation of hot water heating piping (including in-floor). A test for this system is required.

INSTRUCTIONS

THE PERMIT HOLDER AND/OR PROPERTY OWNER IS RESPONSIBLE FOR ENSURING THAT ALL REQUIRED/APPLICABLE INSPECTIONS ARE SCHEDULED AND THAT THE PERMIT IS COMPLETE

WHAT INFORMATION MUST BE PROVIDED AT THE TIME OF INSPECTION?

- THE PERMIT
- THE APPROVED SET OF PLANS THAT HAVE BEEN INCLUDED WITH YOUR PERMIT PACKAGE
- ANY TEST RECORDS OR RELEVANT DOCUMENTATION
- SAFE ACCESS TO THE SITE AND THE AREAS WHERE INSPECTION ARE TO BE PERFORMED.



HVAC Permit Application

Michigan City
Department of Planning and Inspections
100 East Michigan Boulevard
Michigan City, Indiana 46360
(219) 873-1415

Description of Work		
Description of Work Installation of air distribution system		
Please select all that apply:		
<input checked="" type="checkbox"/> Ventilation/Exhaust Fan	<input type="checkbox"/> Furnace/Boiler	<input type="checkbox"/> Rooftop Unit
<input type="checkbox"/> Geothermal	<input type="checkbox"/> Refrigeration Unit	<input type="checkbox"/> Heat Pump
<input type="checkbox"/> Exhaust Hood	<input type="checkbox"/> Space/Portable Heater (30,000 btu)	<input type="checkbox"/> Fireplace/Wood Burning Stove
<input type="checkbox"/> Air Conditioner		
Total Qty Ventilation/Exhaust Fan(s) 21	Ventilation/Exhaust Fan cfm 6500.0 cfm	