

ELECTRICAL PERMIT APPLICATION

Area Metropolitan Services Agency

Please make your check payable to and send it to, the appropriate jurisdiction noted.

Please mark box for appropriate jurisdiction.

Leroy Township
8156 4 Mile Road
East Leroy, MI 49051
Ph: 269-979-9421
Fax: 269-979-2775

Bedford Township
115 S Uldriks Drive
Battle Creek, MI 49017
Ph: 269-965-9096
Fax: 269-965-0908

Convis Township
19500 15 Mile Road
Marshall, MI 49068
Ph: 269-789-0654
Fax: 269-789-0657

Emmett Township
621 Cliff Street
Battle Creek, MI 49014
Ph: 269-968-0335
Fax: 269-968-0108

Newton Township
7988 G Drive South
Ceresco, MI 49033
Ph: 269-979-3212
Fax: 269-979-4470

Pennfield Township
20260 Capital Ave NE
Battle Creek, MI 49017
Ph: 269-968-4422
Fax: 269-968-2021

City of Battle Creek
10 N Division St, Ste 117
Battle Creek, MI 49014
Ph: 269-966-3382
Fax: 269-966-3654

City of Springfield
601 Avenue A
Springfield, MI 49015
Ph: 269-441-9273
Fax: 269-965-0114

Administrative Section:

Cash

Check # _____ **Receipt #** _____ **Inspector Approval** _____ **Issued Permit #** _____

I. JOB LOCATION

NAME OF OWNER / AGENT _____ HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?
 YES NO N/A

STREET ADDRESS & JOB LOCATION (STREET NO. & NAME) _____ NEAREST CROSS STREET _____

E.R. NUMBER _____ JOB SITE TELEPHONE _____ CELL NUMBER _____ FAX _____

II. CONTRACTOR / HOMEOWNER INFORMATION

SELECT ONE: CONTRACTOR HOME OWNER

NAME _____ ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE NUMBER _____ FAX NUMBER _____ E-MAIL ADDRESS _____

CONTRACTORS LICENSE NUMBER _____ EXPIRATION DATE _____ DATE OF BIRTH _____

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION _____

WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION _____

MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION _____

III. PLAN REVIEW REQUIRED

PLANS ARE REQUIRED FOR ALL BUILDING TYPES AND 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 ARCHITECT'S OR ENGINEER'S SIGNATURE AND SEAL, EXCEPT:

1. WHEN THE ELECTRICAL SYSTEM RATING DOES NOT EXCEED 400 AMPS AND THE BUILDING IS NOT OVER 3,500 SQUARE FEET IN AREA.
2. WORK COMPLETED BY A GOVERNMENTAL SUBDIVISION OR STATE AGENCY COSTING LESS THAN \$15,000.

WHAT IS THE RATING OF THE SERVICE IN AMPERE? _____

WHAT IS THE SIZE OF THE BUILDING IN SQUARE FEET? _____

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

HAVE PLANS BEEN SUBMITTED? YES NO NOT REQUIRED

IV. TYPE OF JOB

- SINGLE FAMILY RESIDENTIAL
- MULTI FAMILY RESIDENTIAL
- ALTERATION/REMODEL
- NEW CONSTRUCTION
- SERVICE ONLY
- SPECIAL INSPECTION
- PRE-MANUFACTURED HOME (STATE APPROVED)
- MANUFACTURED HOME (HUD MOBILE HOME)
- SCHOOL
- OTHER

V. CONTRACTOR'S 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 _____ DATE _____

VI. HOMEOWNER AFFIDAVIT

I HEREBY CERTIFY THE ELECTRICAL WORK DESCRIBED ON THIS PERMIT APPLICATION SHALL BE INSTALLED **BY MYSELF IN A HOME** THAT I OCCUPY OR PLAN TO OCCUPY. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE ELECTRICAL CODE AND **SHALL NOT BE ENCLOSED, COVERED UP, OR PUT INTO OPERATION UNTIL IT HAS BEEN INSPECTED AND APPROVED** BY THE ELECTRICAL INSPECTOR. I WILL COOPERATE WITH THE ELECTRICAL INSPECTOR AND ASSUME THE RESPONSIBILITY TO ARRANGE FOR NECESSARY INSPECTIONS.

SIGNATURE OF HOMEOWNER _____ DATE _____

COMPLETE APPLICATION ON BACK SIDE

VII. FEE CHART - Enter the number of items being installed; multiply by the unit price for total fee.

INSPECTION FEES				CIRCUITS			
	FEE	#	TOTAL		Fee	#	TOTAL
1. Special / Safety Inspection(s) (each)	\$50		\$	17. Circuits (or alteration to existing circuit)	\$5		\$
2. Additional Inspection	\$50		\$	18. Dishwasher	\$5		\$
3. Pre-Inspection- each	\$50		\$	19. Furnace – Unit Heater	\$5		\$
4. Underground Inspection	\$50		\$	20. Radiant or Baseboard Heat (per circuit)	\$11		\$
5. Final Inspection (required for 2+ inspections)	\$50		\$	21. Ranges/Clothes Dryers	\$11		\$
6. Investigation	\$50		\$	22. Water Heaters	\$11		\$
7. Total Inspection fees (sum of lines 1-6)			\$	23. Water Well Circuit	\$10		\$
ITEM FEES (First inspection is included)				24. Air Conditioners or HVAC Equipment	\$11		\$
SERVICES				25. Swimming Pool / Fountain / Hot Tub	\$32		\$
8. Temporary Service	\$21		\$	26. Signs and Neon (per unit)	\$26		\$
9. 0-800 AMP	\$21		\$	27. Data / Telecommunications (per device)	\$5		\$
10. 801-1200 AMP	\$21		\$	28. Feeders / Bus Duct (per 50 feet)	\$11		\$
11. Over 1200 AMP	\$53		\$	29. Fire Alarm/Nurse Call System (10 devices included)	\$53		\$
12. Transfer Switch	\$53		\$	Each additional device	\$5		\$
13. Sub or Accessory Panels	\$21		\$	MISCELLANEOUS			
14. Primary Service (includes initial transformer)	\$84		\$	30. Retro Fit Lighting Fixtures (per 25)	\$26		\$
TRANSFORMERS AND MOTORS				31. Conduit or Grounding Only	\$42		\$
15. Up to 15 KVA or H.P.	\$11		\$	32. Certificate Fee	\$11		\$
16. Over 50 KVA or H.P.	\$21		\$	33. Alt Energy up to 50 KW (solar, wind, PV, etc.)	\$50		\$
				Each Additional KW	\$5		\$
				SUBTOTALS			
				34. Subtotal Inspection Fees (line 7)			\$
				35. Subtotal Other Fees (Lines 8 – 33) (Minimum \$50)			\$

FEES WORKSHEET

<input type="checkbox"/> Paid by Applicant	36. Plan Review Fee (when required in Section IV): 25% of calculated Building Plan Review Fee	\$
<input type="checkbox"/> Paid by General Contractor	37. Administrative Fee: 10% of total of #34-36 (min \$50, not to exceed \$200) (non-refundable)	\$
<input type="checkbox"/> Not Applicable	38. Work Before Application Fee (Due if work has started before permit was issued): \$150	\$
TOTAL (Lines 34-38) (Minimum of \$100)Includes one inspection. Additional fees may apply if multiple inspections are needed.		\$

RE-INSPECTIONS ARE NOT INCLUDED IN THE APPLICATION FEE. REQUIRED RE-INSPECTIONS ARE BILLED SEPARATELY AT \$50 EACH. ADDITIONAL INSPECTIONS REQUESTED BY THE APPLICANT AFTER PERMIT IS ISSUED WILL BE BILLED SEPARATELY AT \$50 EACH.

GENERAL: Electrical work shall not be started until the permit has been issued or other approval has been obtained. All installations shall be in conformance with the State Electrical Code. **No work shall be concealed until it has been inspected.**

CALL FOR INSPECTIONS: When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the **Job Location** and **Permit Number**.

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 the work. **A PERMIT WILL BE CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

Comments/Descriptions:
