

# ELECTRICAL PERMIT APPLICATION

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

## Area Metropolitan Services Agency

Please mark box for appropriate jurisdiction

<input type="checkbox"/> <b>Bedford Township</b>	<input type="checkbox"/> <b>Convis Township</b>	<input type="checkbox"/> <b>Emmett Township</b>	<input type="checkbox"/> <b>Leroy Township</b>	<input type="checkbox"/> <b>Newton Township</b>	<input type="checkbox"/> <b>Pennfield Township</b>	<input type="checkbox"/> <b>City of Battle Creek</b>	<input type="checkbox"/> <b>City of Springfield</b>
115 S. Uldricks Drive Battle Creek, MI 49017 Ph: 269.965.9096 Fax: 269.965.0908	1955 15 Mile Road Marshall, MI 49068 Ph: 269.789-0654 Fax: 269.789.0657	621 Cliff Street Battle Creek, MI 49014 Ph: 269-968.03351 Fax: 269.968.0108	8156 4 Mile Road East Leroy, MI 49051 Ph: 269.979-9421 Fax: 269.979.2775	7988 G Drive South Ceresco, MI 49033 Ph: 269-979-3212 Fax: 269.979.4470	20260 Capital Ave NE Battle Creek, MI 49017 Ph: 269-968-4422 Fax: 269.968.2021	10 N. Division St, Ste 111 Battle Creek, MI 49014 Ph: 269-966.3654 Fax: 269.966.3654	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? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 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 _____	DOB _____	DRIVER'S LICENSE # or STATE ID # _____
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. APPLICANT 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 SUBJECT TO CIVIL FINES.**

SIGNATURE _____	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 _____	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			FEE	#	TOTAL	CIRCUITS			Fee	#	TOTAL
1.	Administrative Fee: (if building review is not required; non-refundable) Residential \$50 / Commercial \$75	\$50 \$75		\$		18.	Mobile Home Unit Site	\$6			
2.	Special / Safety Inspection(s) (each)	\$50		\$		19.	Circuits (or alteration to existing circuit)	\$5		\$	
3.	Additional Inspection	\$50		\$		20.	Dishwasher	\$5		\$	
4.	Pre-Inspection- each	\$50		\$		21.	Furnace – Unit Heater	\$5		\$	
5.	Underground Inspection	\$50		\$		22.	Radiant or Baseboard Heat (per circuit)	\$11		\$	
6.	Final Inspection (required for 2+ inspections)	\$50		\$		23.	Ranges/Clothes Dryers	\$11		\$	
7.	Investigation	\$50		\$		24.	Water Heaters	\$11		\$	
<b>8. Total Inspection fees (sum of lines 1-7)</b>					\$	25.	Water Well Circuit	\$10		\$	
ITEM FEES (First inspection is included)					26.	Air Conditioners or HVAC Equipment	\$11		\$		
SERVICES					27.	Swimming Pool / Fountain / Hot Tub	\$32		\$		
9.	Temporary Service	\$21		\$	28.	Signs and Neon (per unit)	\$26		\$		
10.	0-800 AMP	\$21		\$	29.	Data / Telecommunications (per device)	\$5		\$		
11.	801-1200 AMP	\$21		\$	30.	Feeders / Bus Duct (per 50 feet)	\$11		\$		
12.	Over 1200 AMP	\$53		\$	31.	Fire Alarm/Nurse Call System (10 devices included)	\$53		\$		
13.	Transfer Switch	\$53		\$		Each additional device	\$5		\$		
14.	Sub or Accessory Panels	\$21		\$	MISCELLANEOUS						
15.	Primary Service (includes initial transformer)	\$84		\$	32.	Retro Fit Lighting Fixtures (per 25)	\$26		\$		
16.	Transformers & Motors. Up to 15 KVA or H.P.	\$11		\$	33.	Conduit or Grounding Only	\$42		\$		
17.	Transformers & Motors Over 50 KVA or H.P.	\$21		\$	34.	Certificate Fee	\$11		\$		
*Mobile Home Unit Site: When installing a site service in a park, the permit app must include: admin fee, service, the number of park sites and a final inspection. When setting a HUD mobile home park, a permit must include: app fee, service, feeder, and final inspection. When setting a HUD mobile home or pre-manufactured home on private property, a permit must include the app fee, service, feeder and final inspection.					35.	Alt Energy up to 50 KW (solar, wind, PV, etc.)	\$50		\$		
						Each Additional KW	\$5		\$		
SUBTOTALS											
36. Subtotal Inspection Fees (line 8)										\$	
37. Subtotal Other Fees (Lines 9 – 35) (Minimum \$50)										\$	
FEES WORKSHEET											
<input type="checkbox"/> Paid by Applicant <input type="checkbox"/> Paid by General Contractor <input type="checkbox"/> Not Applicable			38. Plan Review Fee (If no building review is required): \$25 non-refundable							\$	
			39. Work Before Application Fee (Due if work has started before permit was issued): \$150							\$	
			<b>TOTAL (Lines 36-39) (Minimum of \$100) Includes one inspection. Additional fees may apply if multiple inspections are needed.</b>							\$	
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.											
<p><b>GENERAL:</b> 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. <b>No work shall be concealed until it has been inspected.</b></p> <p><b>CALL FOR INSPECTIONS:</b> When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the <b>Job Location and Permit Number.</b></p> <p><b>EXPIRATION OF PERMIT:</b> 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. <b>A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED OR CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.</b></p>											
SCOPE OF WORK PROJECT DESCRIPTION - REQUIRED											