

# ELECTRICAL PERMIT APPLICATION

<b>Pennfield Township</b> 20260 Capital Ave NE Battle Creek, MI 49017 269-968-8549 Fax 269-968-2021	<h2 style="margin: 0;">Area Metropolitan Services Agency</h2> <p style="margin: 0;">Please make your check payable to and send it to, the appropriate jurisdiction noted.</p> <p style="margin: 0;"><b>Please mark box for appropriate jurisdiction.</b></p>	<b>Newton Township</b> 7988 G Drive South Ceresco, MI 49033 269-979-3212
<b>Bedford Township</b> 115 S Uldriks Drive Battle Creek, MI 49017 269-965-9096	<b>Leroy Township</b> 8156 4 Mile Rd. East Leroy, MI 49051 269-979-9421 ext 12 Fax 269-979-2775	<b>City of Battle Creek</b> 77 E Michigan Ave Ste 120 Battle Creek, MI 49014 269-966-3382 Fax 269-966-3654
		<b>Emmett Township</b> 620 Cliff Street Battle Creek, MI 49014 269-968-0335 Fax 269-968-3523
<b>City of Springfield</b> 601 Avenue A Springfield, MI 49037 269-965-2354 Fax 269-965-0114		

**I. JOB LOCATION** Date Submitted: \_\_\_\_\_ Property I.D. # \_\_\_\_\_

Name of Owner / Agent	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Required
Street Address & Job Location (Street No. & Name)	Nearest Cross Street
E.R. #	Fax

**II. CONTRACTOR / HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor	Name	License Number	Expiration Date
<input type="checkbox"/> Homeowner			
Address (Street # and Name)	City	State <input type="checkbox"/>	Zip
Telephone Number ( )	Date of Birth	Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption) <input type="checkbox"/>		MESC Employer Number (or reason for exemption)	
Fax number		Email address	

**III. TYPE OF JOB**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Premanufactured Home setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

**IV. PLAN REVIEW REQUIRED**

**See below for plan review requirements before completing this section.** Plans and specifications must be submitted when the wiring or alteration to an electrical system is over 400 amps and is in excess of 3,500 square feet in all buildings.

What is the rating of the service or feeder in ampere? \_\_\_\_\_

What is the building size in square feet? \_\_\_\_\_

**Have plans been submitted?**     YES     NO     NOT REQUIRED

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**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 \$15,000.00.

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED**

**V. CONTRACTORS 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
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**VI. HOMEOWNER AFFIDAVIT**

I hereby certify the electrical work described on this permit application shall be installed **by myself in my own home** in which I am living or about 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
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**COMPLETE APPLICATION ON THE BACK SIDE**

**VII. FEE CLARIFICATIONS**

**ITEM #1, MOBILE HOME UNIT SITE:**

When installing a site service in a park, the permit application must include the application fee, service, plus the number of park sites.  
 When setting a HUD mobile home in a park, a permit must include the application fee and a feeder. A licensed electrical contractor shall do work.  
 When setting a HUD mobile home or a premanufactured home on private property, a permit must include the application fee, service and feeder.

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

	FEE	#	TOTAL		FEE	#	TOTAL			
<b>INSPECTION FEES (First inspection is included)</b>				<b>TRANSFORMERS AND MOTORS</b>						
				15. Up to 50 KVA or H. P.				\$10.00		\$
				16. Over 50 KVA or H. P.				\$20.00		\$
				<b>CIRCUITS</b>						
17. Circuits or alteration to existing circuit				\$5.00		\$				
1. Special / Safety Inspection/s per hr.	\$45.00		\$	18. Dishwasher	\$5.00		\$			
2. Additional Inspection	\$40.00		\$	19. Furnace – unit heater	\$5.00		\$			
3. Pre-Inspection- each	\$40.00		\$	20. Radiant heat or baseboard (per circuit)	\$10.00		\$			
4. <b>Underground Inspection</b> Work covered by earth or concrete	\$40.00		\$	21. Ranges	\$10.00		\$			
5. <b>Final Inspection</b> (required for two or more inspections)	\$40.00		\$	22. Water heaters	\$10.00		\$			
6. Investigation	\$40.00		\$	23. Air conditioners or HVAC equipment	\$10.00		\$			
7. <b>Total Inspections Requested / sum of #1 - #6</b>			\$	24. Swimming pools, fountains and hot tubs	\$30.00		\$			
<b>ITEM FEES</b>				25 Signs and neon per unit				\$25.00		\$
				<b>SERVICE</b>				26. Data / Telecommunications each device		
8. Temporary service	\$20.00		\$	27. Fire alarms/nurse call system each device	\$5.00		\$			
9. 0 - 800 AMP	\$20.00		\$	28. Feeders/buss duct per 50 feet	\$10.00		\$			
10. 801 - 1200	\$20.00		\$	<b>MISCELLANEOUS</b>						
11. Over 1200 AMP	\$50.00		\$	29. Retro fit lighting fixtures (per 25)	\$25.00		\$			
12. Transfer Switch	\$50.00		\$	30. Conduit or grounding only	\$40.00		\$			
13. Sub or Accessory Panels	\$20.00		\$	31. Certificate fee	\$10.00		\$			
14. Principal Service (includes initial transformer)	\$80.00		\$	32 Work before Application ****	\$40.00		\$			
<b>36. TOTAL ITEM FEE (Sum of items #8 - #32)</b>						<b>Minimum \$40.00</b>		\$		
<b>37. TOTAL INSPECTION FEE (see line #7)</b>								\$		
<b>38. Plan Review Fee (when required)***</b>						<input type="checkbox"/> <b>A. Paid by General Contractor</b>		\$		
						<input type="checkbox"/> <b>B. Paid by Applicant</b>		\$		
<b>39. ADMINISTRATIVE FEE**</b>						<b>Minimum \$40.00</b>		\$		
<b>TOTAL APPLICATION FEES</b>						<b>Minimum of \$80.00</b>		\$		

**Inspections:** Underground (#4) and/or final (#5) inspections are not included in Item Fees  
**Re-inspections** are not included in the application fee. Required re-inspections are billed separately at \$40.00 each  
**Additional Inspections** requested by the applicant after permit is issued will be billed separately at \$40.00 each.

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**Plan Review Fee \*\*\*** See section IV for additional requirements. Plans may be required for projects that include unusual designs. Plan Review Fee: 25% of calculated Building Plan Review Fee.

**Administrative Fee\*\*** The greater of \$40.00 or 10% of the total of #36, 37 and 38. Not to exceed \$200.

**Work Commenced before Application: \*\*\*\*** A voluntary fee that may be paid by the applicant when work has been commenced before application is filed, in order to avoid the cost of an investigation and/or a civil fine

**GENERAL:** Electrical work shall not be started until the permit has been issued or other arrangements have been made with the inspector. 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.**