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

☐Bedford Township	☐Convis Township	☐Emmett Township	☐Leroy Township	☐Newton Township	☐Pennfield Township	☐City of Battle Creek	☐City of Springfield
115 S. Uldricks Drive	19500 15 Mile Road	621 Cliff Street	8156 4 Mile Road	7988 G Drive South	20260 Capital Ave NE	10 N. Division St, Ste 117	601 Avenue A
Battle Creek, MI 49037	Marshall, MI 49068	Battle Creek, MI 49014	East Leroy, MI 49051	Ceresco, MI 49033	Battle Creek, MI 49017	Battle Creek, MI 49014	Springfield, MI 49015
Ph:269.965.9096	Ph: 269.789.0654	Ph: 269.968.0335	Ph: 269.979.9421	Ph: 269.979.3212	Ph: 269.968.4422	Ph: 269.966.3382	Ph: 269.441.9273
Fax: 269.965.0908	Fax" 269.789.0657	Fax: 269.968.0108	Fax: 269.979.2775	Fax: 269.979.4470	Fax: 269.968.2021	Fax: 269.966.3555	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 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 SUBJECTED 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
1. Administrative Fee: (non-refundable) Residential $50 / Commercial $75	$50 $75		$
2. Special / Safety Inspection(s) (each)	$50		$
3. Additional Inspection	$50		$
4. Pre-Inspection- each	$50		$
5. Underground Inspection	$50		$
6. Final Inspection (required for 2+ inspections)	$50		$
7. Investigation	$50		$
8. Total Inspection fees (sum of lines 1-7)			$

ITEM FEES (First inspection is included)

SERVICES			
9. Temporary Service	$21		$
10. 0-800 AMP	$21		$
11. 801-1200 AMP	$21		$
12. Over 1200 AMP	$53		$
13. Transfer Switch	$53		$
14. Sub or Accessory Panels	$21		$
15. Primary Service (includes initial transformer)	$84		$
16 Transformers & Motors. Up to 15 KVA or H.P.	$11		$
17. Transformers & Motors Over 50 KVA or H.P.	$21		$

*__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 in a 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.

CIRCUITS	Fee	#	TOTAL
18.Mobile Home Unit Site	$6		
19. Circuits (or alteration to existing circuit)	$5		$
20. Dishwasher	$5		$
21. Furnace – Unit Heater	$5		$
22. Radiant or Baseboard Heat (per circuit)	$11		$
23. Ranges/Clothes Dryers	$11		$
24. Water Heaters	$11		$
25. Water Well Circuit	$10		$
26. Air Conditioners or HVAC Equipment	$11		$
27. Swimming Pool / Fountain / Hot Tub	$32		$
28. Signs and Neon (per unit)	$26		$
29. Data / Telecommunications (per device)	$5		$
30. Feeders / Bus Duct (per 50 feet)	$11		$
31. Fire Alarm/Nurse Call System (10 devices included)	$53		$
Each additional device	$5		$

MISCELLANEOUS

32. Retro Fit Lighting Fixtures (per 25)	$26		$
33. Conduit or Grounding Only	$42		$
34. Certificate Fee	$11		$
35. Alt Energy up to 50 KW (solar, wind, PV, etc.)	$50		$
Each Additional KW	$5		$

SUBTOTALS

36. Subtotal Inspection Fees (Line 8; Minimum $50)	$
37. Subtotal Other Fees (Lines 9 – 35; Minimum $50)	$

FEES WORKSHEET

☐ Paid by Applicant

☐ Paid by General Contractor

☐ Not Applicable

38. Plan Review Fee (when required in Section III):: 25% of calculated Building Plan Review Fee	$
39. Work Before Application Fee (Due if work has started before permit was issued): $150	$
TOTAL (Lines 36-39) (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 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.**

SCOPE OF WORK PROJECT DESCRIPTION – REQUIRED FOR PERMIT ISSUANCE