ELECTRICAL PERMIT APPLICATION

CLEAR FORM | PRINT FORM

Area Metropolitan Services Agency

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

Please mark box for appropriate jurisdiction.

☐ **Bedford Township**	☐ **Convis Township**	☐ **Emmett Township**	☐ **Newton Township**	☐ **Pennfield Township**	☐ **City of Battle Creek**	☐ **City of Springfield**
115 S Uldriks Drive	19500 15 Mile Road	621 Cliff Street	7988 G Drive South	20260 Capital Ave NE	10 N Division St, Ste 111	601 Avenue A
Battle Creek, MI 49017	Marshall, MI 49068	Battle Creek, MI 49014	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. 269-979-3212	ph. 269-968-4422	ph. 269-966-3382	ph. 269-441-9273
fx. 269-965-0908	fx. 269-789-0657	fx. 269-968-0108	fx. 269-979-4470	fx. 269-968-2021	fx. 269-966-3654	fx. 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

BUILDERS 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 MECHANICAL 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 MECHANICAL CODE AND **SHALL NOT BE ENCLOSED, COVERED UP,** OR PUT INTO OPERATION UNTIL IT HAS BEEN **INSPECTED** AND **APPROVED** BY THE MECHANICAL INSPECTOR. I WILL COOPERATE WITH THE MECHANICAL 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 item being installed; multiply by the unit price for total fee.

INSPECTION FEES	FEE	#	TOTAL
1. Special / Safety Inspection(s) (each)	$50		$
2. Additional Inspection	$50		$
3. Pre-Inspection- each	$50		$
4. Underground Inspection	$50		$
5. Final Inspection (required for 2+ inspections)	$50		$
6. Investigation	$50		$
7. Total Inspection fees (sum of lines 1-6)			$
ITEM FEES (First inspection is included)			
SERVICES			
8. Temporary Service	$21		$
9. 0-800 AMP	$21		$
10. 801-1200 AMP	$21		$
11. Over 1200 AMP	$53		$
12. Transfer Switch	$53		$
13. Sub or Accessory Panels	$21		$
14. Primary Service (includes initial transformer)	$84		$
TRANSFORMERS AND MOTORS			$
15. Up to 15 KVA or H.P.	$11		$
16. Over 50 KVA or H.P.	$21		$

CIRCUITS	Fee	#	TOTAL
17. Circuits (or alteration to existing circuit)	$5		$
18. Dishwasher	$5		$
19. Furnace – Unit Heater	$5		$
20. Radiant or Baseboard Heat (per circuit)	$11		$
21. Ranges/Clothes Dryers	$11		$
22. Water Heaters	$11		$
23. Water Well Circuit	$10		$
24. Air Conditioners or HVAC Equipment	$11		$
25. Swimming Pool / Fountain / Hot Tub	$32		$
26. Signs and Neon (per unit)	$26		$
27. Data / Telecommunications (per device)	$5		$
28. Feeders / Bus Duct (per 50 feet)	$11		$
29. Fire Alarm/Nurse Call System (10 devices included)	$53		$
Each additional device	$5		$
MISCELLANEOUS			
30. Retro Fit Lighting Fixtures (per 25)	$26		$
31. Conduit or Grounding Only	$42		$
32. Certificate Fee	$11		$
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

- ☐ Paid by Applicant
- ☐ Paid by General Contractor
- ☐ Not Applicable

36. Plan Review Fee (when required in Section IV): 25% of calculated Building Plan Review Fee	$
37. Administrative Fee: 10% of total of #34-36 (min $50, not to exceed $200) (non-refundable)	$
38. Work Before Application Fee (Due if work has started before application was filed): $42	$
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: Mechanical 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 Mechanical 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: