

# 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.**

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|---|---|---|--|--|---|--|
| <input type="checkbox"/> <b>Bedford Township</b><br>115 S Uldriks Drive<br>Battle Creek, MI 49017<br>ph: 269-965-9096<br>fx. 269-965-0908 | <input type="checkbox"/> <b>Convis Township</b><br>19500 15 Mile Road<br>Marshall, MI 49068<br>ph: 269-789-0654<br>fx. 269-789-0657 | <input type="checkbox"/> <b>Emmett Township</b><br>621 Cliff Street<br>Battle Creek, MI 49014<br>ph: 269-968-0335<br>fx. 269-968-0108 | <input type="checkbox"/> <b>Newton Township</b><br>7988 G Drive South<br>Ceresco, MI 49033<br>ph. 269-979-3212<br>fx. 269-979-4470 | <input type="checkbox"/> <b>Pennfield Township</b><br>20260 Capital Ave NE<br>Battle Creek, MI 49017<br>ph. 269-968-4422<br>fx. 269-968-2021 | <input type="checkbox"/> <b>City of Battle Creek</b><br>10 N Division St, Ste 117<br>Battle Creek, MI 49014<br>ph. 269-966-3382<br>fx. 269-966-3654 | <input type="checkbox"/> <b>City of Springfield</b><br>601 Avenue A<br>Springfield, MI 49015<br>ph. 269-441-9273<br>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?
	<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	
BUILDERS LICENSE NUMBER	EXPIRATION DATE	DATE OF BIRTH	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESCC EMPLOYER NUMBER OR REASON FOR EXEMPTION			

**III. PLAN REVIEW REQUIRED**      **IV. TYPE OF JOB**

<p><b>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:</b></p> <p>1. WHEN THE ELECTRICAL SYSTEM RATING DOES NOT EXCEED 400 AMPS AND THE BUILDING IS NOT OVER 3,500 SQUARE FEET IN AREA.</p> <p>2. WORK COMPLETED BY A GOVERNMENTAL SUBDIVISION OR STATE AGENCY COSTING LESS THAN \$15,000.</p> <p>WHAT IS THE RATING OF THE SERVICE IN AMPERE? _____</p> <p>WHAT IS THE SIZE OF THE BUILDING IN SQUARE FEET? _____</p> <p><b>PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.</b></p> <p>HAVE PLANS BEEN SUBMITTED?    <input type="checkbox"/> YES    <input type="checkbox"/> NO    <input type="checkbox"/> NOT REQUIRED</p>	<input type="checkbox"/> SINGLE FAMILY RESIDENTIAL <input type="checkbox"/> MULTI FAMILY RESIDENTIAL <input type="checkbox"/> ALTERATION/REMODEL <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> SERVICE ONLY <input type="checkbox"/> SPECIAL INSPECTION <input type="checkbox"/> PRE-MANUFACTURED HOME (STATE APPROVED) <input type="checkbox"/> MANUFACTURED HOME (HUD MOBILE HOME) <input type="checkbox"/> SCHOOL <input type="checkbox"/> OTHER
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**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
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**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
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**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	CIRCUITS			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		\$		
<b>7. Total Inspection fees (sum of lines 1-6)</b>			\$			23. Water Well Circuit	\$10		\$		
<b>ITEM FEES (First inspection is included)</b>						24. Air Conditioners or HVAC Equipment	\$11		\$		
<b>SERVICES</b>						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		\$			<b>MISCELLANEOUS</b>					
14. Primary Service (includes initial transformer)	\$84		\$			30. Retro Fit Lighting Fixtures (per 25)	\$26		\$		
<b>TRANSFORMERS AND MOTORS</b>						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		\$		
						<b>SUBTOTALS</b>					
						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 application was filed): \$42	\$
<b>TOTAL (Lines 34-38) (Minimum of \$100)Includes one inspection. Additional fees may apply if multiple inspections are needed.</b>		<b>\$</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.**

**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:

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