PERMIT APPLICATION
Electrical

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PLEASE SUBMIT APPLICATION TO TO MTSSW. DO NOT FAX!! THIS IS NOT A PERMIT.

Jurisdiction:	Date:

I. Owner

Name of Owner/Agent:	Phone #:	
Address: (Street Number and Name)	City/State:	Zip Code:

II. Job Location

These items ARE REQUIRED for all new services and service changes!!!

Parcel Number/Property Tax ID:	***POWER COMPANY:***	***ENERGY REQUEST #***	
Address: (Street Number and Name)	City/Village:	Township:	Zip Code:

III. Contractor

☐ Contractor ☐ Homeowner	Name: (Name of License holder)	License Number:	Expiration Date:
Address: (Street Number and Name)	City:	State:	Zip Code:
Telephone Number: ( )		Federal Employer ID Number: (or reason for exemption)	
Workers Compensation Insurance Carrier: (or reason for exemption)		MESC Employer Number: (or reason for exemption)	

IV. Type of Job

☐ SingleFamily ☐ Other	☐ New ☐ Remodel	☐ Service Only ☐ Special Inspection ☐ Pre-manufactured Home setup (State Approved) ☐ Manufactured Home Setup (HUD Mobile Home)	☐ State Owned ☐ School
Has a building permit been obtained for this project? ☐ YES ☐ NO ☐ NOT REQUIRED			

V. Plan Review Required

See Section IX for 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

VI. 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 of Licensee or Homeowner **(Homeowner signature indicates compliance with the Homeowner Affidavit)**

X_____

Homeowner Affidavit:
I hereby certify the electrical work described on this permit application shall **be installed by myself in my own home**, 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.

Please Complete both Front and Back of Application!

Michigan Township Services Southwest

Open Monday - Friday, 8:00 a.m. - 4:00 p.m.

125 N. Davis Street
Vicksburg, MI 49097

Serving Southwest Michigan Since 1988 !!

1-800-468-7170 (269) 345-0120 (269) 649-0626 Fax: (269) 649-2127 WWW.MTSSW.COM

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VII. Fee Chart - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE Per Unit	# of Items	Total
1. Application Fee (non-refundable, includes one inspection)	$45.00		
Service: **2.** Thru 200 Amp.*	$10.00		
3. Over 200 Amp. thru 600 Amp.*	$15.00		
4. Over 600 Amp. thru 800 Amp.*	$20.00		
5. Over 800 Amp. thru 1200 Amp.	$25.00		
6. Over 1200 Amp.	$50.00		
7. Circuits, each	$5.00		
8. Lighting Fixtures- per 25	$5.00		
9. Dishwasher, garbage disposal, & range hood	$5.00		
10. Furnace, Unit heater	$5.00		
11. Electrical heating units (baseboards), each	$4.00		
12. Power outlets (30 amp or more)	$7.00		
Signs 13. Unit	$5.00		
14. Letter	$15.00		
15. Neon /25ft	$20.00		

	FEE Per Unit	# of Items	Total
16. Feeders, Bus Ducts, etc.- per 50'	$6.00		
17. Swimming Pool (bonding, circuits, and pump) (all pools require a minimum of 2 inspections, please mark accordingly)	$25.00		
18. Recreational Vehicle Park (per Site)	$4.00		
19. K.V.A.&H.P. well pumps, AC, etc.	$10.00		
20. Fire Alarms (Not Residential Smoke Detectors) -up to 10 stations & horns	$50.00		
21. over 10, each	$5.00		
22. Energy Retrofit- Temp. Control	$45.00		
23. Conduit only; or grounding only	$45.00		
24. Additional Inspections (UG, SV, TS, RI, SP, ST, RE)**	$40.00		
25. Final Inspection	$45.00		
26. 5% or 10% of Total Fee (see below)			
27. Investigation Fee (for work started without a permit)	$75.00		
** See Below	TOTAL		

Make Checks Payable to Michigan Township Services

OFFICE USE		
	Total Fee $.	Date
	CK#	Received By

VIII. Plan Requirements

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 N. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:
When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
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.

IX. Instructions for Completing Application

GENERAL: Electrical work shall not be started until the application for permit been filed. All installations shall be in conformance with the State Electrical Code. **No work shall be concealed until it has been inspected.**
The telephone number for the office will be provided on the permit form. When ready for an inspection, call the office providing as much advance notice as possible (minimum of 24 hrs.). The office will need the **job address, jurisdiction,** and **permit number. All inspections required over and above the number paid for on the permit will be billed to the applicant.**

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 cancelled when no inspections are requested and conducted within six months of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded.**

WHERE TO SUBMIT APPLICATION: Michigan Township Services, SW is responsible for code inspections in units of government throughout Southwest Michigan that have their own local program. Permit applications for municipalities serviced by Michigan Township Services, SW should be sent to the address on the front of this application. If you are not sure whether a State permit or a local permit is appropriate, contact our office or your local municipal office (township, village, city, etc.). Questions regarding State issued permits may be directed to the Office of Management Services, Permit Section at (517) 241-9313. Questions regarding this permit may be directed to our office (numbers listed on front). Code questions may be directed to the Electrical Inspector.

**** Inspection Abbreviations: UG= Underground, SV=Service, TS=Temp Service, RI= Rough-in, SP= Special, ST= Status, RE= Re-inspection**

IF WORK IS STARTED BEFORE PERMIT IS ISSUED, AN ADDITIONAL FEE WILL BE CHARGED!!

FEE NOTICE:
Some of our Jurisdictions require a percentage of the Total Fee to be added to the permit cost. The additions are as follows:
Richland Village – 5% of Total fee to be added **Prairie Ronde Township – 10% of Total Fee to be added**
Centreville Village – 10% of Total fee to be added

Permit holder is responsible for arranging access for the inspection. If an inspection is requested but cannot be completed due to locked or otherwise inaccessible jobsite, a re-inspection fee will be charged.

COMMERCIAL PROJECTS:
All contractors applying for permit must meet with the inspector to determine a schedule of inspections for the project. No inspections will be completed until this is determined.

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