



**ELECTRICAL PERMIT APPLICATION  
BRANCH COUNTY ELECTRICAL DEPARTMENT**

23 East Pearl Street  
Coldwater, MI 49036  
Phone: (517) 279-4303 Fax: (517) 279-6494  
Hours: 8 a.m. – 4:30 p.m.

Date of Application
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**I. JOB LOCATION**

Name of Owner	It is the responsibility of the permit holder to schedule for an inspection. We require a 24-hour notice minimum, when scheduling for the inspection.	
Street Address and Location	City	Township

**II. CONTRACTOR/HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner		State License Number	Expiration Date
Address		Local License Number	Expiration Date
City	State	Zip Code	
Telephone Number (      )			

**III. TYPE OF JOB**      RESIDENTIAL      COMMERCIAL      INDUSTRIAL      AGRICULTURAL **IV. POWER COMPANY**

Single Family <input type="checkbox"/> 1. New <input type="checkbox"/> 2. Remodel Other <input type="checkbox"/> 3. New <input type="checkbox"/> 4. Remodel <b>SERVICE UPGRADE</b> _____	<input type="checkbox"/> 5. Service Only \$70 <input type="checkbox"/> 6. Mobile Home Setup \$101 <input type="checkbox"/> 7. Modular Home Setup \$101	The Power Company is: <input type="checkbox"/> Board of Public Utilities <input type="checkbox"/> Consumer's Energy, Request Number _____ If the Power Company is Consumer's Energy we will need a request number. To get the request number call 1-800-477-5050 <input type="checkbox"/> Union City Power
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**V. FEE CHART** – Enter the number of items being installed, multiply by the unit price for total fee.

	Fee	# Item	Total
1. Application Fee (non-refundable)	\$50		
<b>Service</b> 2. through 200 Amp.	\$10		
3. 200 Amp. through 400 Amp.	\$15		
4. 400 Amp. through 800 Amp.	\$20		
5. 800 Amp. through 1200 Amp.	\$25		
6. 1200 Amp. GFI only	\$50		
7. Sub- Panels	\$10		
8. Service only / Temporary / Upgrade	\$70		
9. Circuits	\$5		
10. Lighting Fixtures per 25	\$6		
11. Electrical Heating (baseboard)	\$4		
12. Power (240 volts & higher) Ranges ,dryers, wells, water heater	\$7		
13. Furnace-Unit Heaters-A/C unit	\$5		
14. Furnace ,Heaters, A/C- change outs	\$70		
15. Dishwasher	\$5		
16. Pool Bonding / Whirlpool Tub	\$10		
17. Lighting Retrofit- Temp. Control	\$65		

Fee	# Item	Total	
\$10			<b>Signs</b> 18. Unit
\$15			19. Letter
\$20			20. Neon-each 25'
\$10			21. Feeders-Bus Ducts, etc.-per 50'
\$10			22. Mobile Home Park Site(see back)
\$10			23.Recreational Vehicle Park Site
\$10			24. Units up to 20 K.V.A.& H.P.
\$10			25. Units 21 to 50 K.V.A & H.P.
\$12			26. Units 51 K.V.A or H.P. & over
\$50			27. Fire alarm up to 20
\$5ea.			28. Fire alarm over 20
\$30			29. Transformers / Generators/ Geo-Thermal
\$20			30. Conduit or Grounding only
\$65			31. Special Inspection (see back)
\$50			32. Re-inspection (see back)
\$40			33. Plan Review (see back)
\$50			34. Inspections
\$200			35.Factory Master's – Annual Fee

**ALL WORK STARTED BEFORE A PERMIT IS OBTAINED IS SUBJECT TO A \$100.00 FINE**

**TOTAL FEES**

MAKE CHECKS PAYABLE TO: BRANCH COUNTY BUILDING INSPECTION

Revised 08/06/14

# ELECTRICAL PERMIT APPLICATION

## VI. APPLICANT SIGNATURE

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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 must also affidavit below)

## VII. HOMEOWNER AFFIDAVIT

I hereby certify the electrical work described on this permit 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 State Electrical Code and **shall not be enclosed, covered up, or put into operation** until it has been inspected or approved by the County Electrical Inspector. I will cooperate with the County Electrical Inspector and assume the responsibility to arrange for necessary inspections.

Signature of Homeowner

## VIII. FEE CLARIFICATIONS

ITEM #2 MOBILE HOME UNIT SITE:

When installing a site service in a park, the permit application should include the application fee/service, plus the number of park sites.

When setting a mobile home in a park, a permit should include the application fee and service. This shall be done a licensed contractor.

When setting a mobile home or a modular home on private property, a permit should include the application fee, service, circuits, lighting and final.

## IX. PLAN REVIEW REQUIREMENTS

An architect or engineer shall prepare, or supervise the preparation of, all plans and specifications for new work or repair, expansion, addition, or modification work. The architect or engineer shall be licensed under the provisions of Act No. 299 of the Public Acts of 1980, as amended, being 339.101 et seq. Of the Michigan Compiled Laws, and known as the occupational code.

An applicant shall submit two detailed sets of plans and specifications with the application for an electrical permit for any wiring or alteration to an electrical system if the system requires installation of electrical equipment that has an ampacity of more than 400 amperes for the service or feeder and if calculated floor area in a building is more than 3,500 square feet.

The electrical draws shall include all of the following details:

Lighting layout, Circuiting, Switching, Conductor and raceway sizes, Wattage schedule, Service location and riser diagram, Load calculations, and a proposed method of construction that is drawn with symbols of a standard form.

Plan Review Fees will be charged at \$40.00 per hour, but not less than \$40.00.

## X. SPECIAL INSPECTION INCLUDES 1- INSPECTION AND 1- REPORT.

## XI. REINSPECTION FEE

1. All inspections found to be in violation are subject to a \$50.00 reinspection fee.
2. If the inspector finds a violation with the permit holders' project, the inspector must inform the permit holder.
3. The inspector will leave a copy of the inspection form on the project site stating the violation.
4. After the permit holder has corrected the violation, the permit holder must call the Building Department to schedule a reinspection.
5. If the project remains incorrect, an additional reinspection fee will be charged.

## XII. INSTRUCTIONS FOR COMPLETING APPLICATION

**GENERAL:** Electrical work shall not be started until the application for the permit has been filed with the Branch County Building Department. Non-compliance will result in a \$100.00 charge minimum. All installations shall be in conformance with the State Electrical Code. **No work shall be concealed until it has been inspected.**

The name of the inspector and the telephone number will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the location and the 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 CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF PERVERIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED OR REFUNDED.**