

ELECTRICAL PERMIT APPLICATION
 LEELANAU COUNTY CONSTRUCTION CODE AUTHORITY
 8527 E. Government Center Drive Suite 109
 Suttons Bay, MI 49682
 Phone (231) 256-9806 Fax (231) 256-8333
www.leelanau.cc
 e-mail: constructioncodes@co.leelanau.mi.us

Permit #

I. JOB LOCATION

Name of Owner/Agent	Parcel Number (Required) 45- - - -	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Street Address & Job Location (Street No. and Name)		City/Village	Township

II. CONTRACTOR/HOMEOWNER INFORMATION

Contractor	Name	Telephone Number	
Homeowner	Name	Telephone Number	
Address (Street Number and Name) (P.O. Box) <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner			Fax
City	State	Zip Code	Cell Number
E-mail Address	(Reason for exemption) (check appropriate box)		Contractor License #
Federal Employer Number (or reason for exemption)	<input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> NO EMPLOYEES <input type="checkbox"/> OTHER _____		Expiration Date
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	
		Master Registration #	Expiration Date

III. TYPE OF JOB

<input type="checkbox"/> Residential	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Consumers Energy	<input type="checkbox"/> Underground Service
<input type="checkbox"/> Commercial	<input type="checkbox"/> Alteration	<input type="checkbox"/> Other	<input type="checkbox"/> Cherryland Electric	<input type="checkbox"/> Over Head Service
Description of work (Required)				

IV. PLAN REVIEW REQUIREMENT

PLAN REVIEWS ARE NOT REQUIRED FOR THE FOLLOWING:

- Buildings that have calculated floor areas less than or equal to 3500 square feet and have the service or feeder with an ampacity of 400 or less.
- The administrative authority may request plans for projects that include unusual design.
- Alterations and repair work determined by the electrical official to be of a minor nature
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

PLANS ARE REQUIRED FOR ALL OTHER 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.

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

HAVE ELECTRICAL PLANS BEEN SUBMITTED (check one). Yes No Not Required

V. APPLICANT SIGNATURE (below)

Section 23a of the State Construction Code Act of 12972, 1972 PA230, 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 residential structure. Violators of Section 23a are subject to civil fines.

Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	Date
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VI. HOMEOWNER AFFIDAVIT

I hereby certify the electrical work described on this permit application 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 and approved by the Leelanau County Electrical Inspector. I will cooperate with the Leelanau County Electrical Inspector and assume the responsibility to arrange for necessary inspections.

VII. INSTRUCTIONS FOR COMPLETING THE APPLICATION

INCOMPLETE OR ILLEGIBLE FORMS WILL NOT BE ACCEPTED.

Electrical work shall not be started until the application for the permit has been filed with Leelanau County Construction Code Office. All installations shall be in conformance with the State Electrical Code. **NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED AND APPROVED.**

The telephone number for the construction code department is provided on the permit form. When you are ready for an inspection, call the code office providing as much advance notice as possible. The code office will need the **PERMIT NUMBER** and **JOB LOCATION**.

ELECTRICAL PERMIT APPLICATION

EXPIRATION OF PERMIT: A permit becomes invalid if the authorized work commenced within six months after issuance of the permit or if 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 AND CONDUCTED WITHIN SIX MONTHS OF THE DATE ISSUANCE, OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

SUBMIT APPLICATION TO: LEELANAU COUNTY CONSTRUCTION CODE AUTHORITY Phone (231) 256-9806 Fax (231) 256-8333
 8527 E. Government Center Drive Suite 109
 Suttons Bay, MI 49682

MAKE CHECKS PAYABLE TO: Leelanau County Construction Code Authority
 Leelanau County Construction Code Authority will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status

VIII. FEE CLARIFICATION

ITEM #17 MOBILE HOMES AND PRE-MANUFACTURED HOMES

When setting a mobile home in a park, a permit must include the feeder and final inspection. This shall be done by a licensed electrical contractor.

When setting a mobile home or a pre-manufactured home on private property, a permit must include the service and final inspection

*Gen – Generator **EVSE – Electrical Vehicle Supply Equipment ***PV Modules - Photovoltaic

IV. FEE CHART Enter the number of items being installed, multiply by the unit price for the subtotal fee

(Application fee does not include inspection)	FEE	#OF ITEMS	TOTAL		FEE	#OF ITEMS	TOTAL
1. APPLICATION BASE FEE <i>NON REFUNDABLE</i>	\$50.00	1	\$50.00	17. MOBILE HOME PARK SITE SEE VIII	\$6.00		
2. SERVICE THROUGH 200 AMP SERVICE	\$10.00			18. RECREATIONAL SITE Vehicle Park Site per each	\$4.00		
3. OVER 200 AMP-600 AMP	\$15.00			19. K.V.A., H.P., Wind turb., *Gen., **EVSE & ***PV Modul Units up to 20 K.V.A. or H.P./ Per PV Module	\$6.00		
4. OVER 600 AMP- 800 AMP	\$20.00			20. Units 21 to 50 K.V.A. or H.P./ Per PV Module	\$10.00		
5. OVER 800 AMP- 1200 AMP	\$25.00			21. Units > 50 KVA or HP/Per PV Module	\$12.00		
6. TEMPORARY SERVICE	\$10.00			22. Fire Alarm Sys., (not smoke detectors) UP TO 10 DEVICES	\$50.00		
7. CIRCUITS – EACH	\$5.00			23. 11-20 DEVICES	\$100.00		
8. LIGHTING FIXTURES PER 25 (includes residential smoke detectors)	\$6.00			24. OVER 20 DEVICES-EACH	\$5.00		
9. PERMANENT APPLIANCE – EACH (110 volts only)	\$5.00			Energy Management Temp. Control 25. ENERGY RETROFIT - TEMPERATURE CONTROL	\$45.00		
10. FURNACE - UNIT HEATER	\$5.00			26. Devices-Energy Management	\$5.00		
11. ELECTRICAL HEATING PER UNIT BASEBOARD	\$4.00			27. Conduit only or grounding only	\$50.00		
12. POWER OUTLETS - 220 VOLTS example: ranges, wells	\$7.00			28. ROUGH INSPECTION	\$50.00		
13. SIGNS UNIT	\$10.00			29. ADDITIONAL INSPECTION	\$50.00		
14. LETTER	\$15.00			30. FINAL INSPECTION	\$50.00		
15. NEON – EACH 25 FEET	\$20.00			Sub Total			
				Credit Card Fee 3% of Total Fee			
16. FEEDERS-BUS DUCTS-ETC PER 50 FEET	\$6.00			CHECK#	TOTAL FEES		

OFFICIAL USE

<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">APPLICATION APPROVAL</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="display: flex; justify-content: space-between; margin: 0;"> Code Official Date </p> </div>	

EXPIRATION OF PERMIT: A permit becomes invalid if the authorized work is not commenced within six months after issuance of the permit OR if 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 AND OR CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE, OR THE DATE OF A PREVIOUS INSPECTION.

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or abandoned for a period of 180 days at any time after work has commenced. A permit will be closed when no inspections are requested and or conducted within six months of the date of issuance, or the date of a previous inspection; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Signature of applicant: _____

Printed Name: _____

Email Address: _____

Received:

By: _____

NOTICE

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Due to a 2006 change in the 2003 Michigan Residential Code, smoke detectors are required to be upgraded whenever a permit is obtained. Smoke detectors are required in every bedroom, adjacent to every bedroom, and on every level of the home. MRC 313.2.1.

Article V Section 501: The Leelanau County Zoning Ordinance requires address posting of all properties. Final inspections will not be approved without the address being posted on the property. Please notify responsible persons in charge.