269-663-3429

# From the Desk of Ron Bellaire

Permit applicant,

I am sending this as an aid to filling out the electrical permit application. Please take the time to read, as incomplete applications will be sent back and the issuance of the permit will be delayed.

**Section I: Homeowner name & Job Location.** Fill out all parts**.** One of the building permit boxes must be checked.

**Section II: Contractor/Homeowner Information:** If your home address is the same as the job location, mark same as above or write in your current mailing address and check the homeowner box. Be sure to incluse the property ID number. Note that all the other boxes are for licensed electrical contractors and the homeowner only needs to fill in your telephone number and email.

**Section III: Type of Job:** Mark the box that applies to your installation. If there is no appropriate box, mark other, and write type of work it is.

**Section IV**: **Plan Review Required:** Plan review is usually for commercial and industrial jobs, Service or feeder must be over 400 amps and the size of the project exceeds 3500 square feet. Plans may be require for projects with unusual design characteristics. Complete electrical drawings stamped by an architect or engineer must be submitted, plan review fees are calculated at 60 % of the electrical permit fees, paid before a permit can be issued.

**Sections V & VI: Applicant Signature & Homeowner Affidavit:** If you are the applicant and homeowner, please read both parts, noting that only homeowners that reside at the address and licensed electrical contractors with a few exceptions can be issued permits and install electrical equipment in Michigan. Homeowners should read the affidavit carefully as they are liable for all of the electrical work, including personally installing it and scheduling inspections. It is a violation for a land owner to alter electrical equipment in rental or flip properties.

**Section VII**: This is informational only.

**Section VIII: Fee Chart** Any item you are installing has fees involved. The fees shown on the application are itemized; items #1 & #30 are to be included on all applications. If a service is needed then an item 2 thru 6 should be marked, unless you are installing a temporary service for new construction then 2 services would be required. Line 7 is the number of circuit breakers you will install in electrical panels. Each item in line 8 equals 25 fixtures. All mobile homes and most modular homes require item 16 (feeder). Lines 23 thru 25 are for commercial fire alarms (not residential smoke detectors). Please call me if you have any questions on your installation at 269-663-3429.

**Section IX: Please read**, Very important. Note area under section IX.

**Section X: Utility work order number:** If a new, temporary, repaired or replaced electrical service is to be installed then the power company must be notified, preferably before any work is done. They will issue a work order or energy request number. If it's not available at time of permit application, then it must be given to the inspector at time of inspection request.

Some jurisdictions have passed local ordinances (laws) that increase or double permit fees in the event a job is started before a permit is issued, an advance phone call to me can usually avoid this.

I this instruction is used with the fill in PDF application all fields can be filled in before printing except the fee total and the signature block. Please call me if you have questions.

Respectfully, *Ron Bellaire*

Electrical Inspector