

Electrical Permit

Mail completed application and check to:

**St. Charles Twp.
1003 N. Saginaw
St. Charles MI 48655
Phone 989-865-9010
Fax 989-865-9099**

For all applications, please call Scott Crofoot at 1-989-737-5671.

For Building Inspections, please call Scott Crofoot at 1-989-737-5671.

For Electrical inspections, please call Bill Neuhaus at 1-989-721-1112.

For Plumbing or Mechanical inspections please call Scott Steinke at 1-989-781-6973.

PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

- 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- 2. The permit must be posted and visible from the road.
- 3. The location must be identified by a street number or a sign indicating the owner's or contractor's name (Hand painted numbers or signs are fine.)

INSPECTIONS

There are a number of inspections required in each of the four codes (building, electrical, mechanical, and plumbing); therefore, you must call us when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

BUILDING:

- FOOTING – between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured because if the forms are in the wrong place it is MUCH cheaper to move forms than concrete. If you do not have an approval of forms, you pour at YOUR OWN RISK.
- FOUNDATION – before back filling when the walls are complete, damp proofed, or water proofed, and the foundation drains are completely installed.
- ROUGH-IN – when framing is completed BEFORE drywalling and AFTER electrical, plumbing and mechanical inspections.
- FINAL – when project is complete and ready for occupancy, and AFTER electrical, plumbing, and mechanical final inspection.

ELECTRICAL:

- TEMPORARY SERVICE – when temporary service is complete and ready for hook-up.
- PERMANENT SERVICE – when permanent service is completed and ready for hook-up.
- ROUGH-IN – BEFORE insulating or drywalling, when wiring which will be hidden is completed.
- FINAL – when all fixtures are set, plates are on and the building is ready to be occupied.

MECHANICAL:

- UNDERGROUND – if anything is to be covered by dirt or concrete.
- ROUGH-IN – anything in walls (including ducts or chimneys) BEFORE drywalling.
- FINAL – when all furnace and/or air conditioning are completed and operating and you are ready to occupy.

PLUMBING:

- UNDERGROUND – when pipes are all run in ground, BEFORE you backfill or pour concrete.
- ROUGH-IN – when pipes are all run in wall BEFORE drywalling, also drainage lines in ceiling of basement BEFORE covering.
- FINAL – when fixtures are all set and operating and you are ready to occupy.

Please remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call us and let us know. Also, please make sure that you are actually ready for inspection. If an inspection is called for and the job is not ready, a re-inspection fee will be charged.

Thank you and good luck with your project!

ELECTRICAL PERMIT APPLICATION ST. CHARLES TOWNSHIP

1003 N. Saginaw St. * St. Charles, MI 48655 * Phone (989) 865-9010 * Fax (989) 865-9099

Authority: 1972 PA 230 Completion: Mandatory to Obtain Permit Penalty: Permit Cannot Be Issued
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I. Job Location

Name of Owner/Agent	Phone	Has a building permit been issued for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Street Address and Job Location (City, State and Zip)		County

II Contractor / Homeowner Information

Indicate who the Applicant is <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name of Contractor or Homeowner	State License #	Expiration Date
Address (Street # and Name)	City	State	Zip Code
Telephone Number (Include Area Code)		Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		UIA Number (or reason for exemption)	
State Registration Number	Local Licensing Jurisdiction	Local License Number	Expiration Date

III. Type of Job

<input type="checkbox"/> Single Family <input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other <input type="checkbox"/> Alteration	<input type="checkbox"/> Service Only	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

IV. Plan Review Required

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

Plans are not required for the following:

1. When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
2. Work completed by a governmental subdivision or state agency costing less than \$15,000.

If work being performed is described above, check box below "Plans Not Required."

What is the rating of the service or feeder in ampere? _____

What is the building size in square footage? _____

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 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission No. _____ **Plans Not Required**

V. 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 subjected to civil fines.

SIGNATURE OF CONTRACTOR, OR HOMEOWNER (Homeowner's 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 Michigan Electrical ICode and **shall not be enclosed, covered up, or put into operation** until it has been **inspected and approved** by the City mechanical inspector. I will cooperate with the City electrical inspector and assume the responsibility to arrange for necessary inspections.

VII. Fee Clarification

Item #17, Mobile Home Unit Site:

When installing a site service in a park, the permit application must include the application fee, service, plus the number of park sites. When setting a HUD mobile home in a park, a permit must include the application fee and a feeder. This shall be done by a licensed electrical contractor. When setting a HUD mobile home or a premanufactured home on private property, a permit must include the application fee, service and feeder.

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

	Fee	# Items	Total
1. Application Fee (Non-Refundable)	\$50.00		50.00
Service			
2. Through 200 Amp.	\$15.00		
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. (GFI Only)	\$50.00		
7. Circuits	\$7.00		
8. Lighting Fixtures – per 25	\$10.00		
9. Dishwasher	\$5.00		
10. Furnace- Unit Heater (Separately)	\$5.00		
11. Electrical – Heating Units (baseboard)	\$4.00		
12. Power Outlets (ranges, dryers, etc) installation (residential)	\$7.00		
Signs			
13. Unil	\$10.00		
14. Letter	\$15.00		
15. Neon – each 25 feet	\$20.00		
16. Feeders – Bus Ducts, etc. – per 50'	\$6.00		
17. Mobile Home Park Site *	\$6.00		
18. Recreational Vehicle Park Site	\$4.00		

	Fee	# Items	Total
K.V.A. & H.P.			
19. Units up to 20	\$6.00		
20. Units 21 to 50 K.V.A. or H.P.	\$10.00		
21. Units 51 K.V.A. or H.P. & Over	\$12.00		
Fire Alarm Systems (not smoke detectors)			
22. Up to 10 Devices	\$50.00		
23. 11 to 20 Devices	\$100.00		
24. Over 20 Devices	\$5.00 ea.		
Data / Telecommunications Outlets **			
31. 1 to 10 devices	\$5.00 ea.		
32. 20 to 300 devices	\$100.00		
33. Over 300 devices	\$300.00		
25. Energy Retrofit – Temp. Control	\$45.00		
26. Conduit only or grounding only	\$45.00		
Inspections			
27. Special/Safety Insp. (incl cert fees)	\$50.00		
28. Additional Inspection	\$50.00		
29. Final Inspection	\$50.00	1	\$50.00
30. Certification Fee**	\$10.00		

Total Fee (Must include the \$50.00 non-refundable app. Fee)

Make Checks Payable to St. Charles Township

*See VII. Fee Clarification Item #17 above

** Required for all school and state-owned construction projects

*** The Michigan Electrical Code Rules no longer contain requirements to permit and inspect data and telecommunications wiring; therefore, this section is voluntary

IX. Instructions for Completing Application

General: Electrical work shall not be started until the application for permit has been filed with the City of Swartz Creek. All installations shall be in conformance with the Michigan Electrical Code. **No work shall be concealed until it has been inspected.** The telephone number for the inspector 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 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 CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

Validation Area