



Electrical Permit Application

All applicable information **must** be provided.

City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201
(517) 768-6413
www.cityofjackson.org

2017 Michigan Electrical Code and 2017 NEC
2015 Michigan Building Code
2015 Michigan Residential Code and 2015 Michigan Rehabilitation Code

Authority: 1972 PA 230

I. Job Location

Name of Owner/Agent	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)	Name of City and County in which job is located City of Jackson, County of Jackson

II. Contractor / Homeowner Information

Indicate who the Applicant is <input type="checkbox"/> Contractor/Affidavit <input type="checkbox"/> Homeowner		Name of Contractor or Homeowner	
Address (street no. and name)		State License Number	Expiration Date
City	State, ZIP Code	Registered with City? <input type="checkbox"/> Yes <input type="checkbox"/> No	City Registration Expiration Date
Telephone No. (include area code)	Cell Phone No. (include area code)	E-mail Address	
Workers Compensation Insurance Carrier (or reason for exemption)		Federal Employer ID Number (or reason for exemption)	
MESC Employer Number (or reason for exemption)			

III. Type of Job

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

- 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.

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 Licensee or Homeowner (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	Date
--	------

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 Code and **shall not be enclosed, covered up, or put into operation** until it has been **inspected** and **approved** by the City Electrical Inspector. I will cooperate with the City Electrical Inspector and assume the responsibility to arrange for necessary inspections.

Project Contact Person: _____ **Phone No.** _____

Consumers Energy Notification or Work Order No. _____

May be required for service upgrades and repairs. Contact Consumers Energy at (800) 477-5050 to obtain.

Approved: Yes No **Reviewed by:** _____ **Zoning:** _____ **Units:** _____

VII. Fee Clarification

Item #19, 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)	\$90	1	\$90
2. Inspection Fee <i>Do Not charge for Services, Sign(s) Circuit, Fire Alarm Systems, or Fairs/Circuses only.</i>	\$55	1	\$55
Service			
3. Through 200 amp	\$25		
4. Over 200 amp thru 600 amp	\$30		
5. Over 600 amp thru 800 amp	\$35		
6. Over 800 amp thru 1200 amp	\$50		
7. Over 1200 amp (GFI only)	\$50		
8. Circuits	\$7 ea		
9. Lighting Fixtures – enter total number	\$15/25		
10. Dishwasher	\$10		
11. Furnace – Unit Heater	\$10		
12. Electrical Heating Units (baseboard)	\$10		
13. Factory Affidavit (annually)	\$200		
14. Power Outlets (ranges, dryers, etc)	\$10		
15. Feeders-Bus Ducts, etc. – per 50'	\$10		
Signs			
16. Unit	\$20		
17. Letter	\$15		
18. Neon – each 25 feet	\$25		
19. Mobile Home Park Site*	\$6		

* See VII. Fee Clarification Item #19 above

	Fee	# Items	Total
KVA & HP			
20. Units up to 20 KVA or HP	\$10		
21. Units 21 to 50 KVA or HP	\$20		
22. Units 51 KVA or HP & over	\$25		
Fire Alarm Systems (excluding residential smoke detectors)			
23. Up to 10 devices	\$50		
24. 11 to 20 devices	\$100		
25. Over 20 devices	\$5 ea		
26. Recreational Vehicle Park Site	\$4		
27. Fairs/Carnivals/Circuses	\$200		
28. External Storm-Damaged Elect'l Serv.	TBD		
29. Energy Retrofit- Temp Control	\$50		
30. Conduit only or grounding only	\$50		
31. Certification Fee	\$20		
Inspections			
32. Special/Safety Insp. (includes cert. fee)	\$55		
33. Disapproved/Additional Inspection	\$55		
34. Request to Extend Permit	\$50		
35. Investigation Fee	\$110		
Total Fee**			

Make checks payable to "City of Jackson"

****The "Total Fee" does not include "Disapproved Inspections" or "Additional Inspections" requested by the applicant.**

IX. Description

Provide complete description of work to be performed:

X. Instructions for Completing Application

General: Electrical work shall not be started until the application for permit has been issued by the City of Jackson Community Development Department. 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**. *See attached for more information.*

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 (6) months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.**

The City of Jackson will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities act, you may make your needs known to this agency.

Application Guidelines

1. **Page 1:** Complete all applicable information in each section. Section V of the application must be signed and dated by the applicant. Provide a Project Contact Name and phone number on the bottom of the page. Provide an Energy Request number for permits with electrical service work being done.
2. **Page 2:** Complete Section VIII as accurately as possible. Fees for items missed on the original application must be paid before the final approval of the electrical permit.
3. Application and line item fees include all normally required inspections. Additional inspections can be requested by checking line item 31. Re-inspections of **disapproved inspections** will be charged a "Disapproved/Additional Inspection" fee and must be paid before reinspection.
4. Permits are non-transferable.
5. Electrical permits must be posted in a conspicuous location visible from the street.
6. An applicant must request an inspection as far in advance as possible but no less than 24 hours before the inspection is needed. Inspections will be conducted as soon as reasonably possible (see Inspection Guidelines below).

Permit Guidelines

1. **Homeowner Permit:** A permit will be issued to the owner of a single-family home that they occupy or are about to occupy. Homeowners must install all electrical wiring and equipment by themselves. Homeowners are required to comply with Section V and Section VI on Page 1.
2. **Contractor Permit:** A permit will be issued to registered electrical contractors or the qualifying master electrician when authorized in writing by the electrical contractor.
3. **Electrical Permit for a Sign:** A permit will be issued to a registered electrical contractor, the qualifying master electrician when authorized in writing by the electrical contractor, a registered sign specialty contractor, the sign specialty technician qualifying for the sign specialty contractor when authorized in writing by the sign specialty contractor, or a homeowner. **Note: All electrical sign installations require a sign permit for verification of compliance with the sign ordinance and an electrical permit for the installation of the electrical sign. An electrical permit for the installation of an electrical sign will not be issued until the sign permit complies with the sign ordinance.**
4. **Fire Alarm System Permits:** A permit will be issued to registered electrical contractors, registered fire alarm specialty contractors, their qualifying fire alarm specialty technician when authorized in writing by the fire alarm contractor, or homeowners.
5. **Contractors or homeowners who begin electrical work before receiving a written electrical permit** may pay \$110.00 investigation fee or will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.
6. **Fraudulent applications will result in the revocation of associated permit** and the applicant and individual(s) performing electrical work fraudulently will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.

Inspection Guidelines

1. New construction permits require a minimum of a service, a rough, and a final inspection. Temporary services will require an additional inspection.
2. Remodel permits require a minimum of a rough and a final inspection.
3. Multi-family structures or multi-tenant commercial or industrial structures require a minimum of a rough and a final inspection for each living or work unit in the structure. An inspection shall also be required for each building service.
4. A rough inspection must be conducted and approved before installing insulation, sheet-rock, paneling, or other materials that may conceal any wiring. **If wiring is concealed before inspection, the person responsible for concealing the wiring shall be responsible for all costs resulting from uncovering and replacing the covering material.**

Note: All equipment grounding conductors must be spliced and pigtailed for the rough inspection. Do not install switches, receptacles, lighting fixtures or final electrical equipment before the rough inspection has been approved.

5. A trench inspection must be conducted and approved before back filling or closing any trench including parking lots and street crossings. **If wiring methods are concealed before inspection, the person responsible for concealing the wiring methods shall be responsible for all costs resulting from uncovering and replacing the covering material.**
6. All signs require inspection. Contractors can request a ground inspection of the sign before it is installed or make provisions for inspection after the sign is installed. Schedule ground inspections at least 2 days in advance.

Fee Guidelines

1. Permit fees must be paid in full before a permit is issued.
2. Fees for items missed on an original application must be paid in full before the final approval of a permit.
3. Application fees are non-refundable.
4. Permit fees are non-refundable after work begins.
5. Permit line item fees, excluding the Application Fee, are refundable only if a permit applicant provides a written request to cancel a permit and receive a partial refund before any work associated with that permit has begun. The permit holder must arrange an inspection and accompany the inspector to confirm that the work associated with that permit was not begun before a refund will be issued.
6. Re-inspections of disapproved **inspections** will be charged a "Disapproved/Additional Inspection" fee and must be paid before reinspection.
7. Expired permits may be extended. Applicants must complete a "Request To Extend A Permit" form and pay a \$50.00 fee to extend a permit.
8. The permit applicant, upon request, may be permitted to pay the \$110.00 investigation fee one time per State Licensing cycle, in lieu of an Administrative Hearings Bureau Notice To Appear, for all work that is started before securing a permit provided the required permit is secured by 5:00 pm on the next business day following the date of the Notice and Order to Appear.