



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 include 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.

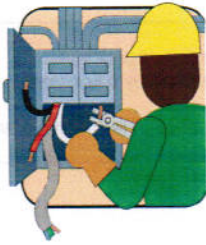
**Section IX: Please read,** Very important. Note area under section IX.

**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



# ELECTRICAL PERMIT APPLICATION

Permit Number (office use only)	—
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## Mason Township

AUTHORITY: P.A. 230 OF 1972, AS AMENDED  
 COMPLETION: MANDATORY TO OBTAIN PERMIT  
 PENALTY: PERMIT CAN NOT BE ISSUED

### I. JOB LOCATION

Name of Owner	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 <b>Mason</b>	County <b>Cass</b>

### II. CONTRACTOR / HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	State License Number	Expiration Date
Address (Street No. and Name)		Property ID Number	
City	State	Zip Code	E-Mail
Telephone Number ( )	Mobile Phone # ( )	Federal Employer ID Number (or reason for exemption)	
Fax Number ( )	Workers Compensation Insurance Carrier (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"/> Alteration	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)	<input type="checkbox"/> Industrial
<input type="checkbox"/> Pole Barn	<input type="checkbox"/> Garage	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> Commercial
	<input type="checkbox"/> other (write in)			

### IV. PLAN REVIEW REQUIRED

See below for plan review requirements before completing this section. Plans and specifications must be submitted when the wiring or alteration to an electrical system is over 400 amps and is in excess of 3,500 square feet in all buildings.

What is the rating of the service or feeder in amperes? \_\_\_\_\_  
 What is the building size in square feet? \_\_\_\_\_

Have plans been submitted?     YES     NO     NOT REQUIRED

Plans are required for all 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, except:

- 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

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

### 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 structure. Violators of sections 23a are subjected to civil fines.

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

**COMPLETE APPLICATION ON BACK SIDE**

**VII. FEE CLARIFICATIONS**

**ITEM #17, MOBILE HOME SITE:**

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

When installing a HUD mobile home or a pre-manufactured home on private property, a permit must include the application & inspection fee, service and feeder.

**VIII. FEE CHART- Enter the number of items being installed; multiply by the unit price for total fee.**

	ITEM DESCRIPTION	FEE	# OF ITEMS	TOTAL
1.	Application Fee	75.00	1	<b>\$75.00</b>
2.	Service: Through 200 Amp	10.00		
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	5.00		
8.	Lighting Fixtures – per 25	6.00		
9.	Dishwasher, range hood, disposal (each)	5.00		
10.	Furnace	5.00		
11.	Electrical Heating Units (baseboard)	4.00		
12.	Power Outlets (ranges, dryers, etc)	7.00		
13.	Signs: Unit	10.00		
14.	Letter	15.00		
15.	Neon – each 25 feet	20.00		
16.	Feeders, Sub Panels, Bus Ducts, etc.	\$6.00		

	ITEM DESCRIPTION	FEE	# OF ITEMS	TOTAL
17.	Mobile Home Park Site	6.00		
18.	Recreational Vehicle Park Site	4.00		
19.	Energy Retrofit - Temp. Control	45.00		
20.	<b>K.V.A &amp; H.P.</b>	6.00		
	Units up to 20 K.V.A. or H.P.			
21.	Units 21 to 50 K.V.A. or H.P.	10.00		
22.	Units 51 K.V.A. or H.P and over	12.00		
23.	Fire Alarms – up to 10 devices(not residential smoke detectors)	50.00		
24.	11 to 20 devices	100.00		
25.	over 20 devices (each)	5.00		
26.	Data/Telecom/TV Outlets	5.00 ea.		
27.	Residential Generator (includes service equipment)	50.00		
28.	Residential PV system	150.00		
29.	Pool Bonding, Conduit only, or Grounding only	45.00		
30.	Inspection Fee	75.00	1	<b>\$75.00</b>
31.	Additional Inspection Fee	75.00		
32.	Certification Fee	10.00		

**Total Fees:**

**Send Application to: Ron Bellaire  
66751 Conrad Rd.  
Edwardsburg, MI 49112  
Phone: 269-663-3429**

**Make check payable to: Mason Township**

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Electrical work shall not be started until the application for permit has been filed. All installations shall be in conformance with the MI Electrical Code. No work shall be concealed until it has been inspected. When ready for an inspection, call the Electrical Inspector, providing as much advance notice, as possible. The Inspector will need the job location, type of inspection 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 CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, handicap or political beliefs. Please note that inspection fee may be waived on certain type of work, namely temporary's, sewage pumps and services that may only require 1 inspection. Please call me before you complete form.

**X. UTILITY SERVICE ORDER NUMBER**

If this application includes work involving service equipment, include the serving utility work order number here.