



ELECTRICAL PERMIT APPLICATION

CONSTRUCTION AND BUILDING

City Hall: 301 E. Huron St. Ann Arbor, MI 48104-6120

Mailing: P.O. Box 8647, Ann Arbor, MI 48107-8647

Phone: 734.794.6263 ext. 0

building@a2gov.org

Fax: 734.994.8460

OFFICE USE ONLY	
Permit Number	ELEC# _____
DATE STAMP	

APPLICATION MUST BE FILLED OUT COMPLETELY

AUTHORITY: PA. 230 of 1972, AS AMENDED

PENALTY: PERMIT WILL NOT BE ISSUED

PROPERTY LOCATION/OWNER INFORMATION

PROPERTY ADDRESS (Street No. and Name)		APT/SUITE #	
CITY	ZIPCODE	<i>Is this a Rental Property?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes, # of Units: _____	
NAME OF OWNER		PHONE/CELL # (AREA CODE)	

APPLICANT INFORMATION

WHO IS APPLYING FOR PERMIT? <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR		NAME AND / OR COMPANY			
PHONE / CELL # (AREA CODE)		EMAIL			
ADDRESS		CITY	STATE	ZIPCODE	
MASTER ELECTRICIAN LICENSE #		EXPIRY DATE	CONTRACTOR LICENSE #		EXPIRY DATE
FEDERAL EMPLOYER I.D. # (OR REASON FOR EXEMPTION)					
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)				MESC EMPLOYEE #	

TYPE OF JOB / PROJECT INFORMATION – COMPLETE ALL INFORMATION BELOW

Is a Building Permit required for this project?		<input type="checkbox"/> No <input type="checkbox"/> Yes, Permit: BLDG# _____		<input type="checkbox"/> N/A	
<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW	<input type="checkbox"/> TENANT FINISH		<input type="checkbox"/> ADDITION	
<input type="checkbox"/> OTHER	<input type="checkbox"/> EXISTING	<input type="checkbox"/> SPECIAL INSPECTION		<input type="checkbox"/> ALTERATION	

WORK DESCRIPTION:

PLAN REVIEW REQUIREMENTS (PLANS MUST BE SUBMITTED WITH AN APPLICATION, 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.
- Alterations and repair work determined by the electrical official to be minor in nature.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

The administrative authority may request plans for projects that include unusual design.

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

HAVE ELECTRICAL PLANS BEEN SUBMITTED: YES NO NOT REQUIRED SUBMITTED WITH BUILDING PERMIT APPLICATION

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 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 responsibility to arrange for necessary inspections.

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. 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 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/her authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on this permit application is accurate to the best of my knowledge.

SIGN <input checked="" type="checkbox"/>	PRINT <input checked="" type="checkbox"/>	DATE <input type="checkbox"/>
---	--	--------------------------------------

Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Homeowner Affidavit)

FEE CHART

Enter the number of items being installed, multiply by the unit piece and add each for the total permit fee.		QTY	UNIT PRICE	TOTAL
PERMIT ISSUANCE				
001	Basic Application Fee * <i>(nonrefundable, NO inspections included)</i>	1	\$15.00	\$15.00
002	Inspections (each)		\$35.00	
UNIT FEE INSPECTION				
003	Appliance New / Re-connects (e.g. furnace, AC, water heater, etc.)		\$25.00	
004	Branch Circuits, less than 220 Volts		\$7.00	
005	Circuit Branch, over 220 Volts		\$20.00	
006	Generator with Transfer Switch		\$40.00	
007	Grounding Connection (Rebar grounding)		\$25.00	
008	Interruptible Air Conditioning Panel		\$35.00	
009	Light Fixtures / Receptacles / Data & Telecom Outlets (Grps of 10)		\$5.00	
010	Light Pole Base (each)		\$5.00	
011	Low Voltage HVAC wiring		\$25.00	
012	Motor / Transformer		\$25.00	
013	Permanent Appliances (i.e. built-in; dishwasher, microwave, stove, garbage disposal, etc.)		\$10.00	
014	Power Feeders – 220 Volts		\$10.00	
015	Service Panels up to 400 amp / panel		\$45.00	
016	Service Panels over 400 amp / panel		\$65.00	
018	Sign Connection		\$25.00	
019	Swimming Pools, Spas, Hot Tubs		\$25.00	
020	Temporary Service (includes outdoor meter)		\$20.00	
021	Other misc. wiring or code repairs as _____		\$25.00	
RESIDENTIAL ONLY				
022	Smoke Alarms		\$25.00	
023	Solar Panel per set of three (3) panels		\$0.00	
COMMERCIAL ONLY				
024	Solar Panel per set of three (3) panels		\$20.00	
OTHER INSPECTIONS AND FEES				
025	Work without Permit**		\$130.00	
026	Onsite Consultation with Inspector		\$35.00	
027	Special or Overtime Inspection		\$130.00	
028	Contractor Registration / Re-registration		\$15.00	
TOTAL PERMIT FEES:			\$	

Please note: New Fees have been introduced above.
 *Basic Application fee **no longer** include one (1) inspection.
 **Investigations conducted as part of a complaint for work without a permit.

INSTRUCTIONS FOR SUBMITTING APPLICATIONS

Incomplete or illegible forms **WILL NOT** be accepted. Electrical work will not be started until the application for the permit has been filed with our office. All installations shall be in conformance with the State Electrical code. **No work shall be concealed until it has been inspected and approved.**

All Permits **MUST** be signed by either the Homeowner, License Holder, Qualifying Officer or Owner of the contracting company.

Permit Applications can be submitted to the City of Ann Arbor Construction and Building Services by mail or in person. We also accept email, fax, or scanned copies of completed applications.

We accept CASH, CHECK, and all major credit cards. Checks should be made payable to “City of Ann Arbor”

Permit applications not submitted with the required documents or payments cannot be issued until such is provided.

CONTRACTOR REGISTRATION

You must provide the following to register with the City of Ann Arbor:

1. Copy of the current Contractor’s License and Master Electrician’s License.
2. Copy of a **clear** picture of Driver’s License of the person the license has been issued to.
3. Letter (s) of authorization from qualifying agent (s) of the company, if not the License Holder / Owner of the Company.

PERMIT EXPIRATION

A permit remains valid as long as work is progressing and inspections are requested and being conducted. Any and all permits will be closed when no inspections are requested and conducted within six (6) months (180 days) of the date of issuance or the date of the previous inspection.

EXPIRED PERMITS CANNOT BE REFUNDED. ELIGIBLE EXPIRED PERMITS WILL BE SUBJECT TO A FEE OF \$35.00 TO RE-OPEN.

SCHEDULING INSPECTIONS

Contact the City of Ann Arbor Construction and Building Services Department, **24 hours in advance and no later than 2:30 pm for next day inspections.**

When ready for an inspection:

- Log onto www.a2gov.org/permits and schedule online through eTrakiT or call (734) 794-6263 ext. 0
- Same day cancellation (s) **will** result in a full inspection fee charge of \$35.00 each time.

You will need your job address and permit number ready to schedule the inspection

OFFICE USE ONLY

Permit Fee:	\$ _____	<input type="checkbox"/> M	<input type="checkbox"/> F
		<input type="checkbox"/> E	<input type="checkbox"/> OC
Payment Type	<input type="checkbox"/> Check: # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card		



City of Ann Arbor
PLANNING & DEVELOPMENT SERVICES

Mailing: 301 East Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647

Location: Larcom City Hall First Floor 301 East Huron Street | Ann Arbor, Michigan 48104-6120
p. 734.794.6263 | f. 734.994.8460

PAYMENT COVER SHEET

NAME: _____

COMPANY/PROPERTY NAME: _____

ADDRESS: _____

CITY: _____ **ZIP CODE:** _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

SIGNATURE: _____