

# ELECTRICAL PERMIT APPLICATION

**Remit to:**

Electrical Department  
 263 Northland Drive  
 Rockford, MI 49341  
 (616) 863-9294  
 (616) 863-9298 - fax  
 info@imsinspections.com

Bldg. Permit # \_\_\_\_\_

Electrical Permit # \_\_\_\_\_

Check # \_\_\_\_\_ Date \_\_\_\_\_

City of Cedar Springs  
 66 S Main St.  
 Cedar Springs, MI 49319  
 (616) 696-1330

**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 OF JOB LOCATION (Street No. & Name)	City of Cedar Springs, Kent County

**II. Contractor/Homeowner Information**

THE APPLICANT IS: <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME	CONTRACTOR'S STATE LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street No. & Name)		STATE REGISTRATION NUMBER	LOCAL LICENSING JURISDICTION
CITY	STATE	ZIP CODE	LOCAL LICENSE NO.      EXPIRATION DATE
TELEPHONE NO. (with area code)		FEDERAL EMPLOYER ID NO. (or reason for exemption)	
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"/> 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:**

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 \$15,000.00.

If work being performed is as described above, check the box below titled "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 PA299 and shall bear that architect's or engineer's seal and signature.

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 are subject to civil fines.	
SIGNATURE OF LICENSEE OR HOMEOWNER (Homeowner signature indicates compliance with Section VI, Homeowner Affidavit)	DATE

**VI. Homeowner Affidavit**

I herby 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 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

When installing a site service in a park, the permit application must include the application fee, service, plus 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 pre-manufactured home on private property, a permit must include the application fee, service, and feeder.

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

Electrical Permit Fee Schedule	Per Unit	Number	Fee
Application Fee (non-refundable)	\$45.00	1	\$45.00
Services through 200 Amp	10.00		
Over 200 amp through 600 amp	15.00		
Over 600 amp through 800 amp	20.00		
Over 800 amp	25.00		
Circuits	4.00		
Lighting Fixtures-per 25	6.00		
Dishwasher, Garbage Disposal, Range Hood, each	5.00		
Furnace, Unit Heaters	5.00		
Electrical Heating Units (baseboards), each	5.00		
Power Outlets (including ranges, dryers, etc.), each (30 amp or more)	6.00		
Signs, each	10.00		
Feeders, Bus Ducts, etc. per 50 feet	6.00		
Mobile Home Park Site	6.00		
Recreational Vehicle Park Site	4.00		
K.V.A. & H.P. (well pumps, A.C., etc.)	6.00		
Fire Alarms, up to 10 stations and horns	50.00		
Over 10 stations and horns	100.00		
Rough-in Inspection	45.00		
Final Inspection	45.00	1	45.00
Additional Inspections	45.00		
Certification (upon request)	20.00		
<b>TOTAL</b>			
Additional inspections, reinspections or hourly inspections will be charged at a rate of \$45.00.			

REMIT PAYMENT TO: IMPERIAL MUNICIPAL SERVICES  
 263 Northland Drive, Rockford, MI 49341

**MAKE CHECKS PAYABLE TO "IMS"**

## 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 Michigan Electrical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call Imperial Municipal Services at 1-800-442-2794 or 616-863-9294. 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.**

Authority: 1972 PA230  
 Completion: Mandatory to obtain permit  
 Penalty: Permit can not be issued

City of Cedar Springs 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.