

# ELECTRICAL PERMIT APPLICATION

City of Monroe  
120 E. First St.  
Monroe, MI 48161  
(734) 384-9186 Phone  
(734) 384-9108 FAX

## 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)	

## II. CONTRACTOR/ HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME	License Number	Expiration Date
Address (Street No. and Name)		Jurisdiction Issuing License	
City	State	Zip Code	
Telephone Number (       )	Other ( specify ) (       )	Federal I D Number ( 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

**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 3500 square feet in all buildings

What is the rating of the service of 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:**

1. When the electrical system rating does not exceed 400 amps and the building is not over 3500 square feet in area.
2. Work completed by governmental subdivision or state agency costing less than \$15,000.00

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

## V. HOMEOWNER AFFIDAVIT AND 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 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 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.

Signature of Licensee or Homeowner   **(Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)**

  
  

**X SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**VI. FEE CLARIFICATIONS**

**Items #1 and #26 Rough inspections**

The application fee includes one inspection, if the project requires more than one inspection, as in a trench inspection and a rough, or a rough and a final, the applicant needs to include these fees or you will be billed for them later. Consequently there will be no more inspections done until these fees are paid

**Items #27&#28 Re-inspection and reactivate**

A re-inspection fee will be charged if the installation does not meet minimum code requirements on the first inspection.  
A reactivation fee will be charged for permits that have expired.

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

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
1. Application Fee <b>Fee includes one inspection</b>	\$50.00	<b>1</b>	<b>\$50.00</b>	19. 21-50 hp	\$15.00		
2. Service / Panel 0-200 Amp	\$15.00			20. Over 50 hp	\$20.00		
3. 201 – 600 Amp	\$20.00			21. Fire Alarms 0-10 sta	\$50.00		
4. 601 – 800 Amp	\$30.00			22. Fire Alarms over 10	\$5.00 each		
5. 801 – 1200 Amp	\$40.00			23. S-Type Fuse Adap.	\$15.00		
6. Over 1200 Amp GFI	\$50.00			<b>Data/Communication</b>			
7. Circuits	\$5.00			24. 1-19 Devices	\$5.00 each		
8. Outlets per 25	\$6.00			25. 20-300 Devices	\$ 100.00		
9. Dishwasher	\$5.00			26. Over 300 Devices	\$ 300.00		
10. Furnace-Unit Heater	\$5.00			27. Conduit only or grounding only	\$45.00		
11. Baseboard Heat /6ft.	\$5.00			28. New House up to 2500 Sq ft	\$200.00		
12. Power Outlet (range, dryer, a/c, welder)	\$8.00			29. New House per 1000 Sq ft over 2500	\$100.00		
13. Pool	\$25.00			30. Additional Inspections	\$50.00		
14. Signs / Unit	\$20.00			31. Special/Safety insp.	\$50.00		
15. Letter	\$20.00			32. Final Inspection	\$50.00		
16. Neon – each 25 feet	\$20.00			33. Re-instate expired permit	\$50.00		
17. Feeders-Bus/ 50 ft.	\$6.00			34. Contractor Registration	\$25.00/yr		
18. Motors/Equip. 20hp.	\$10.00						

**Starting work without a permit will be equal to amount of permit**

<b>Describe work being done;</b>	<b>TOTAL FEES</b>
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**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**General:** Electrical work shall not be started until the permit has been issued by the City of Monroe, Building Department. All installations shall be in conformance with the State Electrical Code. **No work shall be concealed until it has been approved.**  
When ready for an inspection, call the City of Monroe Building Department (734-384-9186). Please provide 24 hr notice. 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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED.**

**OFFICE USE**

<b>LICENSE:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>CHECK:</b> # _____ \$ _____	<b>RETURNED:</b> _____
	Amount	Date Reason
<b>MAILED:</b> _____	<b>PICKED-UP:</b> _____	
Date	Date	
<b>COMMENTS</b> _____		