



PERMIT # \_\_\_\_\_

CONSUMERS NOTIFICATION # \_\_\_\_\_

**ELECTRICAL PERMIT APPLICATION**  
**Village of Birch Run**  
**12060 Heath Street, P.O. Box 371 - Birch Run, MI 48415**  
**Phone: (989) 624-5711 Fax: (989) 624-9681**  
**E-Mail: msetzer@villageofbirchrun.com**

**I. JOB LOCATION**

|                               |   |
|-------------------------------|---|
| Name of Owner/Agent           | Date of Application   |
| Street Address & Job Location | Has a building permit been obtained for this project?<br><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED |

**II. CONTRACTOR/HOMEOWNER INFORMATION**

|  |   |                      |
|--|---|----------------------|
| <input type="checkbox"/> Contractor Name <input type="checkbox"/> Homeowner Name | State License Number  | Expiration Date      |
| Address (Street Number & Name)   | Federal Employer ID Number  |                      |
| City   | State/Zip Code  | MESC Employer Number |
| Telephone Number   | Worker's Compensation Insurance Carrier (or Reason for Exemption) |                      |
| Email to Receive Permit  |   |                      |

**III. TYPE OF JOB**

Single Family:       New       Remodel       Sewer Only

Other:       New       Remodel       Water Service Only

Special Inspection Only       Mobile Home Setup       Modular Home Setup

**IV. PLAN REVIEW**

A Plan review may be required before work is started on any building other than a single-family dwelling less than 3,500 square feet. See reverse side for details. Have plans been submitted for plan review?

YES       NO       NOT REQUIRED

Description of work being performed:

**V. FEE CHART – Enter the number of items being installed, multiply by the unit price for total fee. (\*Fee clarifications located on back.)**

|  | FEE   | #ITEMS | TOTAL |  | FEE    | #ITEMS            | TOTAL |
|--|-------|--------|-------|--|--------|-------------------|-------|
| 1. <b>Application Fee</b> (non-refundable) | 75.00 | 1      | 75.00 | 16. Feeders – Bus Ducts, etc. – per 50'  | 6.00   |                   |       |
| <b>SERVICE:</b>                            | 10.00 |        |       | 17. Mobile Home Park Site (see reverse)  | 6.00   |                   |       |
| 2. Through 200 Amp.                        |       |        |       | 18. Recreational Vehicle Park Site       | 4.00   |                   |       |
| 3. Over 200 Amp. thru 600 Amp.             | 15.00 |        |       | 19. Units up to 20 K.V.A. & H.P.         | 6.00   |                   |       |
| 4. Over 600 Amp. thru 800 Amp.             | 20.00 |        |       | 20. Units 21 to 50 K.V.A. or H.P.        | 10.00  |                   |       |
| 5. Over 800 Amp. thru 1200 Amp.            | 25.00 |        |       | 21. Unit 51 K.V.A. or H.P. and over      | 12.00  |                   |       |
| 6. Over 1200 Amp. GFI only                 | 50.00 |        |       | 22. Fire Alarms – up to 10 devices       | 50.00  |                   |       |
| 7. Circuits                                | 4.00  |        |       | 23. Fire Alarms – 11 to 20 devices       | 100.00 |                   |       |
| 8. Lighting Fixtures – per 25              | 6.00  |        |       | 24. Fire Alarms – over 20 devices (each) | 5.00   |                   |       |
| 9. Dishwasher                              | 4.00  |        |       | 25. Fire Inspection                      | 65.00  |                   |       |
| 10. Furnace – Unit heater                  | 5.00  |        |       | 26. Additional Inspection                | 65.00  |                   |       |
| 11. Electrical Heating Units (baseboard)   | 4.00  |        |       | 27. <b>Final Inspection</b>              | 65.00  | 1                 | 65.00 |
| 12. Power Outlets (ranges, dryers, etc.)   | 7.00  |        |       | 28. Contractor Registration Fee          | 15.00  |                   |       |
| <b>SIGNS:</b>                              | 5.00  |        |       | 29. Plan Review - Electrical             |        |                   |       |
| 13. Unit                                   |       |        |       | 65% of permit fee / minimum 125.00       |        |                   |       |
| 14. Letter IE (Transformer)                | 10.00 |        |       | 30. <b>Administration Fee</b>            | 65.00  |                   |       |
| 15. Neon – each 50 feet                    | 15.00 |        |       |  |        |                   |       |
|  |       |        |       |  |        | <b>TOTAL FEE:</b> |       |

VALIDATION AREA

OFFICE USE ONLY

MAKE CHECKS PAYABLE TO: "VILLAGE OF BIRCH RUN"

APPROVED BY: \_\_\_\_\_  CASH     CC     CHECK No. \_\_\_\_\_ DATE \_\_\_\_\_ Initials \_\_\_\_\_

Mailed (Contr.) \_\_\_\_\_ Emailed (Contr.) \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_ Emailed (Insp.) \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

## ELECTRICAL PERMIT APPLICATION

### VI. APPLICANT SIGNATURE

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Act of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of Birch Run Village relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines and/or imprisonment.

**X** \_\_\_\_\_  
Signature of Licensee or Homeowner (Homeowner must also sign affidavit below) Date

### VII. HOMEOWNER AFFADVIT

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

**X** \_\_\_\_\_  
Signature of Homeowner Date

### VIII. FEE CLARIFICATIONS

ITEM # 2, MOBILE HOME UNIT SITE:

When installing a site service in a park, the permit application should include the application fee, service, plus the number of park sites.

When setting a mobile home in a park, a permit should include the application fee and a feeder. This shall be done by a licensed contractor.

When setting a mobile home or a modular home on private property, a permit should include the application fee, service, and feeder.

### IX. PLAN REVIEW REQUIREMENTS

Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer license pursuant to Act No. 299 or the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.

**A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED.**

Exception 1: Alterations and repair work determined by the electrical official to be of a minor nature.

Exception 2: Work complete by a governmental subdivision or state agency costing less than \$15,000.

Exception 3: A building of use group R-1A or R-1 containing not more than 3,500 square feet of building area.

Exception 4: Wiring or alteration to an electrical system that costs less than \$10,000, unless requested by administrative authority.

### X. INSTRUCTIONS FOR COMPLETING APPLICATION

**GENERAL:** Electrical work shall not be started until the application for permit has been filed with Birch Run Village. All installations shall be in conformance with the current edition of the National Electrical Code, as adopted by the Birch Run Village ordinance. No work shall be concealed until it has been inspected.

**WHEN READY FOR AN INSPECTION**, call the Birch Run Village office at (989) 624-5711 providing as much advance notice as possible. The Village will need the location and permit number. The inspector has forty-eight (48) hours from the date and time of the call to complete requested inspection.

**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 CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF ISSUANCE OF THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED.**

**WHERE TO SUBMIT APPLICATION:**

Applications can be obtained and returned to the Village of Birch Run, located at 12060 Heath Street, Birch Run, Michigan, 48415.

Questions regarding permits and/or plan reviews should be directed to the Village of Birch Run Building Codes Department.