

ELECTRIC CO.  
TO CONTACT

**ELECTRICAL PERMIT APPLICATION**  
**OTSEGO COUNTY LAND USE SERVICE**  
1322 HAYES ROAD GAYLORD, MICHIGAN 49735  
989-731-7400 FAX 989-731-7419 PERMIT NO. \_\_\_\_\_

**I JOB LOCATION**

[www.otsegocountymi.gov](http://www.otsegocountymi.gov)

OWNER/AGENT \_\_\_\_\_ HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?  
YES \_\_\_ NO \_\_\_ NOT REQUIRED \_\_\_

STREET ADDRESS & JOB LOCATION(STREET NAME AND NO.) \_\_\_\_\_ TOWNSHIP/TOWN-RANGE/SEC \_\_\_\_\_ TAX (PID) CODE NO. \_\_\_\_\_

**II. CONTRACTOR/HOMEOWNER INFORMATION**

CONTRACTOR \_\_\_\_\_ NAME \_\_\_\_\_ LICENSE NO. \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_  
HOMEOWNER \_\_\_\_\_

ADDRESS(STREET NO. & NAME) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NO./FAX NO. \_\_\_\_\_ CELL NO. \_\_\_\_\_ FEDERAL EMPLOYER ID NO. (OR REASON FOR EXEMPTION) \_\_\_\_\_

WORKERS COMPENSATION INSURANCE CARRIER(OR REASON FOR EXEMPTION) \_\_\_\_\_ MESC EMPLOYER NO.(OR REASON FOR EXEMPTION) \_\_\_\_\_

**III. TYPE OF JOB**

\_\_\_ SINGLE FAMILY \_\_\_ NEW \_\_\_ SPECIAL INSPECTION \_\_\_ PREMANUFACTURED HOME SETUP(BOCA) \_\_\_ CAMP/TRAILER SITE  
\_\_\_ OTHER \_\_\_ ALTERATION \_\_\_ SERVICE ONLY OR REHOOK \_\_\_ MANUFACTURED HOME SETUP(HUD \_\_\_ TEMPORARY POLE(180 DAYS)

**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 AMPERE? \_\_\_\_\_

WHAT IS THE BUILDING SIZE IN SQUARE FEET? \_\_\_\_\_

HAVE PLANS BEEN SUBMITTED? (SEE BELOW FOR PLAN REVIEW REQUIREMENTS BEFORE COMPLETING THIS SECTION)  
\_\_\_ 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 3,500 SQUARE FEET IN AREA.
2. 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.

**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.

SIGNATURE OF LICENSEE OR HOMEOWNER (HOMEOWNERS SIGNATURE INDICATES COMPLIANCE WITH SECTION VI HOMEOWNERS AFFIDAVIT)

DATE

**VI. HOMEOWNERS 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 ELECTRICAL CODE AND **SHALL NOT BE ENCLOSED, COVERED UP**, OR PUT INTO OPERATION UNTIL IT HAS BEEN **INSPECTED** AND **APPROVED** BY THE COUNTY ELECTRICAL INSPECTOR. I WILL COOPERATE WITH THE COUNTY ELECTRICAL INSPECTOR AND ASSUME THE RESPONSIBILITY TO ARRANGE FOR NECESSARY INSPECTIONS.

**Carbon Monoxide Alarms shall be provided in accordance with Section R315.1 & R315.2**

**COMPLETE APPLICATION ON BACK SIDE**

**VII. FEE CLARIFICATIONS**

ITEM#21, MOBILE HOME UNIT SITE: WHEN INSTALLING A SITE SERVICE IN A PARK, THE PERMIT APPLICATION MUST INCLUDE THE APPLICATION FEE, SERVICE, PLUS THE NUMBER OF SITES AND THE NUMBER OF INSPECTIONS. WHEN SETTING A HUD MOBILE IN A PARK, A PERMIT MUST INCLUDE THE APPLICATION FEE, FEEDER AND AN INSPECTION. THIS SHALL BE DONE BY A LICENSED ELECTRICAL CONTRACTOR. WHEN SETTING A HUD OR PREMANUFACTURED HOME ON PRIVATE PROPERTY, A PERMIT MUST INCLUDE THE APPLICATION FEE, SERVICE FEEDERS, ANY ADDITIONAL WORK AND INSPECTIONS.

**VIII. FEE CHART** - ENTER THE NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE.

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
1. APPLICATION FEE NON REFUNDABLE	\$35.00	1	\$35.00	22. UNITS UP TO 20 KVA OR HP	\$5.00		
SERVICE 2. THROUGH 200 AMP. size _____	\$8.00			23. UNITS 21 TO 50 KVA OR HP	\$8.00		
3. OVER 200 AMP. THRU 400 AMP.	\$12.00			24. UNITS 51 KVA OR HP AND OVER	\$10.00		
4. OVER 401 AMP THRU 800 AMP.	\$16.00			25. RESIDENTIAL SMOKE DETECTORS EA.	\$4.00		
5. OVER 800 AMP. THRU 1000 AMP.	\$20.00			26. FIRE ALARM PLANS UP TO 10 DEVICES	\$39.00		
6. OVER 1000 AMP. GFI ONLY	\$39.00			27. FIRE ALARMS-11 TO 20 DEVICES	\$77.00		
7. CIRCUITS	\$4.00EA			28. FIRE ALARMS-OVER 20 DEVICES	\$4.00 EA		
8. LIGHTING FIXTURES PER 25	\$5.00			29. FIRE ALARM PLAN REVIEW 15% OF BUILDING PERMIT FEE			
9 RECEPTACLES PER 25	\$5.00						
10. DISHWASHER	\$4.00			30. DATA/TELECOMMUNICATIONS OUTLETS 1-19 DEVICES EACH	\$4.00		
11. RANGE HOODS	\$4.00			31. 20 TO 300 DEVICES	\$77.00		
12. GARBAGE DISPOSAL	\$4.00			32. OVER 300 DEVICES	231.00		
13. FURNACE- UNIT HEATER	\$4.00			33. ENERGY RETROFIT-TEMP. CONTROL	\$35.00		
14. ELECTRICAL HEATING UNITS(BASEBOARD)	\$4.00EA			34. CONDUIT ONLY OR GROUNDING ONLY	\$4.00		
15. POWER OUTLETS (220's)	\$6.00			35. INSPECTIONS SERVICE	\$50.00		
SIGNS 16 UNIT	\$8.00			36. INSPECTION BONDING (ground rod)	\$50.00		
17 LETTER	\$12.00			37. INSPECTIONS UNDERGROUND	\$50.00		
18. NEON-EACH 25 FEET	\$16.00			38. INSPECTIONS ROUGH	\$50.00		
19. FEEDERS-BUS.DUCTS,ETC...(PER 50')	\$5.00			39. INSPECTIONS FINAL	\$50.00		
20. MOBILE HOME PARK SITE (SEE CLARIFICATIONS)	\$5.00						
21. RECREATIONAL VEHICLE PARK SITE	\$4.00						
				TOTAL FEES			

MAKE CHECKS PAYABLE TO OTSEGO COUNTY BUILDING DEPARTMENT OR OCB  
DESCRIPTION OF WORK

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** ELECTRICAL WORK SHALL NOT BE STARTED UNTIL THE APPLICATION FOR PERMIT HAS BEEN FILED WITH THE OTSEGO COUNTY BUILDING DEPARTMENT. ALL INSTALLATIONS SHALL BE IN CONFORMANCE WITH THE STATE ELECTRICAL CODE. **NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED.**

THE TELEPHONE NUMBER FOR THE OFFICE HAS BEEN PROVIDED ON THE PERMIT FORM. WHEN READY FOR AN INSPECTION, CALL THE OFFICE PROVIDING AS MUCH NOTICE AS POSSIBLE.(MINIMUM 24 HOUR-MAXIMUM 7 DAYS). YOU WILL NEED TO SUPPLY THE BUILDING AND/OR ELECTRICAL PERMIT NUMBER TO SET UP THE 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 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.**

**WHERE TO SUBMIT APPLICATION:** THE OTSEGO COUNTY BUILDING DEPARTMENT IS RESPONSIBLE FOR ALL INSPECTIONS EXCEPT THOSE IN STATE OWNED BUILDINGS AND SCHOOLS. IF YOU HAVE ANY QUESTIONS REGARDING WHETHER TO SEE OUR OFFICE OR THE STATE FOR PERMITS AND INSPECTIONS, PLEASE CONTACT OUR OFFICE. THE INSPECTORS CAN BE REACHED AT THE NUMBER ON THE FRONT OF THIS APPLICATION BETWEEN 8 A.M. AND 9 A.M. FOR CODE RELATED QUESTIONS.