



Community Development Department

45175 Ten Mile Road
 Novi, MI 48375
 (248) 347-0415 Phone
 (248) 735-5600 Fax
www.cityofnovi.org

Permit Number: PE _____
 * Commercial generator requests are not issued immediately and require a plan review/ approval by the Community Development Department.

ELECTRICAL PERMIT APPLICATION
APPLICATION MUST BE FILLED OUT COMPLETELY

I. PROJECT LOCATION/OWNER INFORMATION		
PROJECT/SUBDIVISION NAME _____		
ADDRESS _____	LOT/SUITE # _____	
CITY _____	ZIP CODE _____	
NAME OF OWNER OR LESSEE _____		AUTHORITY: P.A. 203 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED
PHONE NUMBER OF OWNER OR LESSEE <input type="checkbox"/> TELEPHONE NUMBER _____ <input type="checkbox"/> CELL NUMBER _____		Has a building permit been obtained for this project? <input type="checkbox"/> Yes – Permit # _____ <input type="checkbox"/> Not Required
II. APPLICANT INFORMATION		
CONTRACTOR _____	LICENSE HOLDERS NAME _____	CONTRACTOR LICENSE NUMBER _____
HOMEOWNER _____		
COMPANY NAME _____		MASTER LICENSE NUMBER _____
ADDRESS (STREET NUMBER AND NAME) _____		LICENSE EXPIRATION DATE _____
CITY _____	STATE _____	ZIP CODE _____
TELEPHONE NUMBER _____	CELL NUMBER _____	FAX NUMBER _____
EMAIL ADDRESS _____		FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION) _____
WORKMANS COMP. INSURANCE CARRIER (OR REASON FOR EXEMPTION) _____		MESC EMPLOYER NUMBER (OR REASON FOR EXEMPTION) _____
III. TYPE OF JOB (ENTER WORK DESCRIPTION ON BACK PAGE)		
<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> NEW <input type="checkbox"/> PRE-MANUFACTURED HOME SETUP (STATE APPROVED) <input type="checkbox"/> ELECTRIC VEHICLE CHARGING STATION <input type="checkbox"/> OTHER <input type="checkbox"/> ALTERATION <input type="checkbox"/> SERVICE ONLY <input type="checkbox"/> GENERATOR (WILL THE UNIT BE IN THE SIDE YARD? <input type="checkbox"/> YES <input type="checkbox"/> NO)		
IV. PLAN REVIEW REQUIRED (PLANS MUST BE SUBMITTED WITH AN APPLICATION, EXCEPT AS LISTED BELOW)		
<p>*Residential Air Conditioning Units within any side yard require a Side Yard Affidavit and plan approval. Plans are not required for the following:</p> <ol style="list-style-type: none"> 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 <p>What is the building size in square footage? _____ What is the rating of the service or feeder in ampere? _____</p> <input type="checkbox"/> Plans Not Required		
<p>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 PA 299 and shall bear that architect's or engineer's seal and signature. An Electrical permit will not be issued until required plans have been reviewed and approved.</p>		
V. APPLICANT SIGNATURE		
<p>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.</p>		
SIGNATURE OF LICENSEE OR HOMEOWNER (<u>Homeowner signature indicates compliance with Section VI. Homeowner Affidavit</u>) _____		DATE _____
PRINT NAME _____		



ELECTRICAL PERMIT APPLICATION

VI. 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 am 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 City Electrical Inspector. I will cooperate with the City Electrical Inspector and assume the responsibility to arrange for necessary inspections.

VII. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Electrical work shall not be started until the Electrical Permit has been issued by the City of Novi Community Development Department. All installations shall be in conformance with the State Electrical Code. **No work shall be concealed until it has been inspected. Inspection requests will be made at cityofnovi.org.** When ready for an inspection, log onto the website 24 hours in advance no later than 3:30 p.m. You will need the job address and permit number in requesting an inspection. Any questions regarding electrical permits and inspections can be directed to the inspector between 7:30-8:30 a.m. and 3-4 p.m.

VIII. FEE CLARIFICATION

Item #17 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 park sites. When installing 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 installing a HUD mobile home or a pre-manufacture 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 by the unit price for total fee.

WORK DESCRIPTION:

		FEE	# ITEMS	TOTAL
1.	Application Fee (non-refundable)	\$30.00	1	\$30.00
2.	Through 200 Amp -Service *	\$10.00		
3.	Over 200 Amp thru 600 Amp	\$15.00		
4.	Over 600 Amp thru 800 Amp	\$20.00		
5.	Over 800 Amp thru 1200 Amp	\$25.00		
6.	Over 1200 Amp (GFI only)	\$50.00		
7.	Circuits	\$5.00		
8.	Light Fixtures – per 25	\$6.00		
9.	Air Conditioner / Generator	\$7.00		
10.	Furnace – Unit Heater	\$5.00		
11.	Electrical Heating Units (baseboard)	\$7.00		
12.	Power Outlets (Ranges, dryers, etc.) **	\$7.00		
13.	Signs-Unit	\$10.00		
14.	Signs-Letter	\$15.00		
15.	Signs-Neon – each 25 feet	\$20.00		

		FEE	# ITEMS	TOTAL
16.	Feeders – Bus ducts, etc. – per 50'	\$6.00	ft	
17.	Mobile Home Park Site ***	\$6.00		
18.	Units up 20 K.V.A. & H.P. ****	\$6.00		
19.	Units up 21 to 50 K.V.A. & H.P. ****	\$10.00		
20.	Units up 51 K.V.A. or H.P. & Over ****	\$10.00		
21.	Energy Retrofit – Temp. Control	\$45.00		
22.	Grounding Electrode	\$10.00		
23.	Other (smoke detectors, data, communications)(per 5 devices)	\$5.00		
24.	Additional Inspection	\$40.00		
25.	Final Inspection (includes rough & final inspection)	\$30.00	1	\$30.00
26.	Contractor Registration	\$15.00		

TOTAL PERMIT FEE	
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- * Items #2-6 Service or Generator size
- ** Power outlets – 240 volts/480 volts-single phase or three phase
- *** See note: VIII Fee Chart
- **** Such as motors/transformers/generators
- *****Item #24 include for finished basements

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 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$50.00.**