Community Development Department
45175 Ten Mile Road
Novi, MI 48375
(248) 347-0415 Phone
(248) 735-5600 Facsimile

www.cityofnovi.org

Permit Number: PE _____

*** Commercial Generator permit 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 ☐ TELEPHONE NUMBER _____ ☐ CELL NUMBER _____		Has a building permit been obtained for this project? ☐ Yes – Permit # _____ ☐ Not Required

II. APPLICANT INFORMATION

☐ CONTRACTOR ☐ HOMEOWNER	LICENSE HOLDERS NAME	CONTRACTOR LICENSE NUMBER
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)

☐ SINGLE FAMILY ☐ NEW ☐ PRE-MANUFACTURED HOME SETUP (STATE APPROVED) ☐ ELECTRIC VEHICLE CHARGING STATION

☐ OTHER ☐ ALTERATION ☐ SERVICE ONLY ☐ GENERATOR (WILL THE UNIT BE IN THE SIDE YARD? ☐ YES ☐ NO)

IV. PLAN REVIEW REQUIRED (PLANS MUST BE SUBMITTED WITH AN APPLICATION, EXCEPT AS LISTED BELOW)

***Residential Air Conditioning Units within any side yard require a Side Yard Affidavit and plan approval.**

Plans are not required for the following:

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

What is the building size in square footage? _____ What is the rating of the service or feeder in ampere? _____

☐ **Plans Not Required**

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.

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 section 23a are subjected to civil fines.

SIGNATURE OF LICENSEE OR HOMEOWNER (**Homeowner signature indicates compliance with Section VI. Homeowner Affidavit**)	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)	$35.00	**1**	**$35.00**
2.	Through 200 Amp -Service *	$12.00		
3.	Over 200 Amp thru 600 Amp	$18.00		
4.	Over 600 Amp thru 800 Amp	$24.00		
5.	Over 800 Amp thru 1200 Amp	$30.00		
6.	Over 1200 Amp (GFI only)	$58.00		
7.	Circuits	$6.00		
8.	Light Fixtures – per 25	$7.00		
9.	Air Conditioner / Generator	$8.00		
10.	Furnace – Unit Heater	$6.00		
12.	Power Outlets (Ranges, dryers, etc.) **	$7.00		
13.	Signs-Unit	$12.00		
14.	Signs-Lette	$15.00		
15.	Signs-Neon – each 25 feet	$20.00		

		FEE	# ITEMS	TOTAL
16.	Feeders – Bus ducts, etc. – per 50'	$7.00	ft	
18.	Units up 20 K.V.A. & H.P. ****	$8.00		
19.	Units up 21 to 50 K.V.A. & H.P. ****	$12.00		
20.	Units up 51 K.V.A. or H.P. & Over ****	$12.00		
21.	Energy Retrofit – Temp. Control	$50.00		
22.	Grounding Electrode	$10.00		
23.	Other Devices (smoke detectors, data, communications) per 5	$6.00		
24.	Additional Inspection	$60.00		
25.	Final Inspection (includes rough & final inspection)	$60.00	**1**	**$60.00**
26.	Contractor Registration	$15.00		

TOTAL PERMIT FEE	

* 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.**