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**Electrical Permit Application**

Windsor Charter Township  
 Building & Trades Department  
 300 W. Jefferson St  
 Dimondale, MI 48821  
 www.windsortownship.org  
 Inspection Line: 517.919.1566,  
 Option #5, Tues, Thurs 9:00am  
 - 4:00pm

**Validation Area**

Permit #:

Receipt #:

Authority: 1972 PA 230  
 Penalty: Failure to provide information may result in denial of your request.

Parcel ID:

**I. Project or Facility Information**

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 AND JOB LOCATION (Street Number and Name)	CITY	ZIP CODE	COUNTY

WORK DESCRIPTION:

**II. Applicant**

NAME		E-MAIL	
ADDRESS	CITY	STATE	ZIP CODE
		TELEPHONE NUMBER (Include Area Code)	

**III. Owner of the land in fee of project location**

NAME		E-MAIL	
ADDRESS	CITY	STATE	ZIP CODE
		TELEPHONE NUMBER (Include Area Code)	

**IV. Electrical contractor**

NAME	COMPANY NAME	STATE OF MICHIGAN LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)		STATE REGISTRATION NUMBER	EXPIRATION DATE
CITY	STATE	ZIP CODE	
TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS	
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)	

**V. Purpose of Project**

- ☐ Single Family    ☐ New    ☐ Service Only    ☐ Premanufactured Home Setup (State Approved)  
☐ Other \_\_\_\_\_    ☐ Alteration    ☐ Special Inspection    ☐ Manufactured Home Setup (HUD Mobile Home)

**VI. Plan Review Information**

**Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.**

**Plans are not required for the following:**

- When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.
- If work being performed is described above, check box below **"Plans Not Required."**

What is the rating of the service or feeder in amperes? \_\_\_\_\_

What is the building size in square footage? \_\_\_\_\_

**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.

Plan Review Project No. \_\_\_\_\_

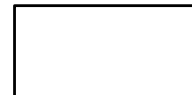
☐ Plans Not Required

**VII. Fee Schedule** - enter the number of items being installed, multiply by the unit price for total fee.

**Item #18, Mobile Home Unit Site:**

When installing a site service in a park, the permit application must include the application fee, service, the number of park sites and a final inspection. When setting a HUD mobile home in a park, a permit must include the application fee, service, feeder, and a final inspection. These shall be done by a licensed electrical contractor. When setting a HUD mobile home or a premanufactured home on private property, a permit must include the application fee, service, feeder, and a final inspection.

PERMIT FEES	COST (\$)	NO. UNITS	TOTAL
1. Application Fee (non-refundable)	60.00	1	\$60.00
2. Rough Inspection	65.00		
3. Final Inspection	65.00	1	\$65.00
4. Grounding Inspection	65.00		
5. Service through 200 Amp.	30.00		
6. Over 200 Amp.	40.00		
7. Sub-Panel-Indoor	30.00		
8. Acc. Bldg. – UG/From House	40.00		
9. Smoke Detectors (ea.)	5.00		
10. Number of Circuits (ea.)	7.00		
11. Lighting Fixtures (per 25)	10.00		
12. Furnace – Unit Heater or AC	10.00		
13. Electrical Baseboard (ea.)	10.00		
14. 220 V Outlets (ranges, dryers, etc.)	10.00		
15. Dishwasher, Garb. Disp, etc. (ea.)	10.00		
<b>K.V.A. and H.P. RATED EQUIPMENT</b>			
16. Units up to 20 K.V.A. and H.P.	15.00		
17. Units 21 to 50 K.V.A. or H.P.	20.00		
18. Units 51 K.V.A. or H.P. and over	25.00		
<b>MISCELLANEOUS</b>			
19. Special/Safety Inspection	65.00		
20. Additional Inspection	65.00		
21. Evaluation	65.00		
<b>TOTAL FEE TO BE PAID</b>			



**VIII. Instructions for Completing Application**

**Make checks payable to “Windsor Charter Township”**

**General:** Electrical work shall not be started until the permit has been issued with the Windsor Charter Twp Building & Trades Dept. All installations shall be in compliance with the Michigan Electrical Code. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible and provide the **job location, permit number, and contact information.** **Schedule permitting, the inspector will respond to an inspection request within two (2) business days to schedule the inspection.** Inspections are typically performed within five (5) business days subject to the inspection schedule.

**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 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 \$75.00.**

**Where to Submit Application (in Person):** Windsor Charter Township Building & Trades Department 300 W Jefferson St Dimondale, MI 48821, by mail, 405 W Jefferson St, Dimondale, MI 48821 for more information see: [www.windsortownship.com](http://www.windsortownship.com) and contact the INSPECTION LINE: 517.919.1566, Option #5 Tuesday and Thursday 9:00am - 4:00pm with any questions.

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 \_\_\_\_\_(name), \_\_\_\_\_(title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, or proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE	DATE
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