

ELECTRICAL PERMIT APPLICATION

DATE _____ JOB ADDRESS _____

Has a building permit been obtained for this project: Yes No

1. Owner's Information

| | |
|--|----------------------------------|
| Name _____ | Address _____ |
| City _____ | MI, Zip Code _____ Phone # _____ |
| Email _____ | |
| **Provide e-mail address for expedited plan review results. | |

2. Contractor's Information

| | |
|--|-------------------------------------|
| Name _____ | Address _____ |
| City _____ | MI, Zip Code _____ Phone # _____ |
| Builder's License Number _____ | Federal Employer ID/Exemption _____ |
| Worker's Compensation Insurance Carrier / reason for exemption _____ | |
| MESCS Employer Number / reason for exemptions _____ | |
| Email _____ | |

3. Plan Review Required

| |
|---|
| Have plans been submitted? (See below for plan review requirements before completing this section) |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED |
| Plans are NOT required for the following: 1. One-and two-family dwelling containing not more than 3,500 square feet of building area. 2. Alterations and repair work determined by the Plumbing Official to be of a minor nature. 3. Assembly, Business, Mercantile, and Storage buildings with a required plumbing fixture count less than 12. 4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00. |
| If the proposed work is described in #1-4 above, answer: "Not Required" |
| <i>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 Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.</i> |
| PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED. |



Charter Township of Royal Oak

21131 Gardenlane, 2nd Floor | Ferndale, MI 48220 | 248.547.9800

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4. Proposed Project – Check All That Apply

| | | | |
|---|---|--------------------------------------|---|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> New | <input type="checkbox"/> Addition/Alter | <input type="checkbox"/> Sewer Only | <input type="checkbox"/> Water Service Only |
| <input type="checkbox"/> Other | <input type="checkbox"/> School | <input type="checkbox"/> State Owned | <input type="checkbox"/> Special Inspection |
| <input type="checkbox"/> Pre-manufactured Home Setup (State Approved) | | | |
| <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home) | | | |

If commercial, is there a Knox Box installed? Yes No

****Please note: NO commercial permits will be approved unless a Knox Box is present at the property.**

Please see worksheet (Page 3) for description of work and fee schedule.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the Charter Township of Royal Oak and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State construction code act, P.A. 230 of 1972, as amended, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirement of this State relating in persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Applicant's Signature _____

Date _____

Contractor

Property Owner

Do not write below this line:

PERMIT IS GOOD FOR 6 MONTHS.

Per all Township Codes and Ordinances; the adopted Michigan Residential Code, and the adopted Michigan Building Code.

Approved by _____

Date _____



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| RESIDENTIAL / COMMERCIAL CONSTRUCTION | | Fee | Number | Total |
|---|---------------------------|----------|--------|---------|
| Application Fee (non-refundable) | | \$30.00 | 1 | \$30.00 |
| Administration Fee (non-refundable) | | \$33.00 | 1 | \$33.00 |
| Temporary Service up to 200 AMP | | \$192.50 | | |
| Generator Panel | | \$55.00 | | |
| Service | | | | |
| | 100 amps or less | \$44.00 | | |
| | 101 thru 400 AMPS | \$82.50 | | |
| | 400 amps or over | \$220.00 | | |
| First Circuit | | \$16.50 | | |
| Residential | Additional circuits | \$5.50 | | |
| Commercial | Additional circuits | \$11.00 | | |
| | 220 volt circuit | \$27.50 | | |
| Separate Circuits | | | | |
| | Dishwasher | \$16.50 | | |
| | Furnace | \$16.50 | | |
| | Dryers | \$16.50 | | |
| | Swimming Pools | \$27.50 | | |
| | Hot tubs, Spas | \$27.50 | | |
| | Air Conditioning | \$16.50 | | |
| | Garbage Disposal | \$16.50 | | |
| Fixtures | | | | |
| | First 25 lamps | \$22.00 | | |
| | Each addition 25 lamps | \$5.50 | | |
| Fire Alarms | | | | |
| | First smoke alarm | \$16.50 | | |
| | Each addition smoke alarm | \$5.50 | | |
| Motors (HP, kW, KVA) | | | | |
| each | ¼ to 10 HP | \$22.00 | | |
| each | 10 to 30 HP | \$38.50 | | |
| each | 30 to 50 HP | \$49.50 | | |
| each | over 50 HP | \$60.50 | | |
| Feeders, Mains, Bus Ducts, Raceway | | | | |
| | First 100 feet or less | \$27.50 | | |
| | Each additional 100 feet | \$16.50 | | |
| Signs | | | | |
| | First Sign (1 circuit) | \$27.50 | | |
| | Each additional 100 feet | \$33.00 | | |
| Inspection / Registration Fees | | | | |
| | Inspections (2) | \$77.00 | | |
| | Additional Inspections | \$33.00 | | |
| | Re-Inspection | \$55.00 | | |
| | Registration Fee | \$15.00 | | |
| TOTAL COST: \$ | | | | |



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Permit Application Check List

(Includes: Building, Electrical, Mechanical, and Plumbing Permits)

Application:

- Application must be completely filled out.
 - Scope of work must be clearly identified.
 - For Building Permit applications only:
 - If a residential project, three (3) sets of plans must be submitted.
 - If a commercial project, five (5) sets of Architecturally Sealed plans must be submitted.
- *Note: Building projects for a roof, siding, door and window replacements do not require a set of plans for application submittal.*
- All contractors doing work in the Township are required to submit a copy of their Michigan State License, copy of their Driver’s License, and proof of insurance.
- *Note: It is not a State requirement to have liability insurance, but if provided, we must have a copy.*
Note: State Law does **not require a copy of the contractor’s license for a fence permit application.*

Fees & Payment:

- Upon submittal, the following must be paid:
 1. Application Fee;
 2. Plan Review Fee;
 3. Contractor Registration Fee (if needed); and
 4. Administration Fee.

After review, the permit fee will be assessed and paid prior to issuance of permit. Individual *Mechanical, Plumbing and Electrical* permits must be paid in full at time of application.
- If the project involves a *Building Permit*, no additional permits (plumbing, electrical, mechanical) will be issued until the *Building Permit* has been reviewed, approved and issued.

Incomplete Application:

Upon submittal, if all required items above are not provided, the application will not be accepted.

The list below consists of the most common required inspections --- all may not be required for every project and additional inspections not listed may be required. Please contact the Building Division with any questions regarding a specific project.

| REQUIRED BUILDING INSPECTIONS | | | |
|-------------------------------|--------------|--------------|--------------------------|
| Footing | Rough | Insulation | Final |
| Post Hole | Framing | Wall | Building |
| Trench Footing | Open Ceiling | Ceiling | Grade |
| Spread Footing | Open Wall | Fenestration | Certificate of Occupancy |
| Grounded Electrode | Flashing | Blower Door | |
| Poured Wall | | | |
| Back Fill | | | |

| REQUIRED ELECTRICAL, MECHANICAL AND PLUMBING INSPECTIONS | | |
|--|-------------------|-------|
| Open Trench | Open Ceiling | Rough |
| Open Wall | Gas pressure Test | Final |



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