

ELECTRICAL PERMIT APPLICATION

REVISED 2018

AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED	Vienna Township 3400 W Vienna Rd Clio, MI 48420 Phone:(810) 686-7676 Fax: (810) 686-8856
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**PLEASE MAKE CHECKS PAYABLE TO VIENNA TOWNSHIP
INCOMPLETE APPLICATION WILL NOT BE PROCESSED**

I. JOB LOCATION: VIENNA TWP CITY OF CLIO FOREST TWP THETFORD TWP

OWNER NAME	OWNERS PHONE NO.		
ADDRESS (JOB LOCATION)	CITY	COUNTY GENESEE	

II. CONTRACTOR / HOMEOWNER INFORMATION

<input type="checkbox"/> HOMEOWNER	STATE LICENCE NO.	EXPIRATION DATE	
<input type="checkbox"/> CONTRACTOR			
HOMEOWNER / CONTRACTOR NAME			
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	CELL NUMBER	FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)	
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION		MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION	
EMAIL ADDRESS:			

III. TYPE OF JOB

<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW	<input type="checkbox"/> GENERATOR INSTALL	<input type="checkbox"/> MOBILE HOME SETUP	<input type="checkbox"/> OTHER
<input type="checkbox"/> MULTIPLE FAMILY	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> SERVICE ONLY	<input type="checkbox"/> _____

IV. PLAN REVIEW REQUIRED

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 sq. ft.

What is the rating of the service or feeder in ampere? _____

What is the building size in square feet? _____

HAVE PLANS BEEN SUBMITTED? 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. One and Two family dwelling containing not more than 3,500 square feet.
2. Alterations and repair work determined by the Electrical Official to be of a minor nature.
3. Assembly, Business, Mercantile and Storage buildings with a required Electrical fixture count less than 12.
4. Work completed by a governmental subdivision of State agency costing less than \$15,000.00

PLANS MUST BE SUBMITTED AND APPLICATION PAID FOR BEFORE A PERMIT CAN BE ISSUED

V. CONTRACTOR SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523AA, 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. Violations of Section 23a are subject to civil fines.

Signature of Licensee X	Date
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VI. HOMEOWNER AFFIDAVIT AND SIGNATURE

I hereby certify the electrical work described on this permit application is being installed by myself in my home which I am living in or about to occupy. All work shall be installed in accordance with the Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume the responsibility to arrange for necessary inspections.

Signature of Homeowner X	Date
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FEE CHART

AT LEAST ONE (1) APPLICATION AND ONE (1) INSPECTION FEE MUST BE SELECTED ON ALL APPLICATIONS

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
Residential Home - Includes 3 Inspections & App Fee	\$300			Generator			
Application Fee	\$75			Units up to 20 K.V.A. & H.P.	\$6		
Service Through 200 AMP	\$10			Units 21 to 50 K.V.A. & H.P.	\$10		
200 AMP Through 600 AMP	\$15			Units 51 and over	\$12		
600 AMP Through 800 AMP	\$20			Fire Alarms up to 10 Devices	\$50		
800 AMP Through 1200 AMP	\$25			Fire Alarms 11 to 20 Devices	\$100		
Over 1200 AMP GFI Only	\$50			Fire Alarms 21 or More	\$5 ea.		
Circuits - each	\$5			Energy Retrofit – Temp Controls	\$45		
Lighting Fixtures (per 25)	\$6			Conduit or Grounding Only	\$45		
Furnace, Unit Heater	\$5			Special / Safety Inspection	\$50		
Dishwasher, Garbage Disposal, etc.	\$5			Air Conditioning	\$10		
Electrical Heating Units	\$4			Each Inspection *	\$75		
Power Outlets (Range, Dryer, etc.)	\$7			Electrical Plan Review **	\$80 Per hour		
Signs (Unit, Neon, Letter)	\$40						
Feeders-Bus Ducts, etc. (Per 50)	\$6						
Mobile Home Park Site (each site)	\$100						

TOTAL FEES:	
METHOD OF PAYMENT	
CASH/CHECK/CC:	
CHECK NUMBER:	

*If installing a service panel, one (1) inspection is required for each service panel and at least one (1) additional inspection (i.e. rough, final, underground, etc) for all other items. If you are finishing the area the electrical work is being done, both a rough and final inspection will be required in addition to any service panel or underground inspections.

** All electrical plan reviews are billed at \$80 per hour and are based on the inspectors hours billed for the review. All fees must be paid prior to permit being issued.

FEE CLARIFICATION:

MOBILE HOME PARK 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 setting a HUD mobile home or a pre-manufactured home on private property, a permit must include the application fee, service and feeder.

INSTRUCTIONS FOR COMPLETING APPLICATION:

GENERAL: Electrical work shall not be started until a permit has been obtained. All installations shall be in conformance with the Electrical Code. No work shall be concealed until it has been inspected.

When ready for an inspection, call the Township providing as much advance notice as possible. The Township will need the job location and permit number. When ready for an inspection, call the Township with as much notice as possible.

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 (6) months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE, OR THE DATE OF THE LAST INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

MECHANICAL PERMIT APPLICATION

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I. JOB LOCATION: VIENNA TWP CITY OF CLIQ FOREST TWP THETFORD TWP

OWNER NAME	OWNERS PHONE NO.		
ADDRESS (JOB LOCATION)	CITY	COUNTY GENESEE	

II. CONTRACTOR / HOMEOWNER INFORMATION

<input type="checkbox"/> HOMEOWNER	STATE LICENCE NO.	EXPIRATION DATE	LOCAL LICENSE NO.	EXPIRATION DATE
<input type="checkbox"/> CONTRACTOR				
HOMEOWNER / CONTRACTOR NAME				
ADDRESS		CITY	STATE	ZIP
PHONE NUMBER	CELL NUMBER	FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)		
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION		MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION		
EMAIL ADDRESS:				

III. TYPE OF JOB

<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW	<input type="checkbox"/> LP TANK	<input type="checkbox"/> MOBILE HOME SETUP	<input type="checkbox"/> OTHER
<input type="checkbox"/> MULTIPLE FAMILY	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> GENERATOR INSTALL	<input type="checkbox"/> _____

IV. PLAN REVIEW REQUIRED

See below for plan review requirements before completing this section. Plans and specifications must be submitted for one and two family dwellings when the input rating of the building heating/cooling system exceeds 375,000 BTU's.

What is the building size in square feet? _____

What is the input rating of the heating system in this building? _____

HAVE PLANS BEEN SUBMITTED? 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. One and Two family dwelling when the total building heating/cooling system input rating is 375,000 BTU's or less.
2. Alterations and repair work determined by the Mechanical Official to be of a minor nature.
3. Business, Mercantile and Storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision of State agency costing less than \$15,000.00

PLANS MUST BE SUBMITTED AND PAID FOR BEFORE A PERMIT CAN BE ISSUED

V. CONTRACTOR SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523AA, 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. Violations of Section 23a are subject to civil fines.	
Signature of Licensee X	Date

VI. HOMEOWNER AFFIDAVIT AND SIGNATURE

I hereby certify the mechanical work described on this permit application is being installed by myself in my home which I am living in or about to occupy. All work shall be installed in accordance with the Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical inspector and assume the responsibility to arrange for necessary inspections.	
Signature of Licensee X	Date

FEE CHART

AT LEAST ONE (1) APPLICATION AND ONE (1) INSPECTION FEE MUST BE SELECTED ON ALL APPLICATIONS

	FEE	# OF ITEMS	TOTAL		FEE	# OF ITEMS	TOTAL
Residential Home - Includes 3 inspections & App. Fee	\$300			Commercial Hoods	\$10		
Application Fee	\$75			Heat Recovery Units	\$10		
New Furnace under 400,000	\$30			V.A.V. Boxes	\$10		
New Furnace over 400,000	\$45			Unit Ventilators	\$10		
Residential Boiler	\$30			Unit Heaters	\$25		
Water Heater	\$25			Fire Suppression - Cost is \$20 plus \$1.00 per head			
Flue/Vent Damper	\$7			Evaporator Coils	\$30		
Solid Fuel Equipment	\$25			Refrigeration (Split Systems)	\$30		
Chimney, Factory Built	\$25			Chiller	\$30		
Solar, set of 3	\$20			Cooling Towers	\$30		
Gas Piping, each opening	\$5			Compressor	\$40		
Gas Burning Fireplace	\$25			Special Safety Inspection	\$50		
Duct Work Only	\$25			Piping Systems - Min. \$25	\$0.05 / ft.		
Air Conditioning	\$30			LPG or Fuel Oil Tanks	\$35		
Heat Pumps	\$30			Mobile Home Park Site	\$100		
Under & Above Ground Tanks	\$20			Commercial Roof Top	\$60		
Humidifiers	\$10			Each Inspection	\$75		
Kitchen & Bath Exhaust	\$10			Mech. Plan Review *	\$80 Per Hour		
Dryer Vent	\$10						
Exhaust Fans	\$20						
Air Handlers under 10,000 cfm	\$15						
Air Handlers over 10,000 cfm	\$30						

TOTAL FEES:

METHOD OF PAYMENT CASH/CHECK/CC:

CHECK NUMBER:

* A mechanical plan review, including fire suppression plan reviews, are billed at \$80 per hour and are based on the inspectors hours billed for the review. All fees must be paid prior to permit being issued.

INSTRUCTIONS FOR COMPLETING APPLICATION:

GENERAL: Mechanical work shall not be started until a permit has been obtained. All installations shall be in conformance with the Mechanical Code. No work shall be concealed until it has been inspected.

When ready for an inspection, call the Township providing as much advance notice as possible. The Township will need the job location and permit number. When ready for an inspection, call the Township with as much notice as possible.

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 (6) months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE, OR THE DATE OF THE LAST INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

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PLUMBING PERMIT APPLICATION

REVISED 2018

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**PLEASE MAKE CHECKS PAYABLE TO VIENNA TOWNSHIP
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I. JOB LOCATION: VIENNA TWP CITY OF CLIO FOREST TWP THETFORD TWP

OWNER NAME	OWNERS PHONE NO.		
ADDRESS (JOB LOCATION)	CITY	COUNTY	GENESEE

II. CONTRACTOR / HOMEOWNER INFORMATION

<input type="checkbox"/> HOMEOWNER	STATE LICENCE NO.	EXPIRATION DATE	
<input type="checkbox"/> CONTRACTOR			
HOMEOWNER / CONTRACTOR NAME			
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	CELL NUMBER	FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)	
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION		MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION	
EMAIL ADDRESS:			

III. TYPE OF JOB

<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW	<input type="checkbox"/> SEWER ONLY	<input type="checkbox"/> MOBILE HOME SETUP	<input type="checkbox"/> OTHER
<input type="checkbox"/> MULTIPLE FAMILY	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> WATER ONLY	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> _____

IV. PLAN REVIEW REQUIRED

HAVE PLANS BEEN SUBMITTED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 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: <ol style="list-style-type: none"> 1. One and Two family dwelling containing not more than 3,500 square feet. 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 of State agency costing less than \$15,000.00
PLANS MUST BE SUBMITTED AND APPLICATION PAID FOR BEFORE A PERMIT CAN BE ISSUED

V. CONTRACTOR SIGNATURE

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Signature of Licensee X	Date

VI. HOMEOWNER AFFIDAVIT AND SIGNATURE

I hereby certify the plumbing work described on this permit application is being installed by myself in my home which I am living in or about to occupy. All work shall be installed in accordance with the Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Plumbing Inspector. I will cooperate with the Plumbing Inspector and assume the responsibility to arrange for necessary inspections.	
Signature of Homeowner X	Date

FEE CHART

AT LEAST ONE (1) APPLICATION AND ONE (1) INSPECTION FEE MUST BE SELECTED ON ALL APPLICATIONS

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
Residential Home - Includes 3 inspections & App Fee	\$300			Manholes, Catch Basins	\$5		
Application Fee	\$75			Water Distributing Pipe			
Mobile Home Park Site	\$100			3/4"	\$5		
Water Heater	\$25			1"	\$10		
Fixtures/Drains	\$5			1-1/2"	\$15		
Stacks/Vents	\$3			1-3/4"	\$20		
Sewage Ejectors/Sumps	\$5			2"	\$25		
Sub-Soil Drains	\$15			Over 2"	\$30		
Water Service				Reduced Pressure Zone Back Flow Preventer	\$5		
Less than 2"	\$5			Each Inspection	\$75		
2" to 6"	\$25			Plumbing Plan Review *	\$80 Per hour		
Over 6"	\$50						
Building Connection	\$5						
Sewers Less than 6"	\$5						
Sewers More than 6"	\$25						

TOTAL FEES:

METHOD OF PAYMENT

CASH/CHECK/CC:

CHECK NUMBER:

* All plumbing plan reviews are billed at \$80 per hour and are based on the inspectors hours billed for the review. All fees must be paid prior to permit being issued.

FEE CLARIFICATION:

<p>MOBILE HOME PARK SITE: When item is used for sewer excavations in a new park, the permit application should include the application fee plus the number of unit sites. When setting a mobile home in a park, or a mobile or modular home on property, a permit should include the application fee, a sewer or building drain, and a water service or water distribution pipe.</p>					
<p>FIXTURES, FLOOR DRAINS, SPECIAL DRAINS, & WATER CONNECTED APPLIANCES INCLUDE:</p>					
Water Closet	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalming Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater	Water Softener		Water Connection to Carbonated Beverage Dispenser
Autopsy	Water Connected Still	Bed Pan Washer			
<p>PLUS ANY OTHER FIXTURE, DRAIN, OR WATER CONNECTED APPLIANCE NOT SPECIFICALLY LISTED</p>					

INSTRUCTIONS FOR COMPLETING APPLICATION:

GENERAL: Plumbing work shall not be started until a permit has been obtained. All installations shall be in conformance with the Plumbing Code. No work shall be concealed until it has been inspected.

When ready for an inspection, call the Township providing as much advance notice as possible. The Township will need the job location and permit number. When ready for an inspection, call the Township with as much notice as possible.

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 (6) months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE, OR THE DATE OF THE LAST INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

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