

**TOMPKINS TOWNSHIP / Permit Clerk**

9999 Tompkins Rd.  
Rives Jct., MI 49277  
PH: 517 569-2463

Authority: 1972 PA 230  
Completion: Mandatory to Obtain Permit  
Penalty: Permit Cannot be Issued

**ELECTRICAL Application for Electrical Permit**

DATE \_\_\_\_\_  
ZONING \_\_\_\_\_  
PERMIT # \_\_\_\_\_

APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS I, II, III, IV, V, AND VI

NOTE: Separate applications must be made to the appropriate division for Plumbing, Mechanical and Electrical work permits

PARCEL ID# \_\_\_\_\_

Indicate who the applicant is and who to email permit to:

\_\_\_\_ Homeowner EMAIL \_\_\_\_\_  
\_\_\_\_ Contractor/Architect/Engineer EMAIL \_\_\_\_\_

I. PROJECT INFORMATION - JOB LOCATION	
Project Name	Phone _____ EMAIL _____
PIN #	
Address	City and Zip Code
Has a Building Permit Been Obtained for This Project? Yes _____ No _____ Not Required _____	
II. CONTRACTOR/HOMEOWNER INFORMATION	
NAME	ADDRESS
CITY	STATE _____ ZIP _____
EMAIL ADDRESS:	PHONE _____
STATE LICENSE NUMBER:	EXPIRATION DATE _____
STATE REGISTRATION NUMBER	
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	EXPIRATION DATE _____
WORKER'S COMPENSATION INSURANCE CARRIER & POLICY NUMBER (or reason for exemption):	
UIA NUMBER (or reason for exemption)	

**SECTION 3. Type of Job**

____ Single Family	____ New	____ Sewer Only	____ Premanufactured	____ State Owned
____ Other	____ Alteration	____ Special Inspection	____ Home Set Up	____ School
			____ Manufactured Home	

**DESCRIBE WORK TO BE COMPLETED:**

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4. Plan Review Required**

Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below. 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 When completed by a governmental subdivision or state agency costing less than \$15,000.00.

Plans Not Required \_\_\_\_\_ Plan Review Submission No. \_\_\_\_\_  
What is the rating of the service or feeder in ampere? \_\_\_\_\_ What is the bldg size in square footage \_\_\_\_\_

If work being performed is described above check line "Plans Not Required."  
Plans are required for all other building types and shall be prepared or under the direct supervision of an architect's or engineer's seal and architect or engineer licensed pursuant to 1980 PA 299 and shall bear that signature.

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**SECTION 5. Fees**  
See Fee Schedule

Make checks payable to Tompkins Township

Section 23a of the state construction code act of 1972, 1972 PA230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential building or a residential structure. Violation of section 23a are subject to civil fines.

Signature of Electrical Contractor, Master Electrician or Homeowner:  
(Homeowner signature indicates compliance with Section 6, Homeowner Affidavit)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION 7. 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 about to occupy. All work shall be installed in accordance with the Michigan Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Tompkins Township Electrical Inspector. I will cooperate with the Tompkins Township Electrical Inspector and assume the responsibility to arrange for necessary inspections.

**SECTION 8. INSTRUCTIONS FOR COMPLETING APPLICATION**

**General:** Electrical work shall not be started until the application for permit has been filed with Tompkins Township. All installation shall be in conformance 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. The inspector will need the job location and permit number.

**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 twelve (12) months after issuance of the permit or if the authorized work is suspended for a period of twelve (12) months after the time of commencing the work.

**A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN TWELVE (12) MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**Where to Submit Application:** Tompkins Township is responsible for code enforcement in the township. Permit applications should be sent to the address on the front of this application. Questions regarding permits may be directed to Mike Haydo.