



City of Marshall

ELECTRIC PERMIT APPLICATION



AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT CANNOT BE ISSUED

1. JOB LOCATION

Name of Owner/Agent			
Street Address & Job Location (Street No. and Name)			

2. APPLICANT INFORMATION

Name of Owner or Company			
Address (Street No. and Name)	City	State	Zip Code
Phone number with Area Code	Email Address		

ARCHITECT/ENGINEER/CONTRACTOR (if applicable)

Workers Compensation Insurance Carrier (or reason for exemption)	MI License #	Expiration Date
MESC Employer # (or reason for exemption)	Federal Employer ID (or reason for exemption)	

3. WORK DESCRIPTION

4. TYPE OF JOB

<input type="checkbox"/> Single Family	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> Other
<input type="checkbox"/> New	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	
<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	

5. PLAN REVIEW (if applicable)

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. When the electrical system rating does not exceed 400 amps and the building is not over 3,500 sq. ft. in area.

2. Work completed by a governmental subdivision or state agency costing less than \$15,000.

Plans Not Required

If work being performed is described above, check the box in this section or continue below for plan submission

What is the rating of the service or feeder in ampere? _____	Have Plans been submitted with plan review fee? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the building size in square footage? _____	

6. 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 for a period of two years as required per State Act 6 of 2008**. 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 electrical inspector. I will cooperate with the electrical inspector and assume the responsibility

Not Applicable

Initial of Homeowner Homeowner's initial indicates compliance with Section 6 Homeowner Affidavit

Date

No individual or entity shall be subjected to discrimination or harassment by the City of Marshall on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other legally protected status under federal and state laws. If you need help with reading, writing, hearing, etc, under the Americans with Disabilities Act, you may make your needs known to this agency.

ELECTRICAL FEES

	Fee	Qty	Total
Plan Review residential over 3,500 sqft and commercial***	\$200.00		
Plan Review (additional hours = \$45 per hour)	\$45.00		
1. Administrative Fees*	\$100.00		\$100.00
2. Final Inspection	\$75.00		\$75.00
3. Rough-In Inspection	\$75.00		
4. Re-inspection or Additional Inspection	\$75.00		
5. Underground, Safety or service Inspection	\$75.00		

Services

6. 0-800 amps	\$20.00		
7. 801-1200 amps	\$50.00		
8. Over 1201 amps	\$50.00		
9. Temporary Service	\$20.00		
10. Transfer Switch	\$20.00		
11. Sub or Accessory Panels	\$15.00		
12. Primary Service (includes initial transformer)	\$80.00		

Itemized Fees

13. A/C Condenser Units - Residential	\$10.00		
14. Circuits New or Extended include: receptacles, range hood, smoke detectors, washers, refrigerators, garage door opener, furnace, electric air cleaners & humidifiers, cloths dryer, freezers, ceiling or bathroom exhaust fans, sump pumps, Radiant Heat and Baseboard, adding to an existing circuit, or any appliance that is required to be on a separate circuit.	\$5 each		
15. Lights (per 25)	\$25.00		
16. Electric Water Heater	\$10.00		
TOTAL COLUMN NO. 1			

* Administration fee is added to all permits.

**Registration expires when Contractor's STATE License expires. If you have not registered with the City since your last license renewed, please include registration fee and copy of license.

***Plan Review is \$200, for up to 4 hours and \$45 an hour after that up, to a total of 25% of the building plan review fee

TO THE APPLICANT- You will be notified within 10 business days (unless otherwise communicated) as to the status of your application. If your project is denied, you will be notified as to the reasons why. If approved, you will be issued an invoice. Once paid you will be issued your permit and work may begin. Please make sure that you have completed, signed, and submitted all the necessary paperwork as to not delay your approval and start date.

Applications lacking completion, contractor registration status issues, or lack of the submission or required plans, will be returned

**FAILURE TO COMPLETE THE FEE SECTION OF THE PERMIT APPLICATION COULD RESULT IN
DENIAL OF YOUR APPLICATION AND DELAY OF YOUR PROJECT
AS OF JULY 1, 2023 ANY WORK COMPLETED BEFORE PERMIT IS ISSUED WILL
BE SUBJECT TO A FEE OF DOUBLE THE PERMIT FEE, UP TO \$5000**

Any work covered before permit was pulled will require contractor/owner to uncover at their expense.

6. APPLICANT SIGNATURE

Section 23a of the State Construction Code Act of 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 structure. Violators of Section 23a are subject to civil fines.

Signature of Licensee or Homeowner ([Homeowner's signature indicates compliance with Section 6 Homeowner Affidavit](#))

Date

PLEASE NOTE OUR INSPECTORS DO NOT SCHEDULE INSPECTIONS

Contact our building department below with any questions

Brandie Cary	Schedule Inspections – bcary@cityofmarshall.com	269-781-3985 x 1501
Bryan Powers	Building Official- bpowers@cityofmarshall.com	517-937-8205
Marcia Strange	Zoning Administrator- mstrange@cityofmarshall.com	269-781-3985 x 1145

City of Marshall Service Application

Service Address _____ Mailing Address _____

Email Address _____

Deposit Required Yes [] No [] Amount \$ _____

Set-up Service Date _____

City Limit Residents Only (under 4 units)

Trash Service: [] Yes

[] No- Landlord/Other Legal Means

Primary

Name/Business _____

Phone _____ DOB _____

Driver's License/EIN _____

Contact/Care of _____

Co-Applicant

Name _____

Phone _____ DOB _____

Driver's License/EIN _____

Relationship to Primary _____

I/we, agree to pay my/our required deposit, all my/our current bills and my/our final billing. A general copy of the City of Marshall's utility policies and offerings will be available upon request.

I release the City of Marshall from any and all damages and claims that I may incur should my service be disconnected due to my failure to pay as I have agreed herein. If there is failure of payment, I/we will be responsible for all costs associated therewith, including reasonable attorney fees and expenses.

Primary Signature _____ Date _____

Co-Applicant Signature _____ Date _____

I/We, have paid the City of Marshall a deposit in the Amount of \$ _____

General City of Marshall Utility Policy

1. Each customer will pay a security deposit with the City of Marshall. The status of the applicant and where they are living will determine the amount of the deposit. **Any deposit not paid in full by the due date of the first billing may result in service disconnection (turn off).**
2. Due dates are approximately 21 days from when the bill is processed.
3. 5% penalty is applied on any current unpaid balance two days after the due date. A notice of disconnection is mailed seven days after the penalty is applied. Shut-off of service will take place ten days after the notice is processed and mailed.
4. Arrangements can be made at City Hall if payment cannot be made in a timely manner. **Failure to keep an arrangement may result in service disconnection.**
5. Delinquent utilities become a lien on the property and may be put on the tax bill.
6. Further information may be obtained at City Hall and cityofmarshall.com.



CITY OF MARSHALL Temporary Service Connection

Name _____

Fountain Circle

Address _____

Ketchum Park

Contact Phone _____

Downtown

Request Date _____

Stuart's Landing

Date Required _____

Carver Park

Non- Metered

Metered

Other

Please be specific, and describe the electrical requirements and location:

City of Marshall Utilities Rate Classification and Standard Rules and Regulations.

Customers desiring lighting and/or secondary power service for a short time only, such as for construction jobs, which service requires the installation of a temporary service connection, meters or other facilities of a temporary nature, shall pay a cost of installing and removing all facilities necessary to supply such service. Service connection charge will be a minimum \$35.00 payment, to be made in advance of installation. Temporary service will also be subject to minimum monthly charge for KWh consumed, as determined by General Secondary Rate B, and no case less than \$9.00 as determined by Watt-hour meter installed on the job.

For single phase temporary service connection of more than 100 amps, there will be a charge of \$1.50 per amp.

For temporary service other than service connections, customer should apply at City Hall, City of Marshall, 323 W Michigan Ave, Marshall, MI 49068.

NON-METERED TEMPORARY SERVICE CONNECTIONS

Requests to turn-on electricity, reset breakers, and/or replace blown fuses will be assessed as follows:

\$125.00 during regular business hours

\$250 during non-business hours

METERED TEMPORARY SERVICE CONNECTIONS

Meter information and location: _____

	Meter #	Serial #	Size	Make	Type	Amp	Volts	Wire	Phase	Meter Multi	Meter Reading
In											
Out											

I, or We, the undersigned applicant(s) do hereby agree to indemnify and save harmless the City of Marshall, Michigan from any and all claims, liability, responsibility, damage or costs, including, but not limited to, claims by the applicant(s), resulting from the issuance of this permit of the disconnection of the temporary electrical services at the direction of the City of Marshall, by its Electrical Official. Such agreement to indemnify and save harmless shall apply to the

City of Marshall and any and all its officials, employees, or agents.

I, or We, understand that it shall be unlawful for anyone to use this service to supply electrical service to any building or vehicle which is used as living quarters.

It is understood that all work and materials used in this installation of temporary electrical service shall conform strictly to the National Electric Code, the National Electric Safety Code, and the State Code; that the permit shall be approved before commencing work and that no installation will be concealed until inspection is made.

Completed By _____ Date _____ Approved By _____