



3338 Coolidge  
 Berkley, Michigan 48072  
 (248) 658-3320  
 FAX (248) 658-3301  
[www.berkleymich.org](http://www.berkleymich.org)

**ELECTRICAL PERMIT APPLICATION**

**Work being done at:**

Address: \_\_\_\_\_ Day Telephone: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

**Contractor/Applicant:**

Company Name: \_\_\_\_\_

License Holder: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ EMAIL Address \_\_\_\_\_

Federal Employer ID number: \_\_\_\_\_ Contractors License Number & Expiration: \_\_\_\_\_

**If contractor is not pulling the permit in person, a letter of authorization must be present to obtain a permit.**

Authorized person (not the contractor): \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

\_\_\_\_\_  
 Contractor's Signature Contractors Name (printed) Date

**Refund Policy:** Should a permit be cancelled prior to any inspections being completed, the City will refund 90% of the permit fee to the permit holder. Permit fees will not be refunded after inspections have been completed.

**If the applicant is the homeowner, please fill out the reverse side.**

**WORK BEING PERFORMED:**

*Please be advised that fees are set with the understanding that typically one or two inspections will be required. If additional inspections are necessary due to violations or inspectors being locked out, a \$30 reinspection fee will be charged.*

Appliances	List appliances:
Circuits	List what circuits are for:
Fixtures (sets of 25)	List types of fixtures:
General Repairs	Please describe:
Generator*	*Generators must include load calculations and be reviewed by the Electrical Inspector before issuing. A mechanical permit is also required.
Sign	*Must have sidewalk inspection or meet inspector with ladder

Bonding *Required for new houses and additions	Motor, Welders, etc. (incl. walk in coolers) - # of HP
Electric Heat - # of Rooms	Service _____ # of AMP's Temporary Service _____ A service is required if installing a garage subpanel.
Electric Car Charging Station - # of Stations	Solar Panel - # of Panels
Wind Turbines - # of Turbines	Public Alarms # of Panels # of Horns, Strobes

List any additional work not listed above: \_\_\_\_\_

**CITY OF BERKLEY BUILDING DEPARTMENT  
HOMEOWNER PERMIT**

Michigan State Law gives a homeowner who lives or intends to live in a single family house an exemption that allows him to act as his own contractor for that single family house

This means that a homeowner may obtain a permit for work at his own home. If you choose to act as your own contractor and obtain the required permits, please be aware of the following:

- As the permit holder, you incur all of the liability and all of the responsibility that a licensed contractor would normally assume.
- The City of Berkley cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the permit you obtained.
- As the permit holder, it is your responsibility to have a complete understanding of the current codes.
- As the permit holder, you are responsible to correct any code violations regardless of whether or not a contractor or other persons did the work under the permit you obtained.
- As the permit holder, you are responsible for completing the job under the permit you obtained.

I have read and understand the conditions set forth by the State of Michigan for the issuance of a permit to a homeowner.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Drivers License Number)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Phone Number)

\* Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.15231 of the Michigan Compiled Laws