

**ELECTRICAL PERMIT APPLICATION**  
**Western Washtenaw Construction Authority**  
**Bridgewater, Freedom, Manchester & City of Manchester Townships**  
 912 City Rd. P.O. Box 556 Manchester, MI 48158  
 Phone #734-428-7001 Fax #734-428-1849  
[wwcabuild@gmail.com](mailto:wwcabuild@gmail.com)

AUTHORITY: P.A. of 1972, as amended  
 COMPLETION: Mandatory to obtain permit  
 PENALTY: Permit cannot be issued

**I. JOB LOCATION**

Name and Phone Number of Home Owner:	Has a building permit been obtained for the project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
Street Address, City and Zip Code ( <b>Project Address</b> )	Parcel Tax ID Number	Township

**II. CONTRACTOR / HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License Number	Expiration Date
Address	City	State	Zip Code
Telephone Number ( ) ( )	Fax Number ( ) ( )	Cell Phone Number ( ) ( )	Email Address
Workers Comp Carrier	MESC Number	Are you registered with us <input type="checkbox"/> Yes <input type="checkbox"/> No	

**III. TYPE OF JOB**

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

**IV. PLAN REVIEW REQUIRED**

See Section VII for Plan Review requirements before completing this section. 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 square feet in all buildings.  
 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

**V. APPLICANT SIGNATURE**

Section 23a of the state construction code act of 1972, act no. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, 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. Violators of section 23a are subject to civil fines.

\_\_\_\_\_  
**Signature** of Licensee or Homeowner (Homeowner signature indicates compliance with Section VI Homeowner Affidavit)

**X** **Date:**

**VI. HOMEOWNER AFFIDAVIT**

I hereby certify that 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 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 to arrange for necessary inspections.

**VII. PLAN REVIEW REQUIREMENTS**

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 the 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 square feet in area.
2. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

**(COMPLETE APPLICATION ON BACK)**

**\*\*\*If Perm. Service is through Consumers Energy please include Notification/Request number\*\*\***

**Description of work:** List the work to be accomplished under this permit.

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**Fee Chart:** Enter the number of inspections needed.

Item	Fee	Number of inspections	Total \$	Comments
Application Fee	\$35.00		\$35.00	<b>Application fee non refundable</b>
Temp. Service Insp.	\$70.00			
Perm. Service Insp.	\$70.00			
Underground Insp.	\$70.00			
Rough Inspection	\$70.00			
Final Inspection	\$70.00			
Other	\$70.00			
Commercial Plan Review	\$85.00			<b>Plan review fee non refundable</b>
*Contractor Reg. Fee	\$15.00		\$15.00	<b>*If not registered with us please fill out a Contractor Registration form</b>
TOTAL				

**MAKE CHECKS OUT TO W.W.C.A (Western Washtenaw Construction Authority)**  
**Applications can be processed through our email & payments can be made on line**  
**by clicking the link at the top of the website (3% service fee)**

**VIII. FEE CLARIFICATIONS**

When installing wiring for a new single-family home at a minimum the permit application must include the application fee, permanent service, rough and final inspection. When installing wiring for new modular home at a minimum the application must include the application fee, permanent service and final inspection.

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Electrical work shall not be started until the application for permit has been filed. 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 Western Washtenaw Construction Authority at (734) 428-7001 providing as much advance notice as possible. The office will need the **requestor's name, phone number, 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 six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION.**

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