

Jack Hughes
Electrical Inspector
Calvin-Fabius-Jefferson-Mason-Newberg-Penn & Porter Twp's.
Villages of Cassopolis & Vandalia
17819 Welcome's Lane
Cassopolis, Mi 49031
269-641-7280



Dear Homeowner,

I am sending this as an aid to filling out the electrical permit application. Please take the time to read, as incomplete applications will be sent back and the issuance of the permit will be delayed.

Section I: Homeowner name and Job location. Fill out both parts.

Section II: Contractor/Homeowner Information. If your home address is the same as the job location, mark same as above or write in your present home mailing address and check the homeowner box. Note that all the licensing requirements in the other boxes are for licensed Michigan electrical contractors. Homeowner only needs to fill in your telephone number.

Section III: Type of Job. Mark the box that applies to your installation.

Section IV: Fill in if required.

Section V & VI: Applicant signature and Homeowner Affidavit. If you are both the applicant and homeowner, please read carefully and sign, noting that only homeowners and licensed electrical contractors can be issued a permit. Particular attention should be paid to the affidavit section.

Section VII : These are informational only.

Section VIII: Fee Chart. Any item that you are installing has fees involved. Items # 1 & #29 are to be included on all applications. If a service is needed then either item 2,3,4,5 or 6 should be marked with a 1 unless you are including your temporary service, then the number of items would be 2 and the total marked in the appropriate column. Line item 7 is the number of circuits (breakers minus items 9-12) that you are going to install, mark the number of circuits in the # items column and the total in the adjacent column. Line item # 8 is 1 item = 25 fixtures for a fee of \$6.00. All mobile homes and most modular homes require line item #16. Please note that smoke detectors are required but no fees are required for residential applications. Service reconnections (6 month shutoff) require only items # 1 and # 29.

Section IX: Please read.

Section X: If your electrical work will involve the power company, their work order number goes in the space provided. Contact power company ASAP.

Please send the application to my residence with the necessary fees for the appropriate jurisdictional township or village. Plumbing, Mechanical and Propane Tank permits are required in the State of Michigan and in all my jurisdictions the electrical service connection will be held up until these permits are obtained. Please contact Ed Wainwright @ 269-663-8542 if your installation will require these permits. If you have further questions, please feel free to give me a call. **Important: All electrical services require power company work order # before inspection.**

Sincerely,

Jack Hughes