

## Application for an Electrical Permit

Please complete the following application form. Incomplete forms will be rejected. Electrical work **shall not start until a permit has been issued**. Installations shall be in conformance with the Electrical Code. Please allow 24 hours for processing.

**Job Address:** \_\_\_\_\_ **Owner Name:** \_\_\_\_\_

**Business, if applicable:** \_\_\_\_\_ **Location/Area:** \_\_\_\_\_

**Work Description:** \_\_\_\_\_

		Fee	Quantity	Amount
<b>1. CHOOSE FEES &amp; INSPECTIONS</b>	<b>RESIDENTIAL (1-4 Dwelling Units)</b>			
	Base Fee (includes 1 inspection)	\$70.00		
	Additional Inspections	\$70.00		
	Mobile Home Placement Flat Fee (includes 1 inspection)	\$70.00		
<b>NON-RESIDENTIAL *See back for additional information</b>	Base Fee (includes 1 inspection)	\$140.00		
	Additional Inspections	\$70.00		
(For multiple dwelling units see back for details.)				
<b>2. ADD FIXTURES FOR ALL PERMITS</b>	Amendment to Existing Permit # _____	\$35.00		
	Service: From 0 to 199 Amp	\$15.00		
	From 200 to 799 Amp	\$20.00		
	From 800 to 1,199 Amp	\$30.00		
	Over 1200 Amp	\$60.00		
	UFER Ground (flat fee and inspection)	\$85.00		
	Temporary (flat fee and inspection)	\$85.00		
	Air Conditioning	\$8.00		
	Circuits (each)	\$6.00		
	Conduit/Grounding/Energy/Temp Control	\$50.00		
	Data/Telecommunication (per Line):	-		
	Residential Flat Fee (1-4 dwelling units)	\$6.00		
	1 – 20 Non-Res lines	\$5.00		
	21 – 300 Non-Res lines	\$100.00		
	Over 301 Non-Res lines	\$300.00		
	Dishwasher / Microwave / Disposal (per item)	\$7.00		
	Electric Heat / Baseboard / Unit Combo	\$5.00		
	Feeders / Bus Duct (per 50 feet)	\$7.00		
	Furnace / Unit Heater (per item)	\$7.00		
	Hot Tub	\$10.00		
	Lighting Fixtures / Retrofit (per 25)	\$7.00		
	Electrical Generating Device: Up to 20 KVA or HP	\$15.00		
	21 thru 50 KVA or HP	\$20.00		
	51 KVA or HP and over	\$25.00		
	Range / Dryer (per item)	\$7.00		
	Sign	\$25.00		
	Smoke Detectors (by number of units): 0 – 5	\$5.00		
	6 - 10	\$10.00		
Over 10 (each)	\$3.00			
Solar	\$15.00			
Swimming Pool	\$25.00			
<b>Plan Review Fee (\$100.00 per plan review hour)</b>				
			<b>Total:</b>	

### APPLICANT INFORMATION:

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

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contractor Lic #:** \_\_\_\_\_ **EXP:** \_\_\_\_\_

Section 23a of the state construction code act of 1972, 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 building or a residential structure. Violators of section 23a are subjected to civil fines.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Over →**

January 2026

**Community & Neighborhood Services**

270 S River Ave  
Holland, MI 49423

Phone: 616 355-1330  
Fax: 616 546-7058  
Email: [permits@cityofholland.com](mailto:permits@cityofholland.com)

**INSPECTIONS:**

**No work shall be concealed until it has been inspected.** When ready for an inspection, call Community & Neighborhood Services at (616) 355-1330. **A minimum of 24 hours' notice is required, when scheduling an inspection.**

**BASE FEES:**

A residential base fee will be charged for work involving 1-4 residential units on a property.

A non-residential base fee will be charged for work involving mixed use buildings (residential and commercial) and buildings with more than 4 dwelling units.

**INSPECTION FEES:**

For inspections at buildings containing more than 4 dwelling units (such as a hotel, motel, or apartment building), inspections are charged at the rate of **one inspection fee per 4 units.**

Example: If an apartment building consists of 12 units, 3 inspection fees will be charged for a rough inspection for the whole building (12 units ÷ 4 = 3 inspection fees). Please plan accordingly.

**PERMIT EXPIRATION:**

Permits expire after 180 days. Expired permit cannot be refunded or reinstated.

**LATE FEE:**

Late fees of \$100 per day will be charged for work started **before** a permit is issued.

**CONTRACTORS:**

Federal Employer ID Number (or reason for exemption):	Workers Comp Insurance Carrier (or reason for exemption):
Unemployment Insurance Agency Employer Account Number (or reason for exemption):	

**NON-RESIDENTIAL PLAN REVIEW:**

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 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 sq. ft.
2. Work completed by a government subdivision or state agency costing less than \$15,000.00

What is the rating of the service or feeder in ampere? \_\_\_\_\_

What is the building size in sq. ft.? \_\_\_\_\_

Have plans been submitted?  Yes  No

Plan review must be completed and all applicable fees paid **BEFORE** a permit is issued. Please allow 10-14 business days for review. If 3<sup>rd</sup> party plan review is necessary, the applicant shall pay the actual cost of the review. Plan review times vary. Contact the office for additional details.

**Once completed**, return this application to the department of Community & Neighborhood Services by e-mail it to [permits@cityofholland.com](mailto:permits@cityofholland.com); or by dropping it off at City Hall, 270 S River Ave. If you have any questions, please call us at (616) 355-1330.



Go paperless! You can apply for City of Holland trade and building permits online at [www.bsaonline.com](http://www.bsaonline.com), excluding applications that require plan review. Contact us to learn more about this process.

**OFFICE USE ONLY:**

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

# HOMEOWNER'S AFFIDAVIT

Work type:            MECHANICAL            PLUMBING            ELECTRICAL

I affirm that I am eligible to obtain a homeowner's permit because I am the owner of the property listed below, I live in the home or will live in the home following the completion of construction, and the home is classified as a single-family home.

My home is located at \_\_\_\_\_, Holland, MI 49423.

By signing my name below, I agree to:

1. Apply for the appropriate permits;
2. Do all of the work myself;
3. Pay the required fees;
4. Request inspections for the work that I have done;
5. Make any required corrections to comply with local, City, State or other applicable codes.

I understand that under Michigan Law, if I do not demonstrate knowledge and competence in performing this work, the inspector may cancel my permit and require me to hire a licensed contractor. I understand that if my permit is canceled, my contractor will be required to obtain a new permit. I understand that work may only be performed after the issuance of a permit.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

**Please Note:** If a property is owned by a business, corporation, LLC or similar entity, or is not occupied by the deeded homeowner, all work must be performed by a licensed contractor.

*Regulations listed on this form are from the Skilled Trades Regulation Act 407 of 2016 and section 10 (4) of the 1972 PA 230. MCL S125.1510(4)*

Office Use Only:

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials