



Standard Operating Procedures – Emergency and/or After Hours Electrical Inspections

This procedure is to be used in the event electrical service is disrupted for residential or commercial properties during times outside normal working hours of the City of Bay City part-time electrical inspector.

For the purposes of this procedure, an electrical emergency is defined as a condition whereby the electrical power has been disconnected due to power outages or destruction of electrical services including but not limited to thunderstorms, windstorms, hailstorms, snowstorms, ice storms, prolonged freezing temperatures, fires, explosions and vehicular accidents. This procedure is not to be used for reconnection of service for other reasons including reconnection of service for non-payment of the monthly bill.

In the event of an emergency and/or after hour electrical inspection, contact the City of Bay City Light and Power Dispatch at (989) 894-8350. The dispatcher will need to get the contact information from the caller including name, address of incident and contact phone number.

Please note, if a repair is needed in order to have the electrical service reconnected, the homeowner and/or contractor needs to perform the emergency work necessary to have the power reconnected prior to the inspector being called to schedule the inspection. If the property is a rental housing unit or a commercial building, a State of Michigan licensed contractor must perform the work and secure the permit. A private homeowner may perform their own work and must secure a permit for said work.

A Bay City Light and Power designee will contact the City of Bay City Electrical Inspector. The inspection will be scheduled as soon as practicable. The homeowner and/or contractor must be present at the time of inspection.

A City of Bay City Emergency Release Form must be completed and signed by the homeowner and/or contractor acknowledging the repair and agreeing that an electrical permit shall be secured by the next business day (Monday through Friday, 8:00 a.m. through 5:00 p.m.) and schedule a final inspection with the City of Bay City Electrical Inspector. This form shall be submitted to the Bay City Building Department upon completion of the inspection.