



BUILDING PERMIT APPLICATION

Waterloo Township
9773 Mt. Hope Rd- Munith, MI 49259
Office: 517-596-8200 // Fax: 517-596-8600
www.waterlootwpmi.gov

Building Permit Clerk: Missy Hess (517-596-8200)
Building Inspector: Rohn Tripp (517-206-7043)

Contractor's Required to Submit with Application

- 1) Certificate of Liability Insurance
- 2) Copy of State License
- 3) Copy of Driver's License

Authority: Section 23a of the State Construction Codes
Acts of 1972, Act NO 230
Completion: Mandatory to obtain permit
Penalty: Permit can not be issued

buildingdept@waterlootwpmi.gov

Section 1 (JOB/PROJECT INFORMATION) Date: _____

Location of Work: Street # and Name _____

City _____ Zip Code _____

Cross Roads

Between: _____ And _____

SECTION 2 (Contractor/Property Owner Information)

Who is the Applicant: Contractor _____ Property Owner/Homeowner/Lessee _____

Contractor Name _____ Phone/Cell #: _____ Fax _____

Address _____
(Number & Street) (City) State

Zip Code _____

Contractor EMAIL: _____ (Phone/Cell#): _____

Email where permits can be sent : _____

Builder License # _____ Exp Date _____

Master License# _____ Exp Date _____

Workers Compensation Carrier _____ E Exp date: _____ Exempt: Yes / No

Federal Employer ID Number _____ Exempt: Yes / No

MESC Employer # _____ Exempt: Yes / No

Property Owner _____
(Name)

Property Owner Address _____
(Number & Street Name)

City _____ State _____ Zip _____

Email : _____ (Phone/Cell#) _____

SECTION 3 (TYPE OF JOB): PLEASE CIRCLE AS IT APPLIES

Single Family Residential New Existing Addition Alteration Other LP TANK

Non-Residential New Existing Addition Alteration Other

Special Inspection State Owned School

New Building Addition Pole Barn Attached Garage Detached Garage

Modular Foundation Only Accessory Structure Alteration

Porch/ Deck Other

Manufactured Home SETUP (HUD Mobile Home) Pre-Manufactured Home SETUP(State Approved)

Brief Description of Project: _____

Section 4 (Building Information)

Width _____ Length _____ Height _____ Sq Feet _____

Number of Stories: _____ Is Basement Finished? Yes No

Square Footage by Floor:

1st Floor _____ 2nd Floor _____ Garage _____ Basement _____

Project Value \$ _____

Is Excavation on site larger than one acre, within 500 ft of a lake, stream or county drain? Yes No

SECTION 5(Applicant Information)

Note: Applicant is responsible for the payment of all fees and other charges applicable to this application and must provide the following information.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

I hereby certify that the proposed work is authorize by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent. We agree to conform to all applicable laws of the State of Michigan. All information on this application is accurate to the best of my knowledge.

APPLICANT SIGNATURE :

_____ Date: _____

SECTION 6 (Homeowners Affidavit)

I hereby certify the construction work described on the permit application will be installed by myself in my own single-family dwelling in which I am living or about to occupy. All work will be installed in accordance with the building code adopted by The Waterloo Township and will not be enclosed, covered up, or put into use until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume responsibility to arrange for the necessary inspections.

_____ Date: _____

Signature of Homeowner

FEE(s) 7. (CASH OR CHECK ONLY)- SUBMIT WITH APPLICATION

Application Fee (non-refundable)

Inspections (each)

Fee	Unit	TOTAL
\$30.00	1	\$30.00
\$70.00		

GRAND TOTAL: _____

The Departments at Waterloo Township will not discriminate against any individual or group because of race, age, sex, national origin, color, marital status, handicap or political beliefs. If you need help with reading, writing, hearing, under the Americans with Disabilities Act, make your needs know to the department.

TENTATIVE NUMBER OF BUILDING INSPECTIONS AND TOTAL FEE'S AS 6/1/2022

Type of Construction	Total # of Inspections WITH Plan Review Inspection	Total Inspection Fees WITHOUT Plan Review & Application Fees	Plan Review Inspection Fee	Application Fee	Estimated Total Fee for Building
New House (basic) Plan Review, footing & Post Hole, Basement Foundation, Basement Compaction, Rat Wall, Backfill, Insulation, Rough, Final)	9	\$560.00 (8)	\$70.00	\$30.00	\$660.00
Addition (Example 1st floor bedroom , Sunroom) Plan Review, Footing, Back Fill, Rough, Insulation, Final	6	\$350.00 (5)	\$70.00	\$30.00	\$450.00
Remodeling (basic) Up to 8 inspections depending on remodel plan	8	\$490.00 (7)	\$70.00	\$30.00	\$590.00
Pole Barn - Plan Review, Footing & Post Hole , Rough, Final: NOTE POLE BARN ON VACANT LAND HAS TO HAVE AN ADDRESS FIRST	4	\$210.00 (3)	\$70.00	\$30.00	\$310.00
Pole Barn WITH NO FOOTINGS JUST 2 INSPECTIONS(Rough, Final): NOTE POLE BARN ON VACANT LAND HAS TO HAVE AN ADDRESS FIRST	3	\$140.00 (2)	\$70.00	\$30.00	\$240.00
Decks- Post Hole & Final. NOTE: If <200 sq ft NO PERMIT REQUIRED	3	\$140.00 (2)	\$30.00**	\$30.00	\$200.00
Decks (RAISED)- Post Hole, Final and Rough (Raised always needs ROUGH). NOTE: If <200 sq ft NO PERMIT REQUIRED	4	\$210 (3)	\$30.00**	\$30.00	\$270.00
Deck- ATTACHED- Plan Review, Post Hole, Rough.	3	\$140 (2)	\$30.00**	\$30.00	\$200.00
Gazebo--Plan review, Footing & Post Hole, Rough, Final: IF OVER 120 SQ FT ZONING PERMIT REQUIRED IN ADDITION TO BUILDING PERMIT	4	\$210.00 (3)	\$70.00	\$30.00	\$310.00

Type of Construction	Total # of Inspections WITH Plan Review Inspection	Total Inspection Fees WITHOUT Plan Review & Application Fees	Plan Review Inspection Fee	Application Fee	Estimated Total Fee for Building
SHED- Greater than 120 sq Ft (Plan Review, Rough, Final)	3	\$140 (2)	\$70.00	\$30.00	\$240.00
Garages -Plan review, Footing & Post Hole, Rough, Final	4	\$210.00 (3)	\$70.00	\$30.00	\$310.00
Commercial/ Industrial	9	\$560.00 (8)	\$125.00	\$30.00	\$715.00
Pools Plan Review, Final (Above ground pools (deeper than 24"/5,000 gallons) need a Building and Electrical Permit)	2	\$70.00 (1)	\$70.00	\$30.00	\$170.00
Pool with Deck (Plan Review, Rough, Final)	3	\$140.00 (2)	\$70.00	\$30.00	\$240.00
Demolition	1	\$70.00 (1)	\$0.00	\$30.00	\$100.00
Roof- Final	1	\$70.00 (1)	\$0.00	\$30.00	\$100.00
Roof w/OSB removal/replace- Rough & Final	2	\$140.00 (2)	\$0.00	\$30.00	\$170.00
Windows EGRESS : Plan Review, Rough, Final	3	\$140.00 (2)	\$70.00	\$30.00	\$240.00
Windows General REPLACEMENT- Final	1	\$70.00 (1)	\$0.00	\$30.00	\$100.00
Windows IF RECONFIGURE - Rough & Final	2	\$140.00 (2)	\$0.00	\$30.00	\$170.00
Mobile Home- Post Hole, Tie Downs, Final	3	\$210.00 (3)	\$0.00	\$30.00	\$240.00
Cell Tower - Plan Review, Tower Foundation, Equipment Foundation, Tower-Final, Equipment Set-Final, Fenced Enclosed-Final	6	\$350.00 (5)	\$125.00	\$30.00	\$505.00
Handicap Ramp –Final only	1	\$70.00 (1)	\$0.00	\$30.00	\$100.00
Temporary Trailer -Final Only (Note: ALSO REQUIRES ELECTRICAL AND PLUMBING PERMITS)	1	\$70.00 (1)	\$0.00	\$30.00	\$100.00
Solar Array –Ground Mount- Plan Review, Rough, Final (Zoning Permit required also)	3	\$140 (2)	\$70.00	\$30.00	\$240.00
Solar Array Roof Mount- Plan Review, Final	2	\$70.00 (1)	\$70.00	\$30.00	\$170.00

Type of Construction	Total # of Inspections WITH Plan Review Inspection	Total Inspection Fees WITHOUT Plan Review & Application Fees	Plan Review Inspection Fee	Application Fee	Estimated Total Fee for Building
Pre-Manufactured /Modular Home#-Plan Review, Footing, Backfill, Compaction, Porch Foundation, Tie Downs, Final	7	\$420.00 (6)	\$70.00	\$30.00	\$520.00
Car Port - also need Zoning Permit (Plan Review, Site Prep, Rough-Anchors & Final)	4	\$210.00 (3)	\$70.00	\$30.00	\$310.00
Demo's: Windows and Roof DO NOT NEED APPROVAL FROM INSPECTOR BEFORE PROCESSING					
NO PERMIT NEEDED: To replace doors, patio doors					

****Fees are subject to change without notice.***

**** Updated New home to include Rat Wall inspection @ December 2022**