



**BUILDING PERMIT APPLICATION**

Waterloo Township

9773 Mt. Hope Rd- Munith, MI 49259

Office: 517-596-8200 // Fax: 517-596-8600

[www.waterlootwpmi.gov](http://www.waterlootwpmi.gov)

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

Building Permit Clerk: Missy Hess (517-596-8200)

[buildingdept@waterlootwpmi.gov](mailto:buildingdept@waterlootwpmi.gov)

Building Inspector: Rohn Tripp (517-206-7043)

**CASH OR CHECK ONLY TO BE SUBMITTED WITH APPLICATION**

**Contractor's Required to Submit with Application**

- 1) Certificate of Liability Insurance
- 2) Copy of State License
- 3) Copy of Driver's License
- 4) PAYMENT BY CASH OR CHECK

**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

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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 authorized 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**

	Fee	Unit	TOTAL
Application Fee (non-refundable)	\$30.00	1	\$30.00
Inspections (each)	\$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.

**NO Certificate of Occupancy will be issued for new home builds until well/septic finalized**

**TENTATIVE NUMBER OF BUILDING INSPECTIONS AND TOTAL FEE'S: Updated June 2023**

Type of Construction	Total # of Inspections <b>WITH Plan Review</b> Inspection	Total Inspection Fees <b>WITHOUT Plan Review &amp; Application Fees</b>	Plan Review Inspection Fee	Application Fee	Estimated Total Fee for Building
New House (basic) Plan Review, footing & Post Hole, Ice & Water Guard, Basement Foundation, Basement Compaction, Rat Wall, Backfill, Insulation, Rough, Final)	10	\$630.00 (9)	\$70.00	\$30.00	\$730.00
Foundations- Plan Review, footings, backfill, compaction and Final	5	\$280.00(4)	\$70.00	\$30.00	\$380.00
Addition ( Example 1st floor bedroom , Sunroom) Plan Review, Ice & Water Guard for roof, Footing, Back Fill, Rough, Insulation, Final	7	\$420.00 (6)	\$70.00	\$30.00	\$520.00
Remodeling (basic) Up to 8 inspections depending on remodel plan (less foundation inspection).	8	\$490.00 (7)	\$70.00	\$30.00	\$590.00
Pole Barn - Plan Review, Ice & water guard for roof, Footing & Post Hole , Rough, Final: <b>NOTE POLE BARN ON VACANT LAND HAS TO HAVE AN ADDRESS FIRST</b>	5	\$280.00 (4)	\$70.00	\$30.00	\$380.00
Pole Barn WITH NO FOOTINGS: Plan Review, Rough,Ice & Water Guard for roof, Final): <b>NOTE: POLE BARN ON VACANT LAND HAS TO HAVE AN ADDRESS FIRST</b>	4	\$210.00 (3)	\$70.00	\$30.00	\$310.00
Pavillions	5	\$280.00 (4)	\$70.00	\$30.00	\$380.00
<b>DECKS: ANY STRUCTURE LESS THEN 10FT FROM / AND OR TOUCHING HOUSE, BARN, GARAGE, MOBILE HOME, MANUFACTURED HOME OR ANY OTHER TYPE OF STRUCTURE WILL ALWAYS REQUIRE A PERMIT.</b>					
Decks - Plan Review, Post Hole, Rough, Final . <b>**INSULATION is extra inspection**.</b>	4	\$210 (3)	<b>\$30.00**</b>	\$30.00	\$270.00

Type of Construction	Total # of Inspections <b>WITH Plan Review</b> Inspection	Total Inspection Fees <b>WITHOUT Plan Review &amp; Application Fees</b>	Plan Review Inspection Fee	Application Fee	Estimated Total Fee for Building
Decks- 10ft or more away from house or any other structure and greater then 120 sq FT, just needs Plan Review	1*	\$30.00	<b>\$30.00**</b>	\$30.00	<u>\$60.00</u>
Gazebo--Plan review, Footing & Post Hole, Rough, Final: <b>IF OVER 120 SQ FT ZONING PERMIT REQUIRED IN ADDITION TO BUILDING PERMIT</b>	4	\$210.00 (3)	\$70.00	\$30.00	\$310.00
SHED- <b>Greater then 120 sq Ft requires a permit:</b> Plan Review, Rough, Final	3	\$140 (2)	\$70.00	\$30.00	\$240.00
Garages -Unattached ( <b>does not need Ice &amp; water guard</b> ) Plan review, Footing & Post Hole, Rough, Final <b>**Insulation is extra inspection charge**</b>	4	\$210.00 (3)	\$70.00	\$30.00	\$310.00
Garages -attached to house: Plan review, Ice & Water Roof guard, Footing & Post Hole, Rough, Final <b>**Insulation is extra inspection charge**</b>	5	\$280.00 (4)	\$70.00	\$30.00	\$380.00
Commercial/ Industrial	9	\$560.00 (8)	<b>\$125.00</b>	\$30.00	\$715.00
Pools- <b>INGROUND</b> Plan Review, Foundation, Final (Also: pools - deeper than 24"/5,000 gallons) will also need a Building and Electrical Permit)	3	\$140.00 (2)	\$70.00	\$30.00	\$240.00
Pools - <b>ABOVE GROUND</b> - Plan Review, Final (Above ground pools -deeper than 24"/5,000 gallons) will also 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)	<b>\$0.00</b>	\$30.00	\$100.00
Roof- Ice & Water guard, Final	2	\$140.00 (2)	<b>\$0.00</b>	\$30.00	\$170.00
Roof <b>w/OSB</b> (total tear off removal/replace), Rough, Ice & Water guard & Final	3	\$210.00 (3)	<b>\$0.00</b>	\$30.00	\$240.00

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
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
Pre-Manufactured /Modular Home#-Plan Review, Footing, Backfill, Compaction, Porch Foundation, Tie Downs, Final. <b>NOTE: If garage attached will need Ice &amp; Water Roof Guard and Frame Inspection also.</b>	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
<b>Demo's: Windows and Roof DO NOT NEED APPROVAL FROM INSPECTOR BEFORE PROCESSING</b>					
<b>NO PERMIT NEEDED: To replace doors, patio doors</b>					

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

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