



BUILDING PERMIT APPLICATION

Mail Application and Payment to: Waterloo Township 9773 Mt. Hope Rd- Munith, MI 49259
Phone/Fax: Office 517-596-8200 / Fax 517-596-8600
Building Dept Email: buildingdept@waterlootwpmi.gov
Website: www.waterlootwpmi.gov

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

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 Inspector Section Only:

Approved or Disapproved (circle one)

Approved with Stipulations: _____

Disapproved (Reason): _____

Building Inspector Signature: _____

Date: _____

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

TENTATIVE NUMBER OF BUILDING INSPECTIONS AND TOTAL FEE'S: Updated Jan_ 2026					
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, 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
Foundation with Jacks/Ecapulation in Crawl Space: Plan Review, Rough, Final: Note if Sump Pump wil require Plumbing and Electrical Permit as well	3	\$140.00	\$70.00	\$30.00	\$240.00
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-For Agriculture purposes NO building Permit required, JUST ZONING PERMIT	\$0.00	0	\$50.00	\$0.00	\$50.00
Pole Barn - Plan Review, Footing & Post Hole , Rough, Final: Ice and water guard ONLY IF connected to Home. Additional Inspection charge of \$70.00 if Connected. NOTE: POLE BARN ON VACANT LAND AND YOU PLAN TO BUILD A HOME,HAS TO HAVE AN ADDRESS FIRST	4	\$210.00 (3)	\$70.00	\$30.00	\$310.00

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Pole Barn WITH NO FOOTINGS: Plan Review, Rough, Final: Ice and water guard ONLY IF connected to Home. Additional Inspection charge of \$70.00 if connected. NOTE: POLE BARN ON VACANT LAND AND YOU PLAN TO BUILD A HOME, HAS TO HAVE AN ADDRESS FIRST	3	\$140.00 (2)	\$70.00	\$30.00	\$240.00
Pavillions-Plan Review, Footing & Post Hole, backfill, compaction, final	5	\$280.00 (4)	\$70.00	\$30.00	\$380.00
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.					
Deck Board replacement only No permit required					
Deck Frame- tear down requires a permit. Plan Review, Footing & Post Hole, Final	3	140 (2)	\$30	\$30	\$200
Decks - Plan Review, Post Hole, Rough, Final . **INSULATION is extra inspection**.	4	\$210 (3)	\$30.00**	\$30.00	\$270.00
Decks- 10ft or more away from house or any other structure and greater then 120 sq FT, just needs Plan Review	1`	\$30.00	\$30.00**	\$30.00	\$60.00
Wheel Chair Ramp Set on Ground No Posts Hole (Modular or other); Plan Review, Final	2	\$70.00	\$70.00	\$30.00	\$170.00

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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
SHED- Greater then 120 sq Ft requires a permit: Plan Review, Rough, Final	3	\$140 (2)	\$70.00	\$30.00	\$240.00
Garages -Unattached (does not need Ice & water guard) Plan review, Footing & Post Hole, Rough, Final **Insulation is extra inspection charge**	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 **Insulation is extra inspection charge**	5	\$280.00 (4)	\$70.00	\$30.00	\$380.00
Commercial/ Industrial	9	\$560.00 (8)	\$125.00	\$30.00	\$715.00
Pools- INGROUND 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 - ABOVE GROUND- 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)	\$0.00	\$30.00	\$100.00
Roof- Ice & Water guard, Final	2	\$140.00 (2)	\$0.00	\$30.00	\$170.00
Roof w/OSB (total tear off removal/replace), Rough, Ice & Water guard & Final	3	\$210.00 (3)	\$0.00	\$30.00	\$240.00
Windows EGRESS: Plan Review, Rough, Final	3	\$140.00 (2)	\$70.00	\$30.00	\$240.00

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Windows General REPLACEMENT- Final (No Plan Review required)	1	\$70.00 (1)	\$0.00	\$30.00	\$100.00
Windows IF RECONFIGURE/Dimensions change -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
Cell Tower Annual Inspection: Verizon Tower/other Towers	1	\$70.00	\$0.00	\$30.00	\$100.00
Cell Tower Generator- if just placement on pad: No permit required. Does require mechanical and electrical permit					
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. NOTE: If garage attached will need Ice & Water Roof Guard and Frame Inspection also.	7	\$420.00 (6)	\$70.00	\$30.00	\$520.00
Basement Power Braces-Joyce Enforcement: Plan Review, Rough, Final	3	\$140(2)	\$70.00	\$30.00	\$240.00

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Car Port - also need Zoning Permit (Plan Review, Site Prep, Rough-Anchors & Final)	4	\$210.00 (3)	\$70.00	\$30.00	\$310.00
Footings Only- Plan Review, Final	2	\$70.00	\$30.00	\$30.00	\$130.00
Sea Wall- Goes through DEQ (EGLE) State of Michigan					
Basement Waterproofing/Sump Pump: Framing in wall area	1	\$70.00	\$0.00	\$30.00	\$100.00
Install Crawl Space Jacks & Support: PR, Rough, Final	3	\$140.00	\$70.00	\$30.00	\$240.00
REPLACE DOORS, PATIO DOORS IF SAME SIZE NO PERMIT REQUIRED CONCRETE NEEDS TO BE 12 INCHES DEEP NOTE: Per County Ordinance: Barns, Sheds, Vacant properties (or any buildings that are NOT A RESIDENCE or BUSINESS) DO NOT RECEIVE AN ADDRESS.					
<i>*Fees are subject to change without notice.</i>					