



Building Department

Located at: 9773 Mt. Hope Rd. Munith, MI 49259

Mail to: 9773 Mt. Hope Road Munith, MI 49259

517-596-8200 office/517-596-8600 fax

www.waterlootwpmi.com

Hours: Mon, Tues, Thurs, 9 am - 1 pm Wed 1 pm - 5 pm

Application for Building Permit

IMPORTANT: Applicant must complete all items

Building Inspector: Rohn Tripp 517-206-7043

Building Clerk: Missy Hess 517-596-8200

1.) LOCATION OF BUILDING		
ADDRESS:		
CITY:	COUNTY:	ZIP CODE:
BETWEEN: (cross street)	AND: (cross street)	
a. IDENTIFICATION: OWNER OR LESSEE		
NAME:	PHONE NO.	
ADDRESS:		
CITY:	STATE:	ZIP CODE:
2.) CONTRACTOR		
NAME:	PHONE NO.	
ADDRESS:		
CITY:	STATE:	ZIP CODE:
BUILDER LICENSE NO.	EXPIRATION DATE:	
FEDERAL EMPLOYER ID NO.	MESC NUMBER:	
WORKERS COMP. INSURANCE CARRIER:		
3.) TRADE PERMITS NEEDED:		
<i>Separate applications must be completed</i>		
ELECTRICAL	<input type="checkbox"/>	
MECHANICAL	<input type="checkbox"/>	
PLUMBING	<input type="checkbox"/>	

"Section 23a of the State construction Codes Acts of 1972, Act NO 230 of Public Acts of 1972, being Section 125.152a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who perform work on residential structure. Violators of Section 23a are subject to civil fines"

4.) PROJECT DESCRIPTION:

<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> SIGN	<input type="checkbox"/> DET. GARAGE	<input type="checkbox"/> SWIMMING POOL	<input type="checkbox"/> POLE BARN
<input type="checkbox"/> MODULAR	<input type="checkbox"/> FOUNDATION ONLY	<input type="checkbox"/> MOBILE HOME SET-UP	
<input type="checkbox"/> ATTACHED GARAGE	<input type="checkbox"/> ACCESSORY STRUCTURE	<input type="checkbox"/> OTHER _____	

BRIEF DESCRIPTION OF PROJECT: _____

5.) BUILDING INFORMATION:

WIDTH: _____ LENGTH: _____ HEIGHT: _____

SQ FEET: _____ NUMBER OF STORIES: _____

SQ FOOTAGE BY FLOOR: _____

1ST FLOOR: _____ 2ND FLOOR: _____ GARAGE: _____

BASEMENT: _____ PORCH/DECK _____

IS BASEMENT FINISHED? YES NO

(if basement is not finished after house has been completed a separate permit will be required.)

6.) PROJECT VALUE: \$ _____

7.) IS EXCAVATION ON SITE LARGER THAN ONE ACRE, WITHIN 500 FT. OF A LAKE, STREAM OR COUNTY DRAIN?

YES NO

8.) APPLICANT INFORMATION: *Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:*

NAME: _____ PHONE NO.: _____

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 authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

SIGNATURE OF APPLICANT: _____ DATE: _____

9.) HOMEOWNER'S AFFIDAVIT:

I hereby certify the construction work described on this 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 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.

SIGNED: _____ DATE: _____

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, Backfill, Insulation, Rough, Final)	8	\$490.00 (7)	\$70.00	\$30.00	\$590.00
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 Host 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 200 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 then 200 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.***

NEW BUILD CHECKLIST

1. Apply for new address (on vacant land). ADDRESS APPLICATION submitted to Waterloo Building Clerk for processing.
2. Apply for driveway. DRIVEWAY PERMIT submitted to Jackson County Department of Transportation.
3. Apply for sewer and well permits. SEWER and WELL PERMITS submitted to Jackson County Environmental Health Office.
4. Apply for Zoning Permit. ZONING PERMIT application submitted to Waterloo Zoning Inspector/Building Clerk for review.
5. Apply for Building Permit. BUILDING PERMIT application submitted to Waterloo Building Clerk. Include sewer and well permits with Building Permit application.
6. Pay for Building Permit once approved.
7. Apply for additional permits. ELECTRICAL, MECHANICAL or PLUMBING PERMITS submitted to Waterloo Building Clerk for processing.
8. Call for inspections as ready.