



Waterloo Township

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

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

Hours: 9:00 AM - 1:00 PM Monday, Tuesday, Thursday &  
Friday, Wednesday 1:00 - 5:00PM

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

### **Procedures for obtaining Zoning and Building Permits**

1. Complete application for **Zoning Permit**.
2. Items required for the **site plan** include the following:
  - a. Lot or parcel dimensions
  - b. Setbacks
  - c. Easements must be identified
  - d. Natural features like woods and swamps, wetlands, etc. on the site need to be located.
  - e. Identify existing and proposed utilities. Natural gas, telephone, LP tanks, wells and septic, electrical services.
  - f. Dimensions of structure (copy of building plans)
  - g. Road access (driveway)
3. Private road and/or driveway specifications (including permit from Jackson County DOT)
4. Address of new parcel must be obtained from county if vacant land (through the Township)
5. Proof of ownership of land (copy of deed and copy of survey)
6. Well and septic permits (from County Health Dept.) if needed
7. Soil Erosion & Sedimentation Control (SESC) permit from Environmental Health Dept. if:
  1. The construction project is for a permanent dwelling, large-scale addition, and/or an agricultural/accessory building.
  2. The project involves disturbing soils over an area of one or more acres.
  3. The project is within 500 ft. of a lake, stream, drain or wet land.
8. Fee of \$50.00 (non-refundable)
9. Return application for inspection and approval with payment.
10. Complete application for **Building Permit**. Items required include:
  - a. Completion and approval of Zoning Permit Application.
  - b. Three (3) copies of detailed plans (1-full size and 2-8 1/2 x 11 size).
  - c. Five business day waiting period.
  - d. Fees as follows: \$30 application, \$60.00 per inspection (to be determined by Building Inspector); \$30.00 plan review for decks, \$60.00 plan review for all else.
  - e. Additional inspections are \$60.00; inspections due to violations \$65.00 for each additional visit.
  - f. **Minimum inspections are as follows:**
    1. New house construction – 8
    2. Remodeling – 8
    3. Pole barn – 4
    4. Decks – 3
    5. Garages – 4
    6. Commercial/Industrial – 9
    7. Pool – 2
    8. Pool w/deck – 3
11. Complete additional permit applications as required for Plumbing, Mechanical and/or Electrical.
12. Following is a list of inspectors for Waterloo Township:  
Zoning Permits – Rohn Tripp 517-206-7043  
Building Code Official/Inspector – Charlie Barnum 517-936-6910

Electrical – Keith King 517-206-2070  
Plumbing/Mechanical – Tim Basore 517-623-6257

13. If further information is required, please contact the Township Office at 517-596-8200.