

## **Waterloo Township Building Department Policy and Procedures for Expiring Permits**

A notice will be sent to permit holder reminding them their permit will be expiring within 30 days. Letter will state if the permit is not finalized before the expiration date, there will be an onsite inspection performed and an inspection sheet will be placed in file stating at what stage the project is at.

**If there is no response to the first letter, a second letter will be mailed stating they have 10 working days to renew the permit, or the Building Code Official will post a stop work order in the project, and the permit will be terminated.**

**If the previous stated procedures have not been completed, the person responsible must come in to the township offices and apply for a new building permit, and all fees not used on the old permit will be forfeited.**

**Any person not responding to our requests but continues to perform work will be issued a citation through the police department with out further notice.**

This policy applies to all permits, including plumbing, mechanical, electrical and building. A copy of this policy will accompany all correspondence.

### **Policy and Procedure for Expiring Temporary Certificate of Occupancy:**

A letter will be sent when a temporary permit expires requesting that a final inspection must be made, and approved, or written notice sent to the building department with request for a 30 day extension. At that point the code official will phone poll the board to tally their wishes. All the above requirements must be completed with in 10 working days of the expiration notice. Any one not conforming to this policy will be issued a citation through the police Department. A copy of this policy will accompany all correspondence.

### **Policy concerning Occupying without Final Approval:**

A letter will be sent stating they are illegally occupying the structure. They will be given 10 days to either final the project or to vacate the structure. At the end of 10 days if no action has been taken, a citation through the police department is to be issued. A copy of this policy will accompany all correspondence.

This policy was approved at a regular board meeting held at the Waterloo Township Hall located on Musbach Rd., Munith, Michigan, on October 17, 2006.

Certified by  Date **10-17-06**  
**Michael E. Sadler Waterloo Township Clerk**