



*Building Department*

*Located at: 9773 Mt. Hope Road, Munith, MI 49259*

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

*Hours: 9 AM - 1 PM Monday - Tuesday - Thursday - Friday*

*1 PM - 5 PM Wednesday*

*www.waterlootwpmi.com*

**Procedures for obtaining Zoning and building Permits**

1. Complete application for zoning.  
Items required include, but may not be limited to, the following:
  - a. Lot size
  - b. Setbacks
  - c. Private road and/or driveway specifications (including permit from county)
  - d. Address of new parcel must be obtained from county (through the Township)
  - e. Proof of ownership of land (copy of deed & copy of survey)
  - f. Well & septic permits (from County Health Dept.)
  - g. Size of structure
  - h. Drawing of site plan
2. Fee of \$50.00 (non-refundable)
3. Return application for inspection and approval with payment.
4. Complete application for building permit. Items required include:
  - a. Completion and approval of items 1, 2, & 3.
  - b. Three (3) copies of detailed plans (1-full size and 2-8 ½ x 11 size).
  - c. Five business day waiting period.
  - d. Fees as follows: \$60.00 application; \$60.00 per inspection (see number of inspections required below); \$25.00 plan review for decks; \$50.00 plan review for all else.
  - e. Additional inspections are \$60.00; inspections due to violations and \$65.00 for each additional visit.
  - f. Minimum inspections are as follows:
    - i. New house construction – (7)
    - ii. Remodeling – (7)
    - iii. Pole barn – (4)
    - iv. Decks – (2)
    - v. Garages – (3)
    - vi. Commercial/Industrial (8)
    - vii. Pool – (1)
    - viii. Pool w/deck (2)
    - ix. Other \_\_\_\_\_
5. Complete additional permit applications as required for plumbing, mechanical and/or electrical.
6. 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 – Mark Kazensky 517-769-2573  
Plumbing/Mechanical – Tim Basore 517-623-6257
7. If further information is required, please contact the township office at 517-596-8200.