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**DEVELOPMENT SERVICES
DEPARTMENT**

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Division

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CDBG Coordinator

Building Permit Requirements Residential Additions

Building permits are required for all additions to residential properties. As the property owner, you may obtain permits in your own name. However, if a contractor is to perform the work, it is strongly recommended that the contractor secure the permit and be listed as the responsible party. In this way, the Township will be in a better position to assist you in gaining compliance with codes if the work is defective. A contractor must be properly licensed in order to obtain a permit.

A **Certified Survey completed by a State of Michigan licensed Land Surveyor** is required, which indicates the legal description and recorded and measured dimensions of the property lines and other pertinent data will be required with a preliminary concept plan. The concept plan shall be drawn in accordance with the dimensions shown on this survey. (*Section 1-007 of the Township Zoning Ordinance*)

A site plan review is required for additions and may take between 2-3 weeks to complete. The following documents/fees are required to be submitted by mail or in person for this review:

- Building permit application
- 2 sets of construction plans
- Site plan, based on a survey, showing the location and dimensions of the addition (drawn to scale)
- \$165 fee for site and building review

The following additional fees must be paid before issuance of the approved permit:

- The building permit fee (based on the cost of the project).
- \$100 bond. The bond is returned after the final approved inspection (please allow 2-4 weeks to process).

For more information, please contact Development Services at (248) 674-6238.

**Permit applications can be found at our website:
www.waterfordmi.gov/263/Development-Services**