

**BOARD OF TRUSTEES**  
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5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238 Fax: (248) 674-4097  
www.waterfordmi.gov

**DEVELOPMENT SERVICES  
DEPARTMENT**

Jeffrey M. Polkowski, AICP  
Superintendent Planning/Zoning

Dave Hills  
Superintendent of Building  
Division

## Checklist for New Home Construction

When applying for a Building Permit from the Waterford Township Development Services Department, an applicant must complete the typical items listed below. All forms and fees must be presented before the application can be processed.

1. Application for Plan Examination and Building Permit.
2. Two copies of a certified survey, drawn to scale, indicating trees that will be removed and trees that will be saved. Survey must also indicate the elevation of the street and the elevation of the first floor.
3. Two sets of construction plans. *If the living space is 3500 sq. ft. or more the plans must be signed and sealed. (Over 3000 sq.ft. a digital copy of plans is also required)*
4. \$270.00 Application Fee, which includes \$170.00 for Site Evaluation and \$100.00 for Woodland Review.
5. Street address must be obtained from the Waterford Township Fire Department (248-618-7562) prior to applying for permit. This may require more than one day.

The following items will be required before the Building Permit can be issued:

6. Paid receipt or Letter of Commitment for new water service from the Waterford Dept. of Public Works (248-674-2278).
7. Soil Erosion Permit, issued by the Oakland County Water Resources Commission, (248) 858-5389
8. Driveway Permit, issued by the Road Commission for Oakland County (248) 858-4835

After an initial review of the information submitted, the Waterford Township Development Services Department may require any or all of the following documentation prior to issuing a Building Permit. Development Services Department will notify the applicant if any additional information is required.

9. Engineered Site & Grading Plan
10. Wetland Permit, issued by the Michigan Department of Environmental Quality, (586)753-3700

The Development Services Department will notify the applicant when the review has been completed and the permit is ready to be picked up.

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# NEW HOME CONSTRUCTION

## BUILDING PERMIT INFORMATION

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Please note the following requirements for Building permits for new home construction.

- Building permit **must** be posted on job site.
- Stamped approved plans **must** be available on site.
- Have permit number ready when calling for inspections or schedule on BSA online.
- All related trades permits (electrical, mechanical & plumbing) must have rough inspection and results posted in BSA before rough building can be scheduled.
- **As-builts** are required for all new construction projects after foundations have been poured and prior to backfilling, unless otherwise stated by the Building Official at their discretion. (Section 4-017 of Township Zoning Ordinance).
- Final Grade Inspections:
  - Prior to the issuance of any Certificate of Occupancy, a **Final Grading Plan** that reflects the approved preliminary Concept Plan will be required, unless otherwise stated by the Building Official at their discretion. (Section 4-017 of Township Zoning Ordinance).
  - **Turnaround time for Final Grade inspection results is two (2) weeks.**