



**Development Services &
Regional Fire Department**
Checklists for Fire Plan Review Submittals:

SUPPRESSION SYSTEMS:

1. Three (3) sets of drawings that include the contractors contact information.
2. Cut sheets to accompany the drawings, include all materials to be used.
3. Transmittal sheet that includes all pertinent installing company's and design company's information, including a good email address for correspondence. Also, include the primary contact person for any questions or concerns pertaining to the project.
4. Clean Agent system/special hazard systems require design concentration calculations.
5. "Pre-Engineered" systems are still subject to review.
6. Mechanical Permit application. (Including contractor registration)
7. Plan Review Fees:
 - Commercial Cooking Fire Suppression Fee: **\$100.00**
 - Fire Suppression/Sprinkler System Fee: **\$200.00**

Note: If the system is determined, after initial review to require a 3rd party review, an additional set of plans and cut sheets will be required.

FIRE ALARM SYSTEMS:

1. Three (3) sets of drawings that include the contractors contact information.
2. Cut sheets to accompany the drawings, include all materials to be used.
3. Transmittal sheet that includes all pertinent installing company's and design company's information, including a good email address for correspondence. Also, include the primary contact person for any questions or concerns pertaining to the project.
4. Calculations shall be provided for all alarm systems and sprinkler systems. Also for Panel as well as any remote power supply panels. Also required are circuit load calculations and voltage drop calculations.
5. Alarm systems shall include back up battery calculations for the control panel as well as any remote power supply panels. Also required are circuit load calculations and voltage drop calculations.
6. "Pre-Engineered" systems are still subject to review.
7. Electrical Permit application. (Including contractor registration)
8. Plan Review Fees:
 - Fire Alarm System Fee: **\$125.00**

Note: If the system is determined, after initial review to require a 3rd party review, an additional set of plans and cut sheets will be required.

Inspections must be called into the Waterford Township Development Services Department 48 hours prior to request. These inspections will be done Monday, Wednesday & Friday's and may include inspector's from both Departments. Call us at (248) 674-6238 (MUST HAVE PERMIT #'S)



WATERFORD REGIONAL FIRE DEPARTMENT

2495 Crescent Lake Road • Waterford, MI 48329

Phone: 248.673.0405 • Fax: 248.674.4095

www.waterfordmi.gov

Matthew J. Covey, Fire Chief • Carl J. Wallace, Deputy Fire Chief • John Phebus, Fire Marshal

TO: Fire Prevention Division
Waterford TWP Fire Department
2495 Crescent Lake Road
Waterford, MI 48329-3736

Enclose are _____ sets of

Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Sprinkler System Drawings | <input type="checkbox"/> Hydraulic Calculations |
| <input type="checkbox"/> Fire Alarm System Drawings | <input type="checkbox"/> Battery Calculations |
| <input type="checkbox"/> Wet Chemical Suppression Drawings | <input type="checkbox"/> Catalog Cut Sheets |
| <input type="checkbox"/> Clean Agent System Drawings | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Fire Code Drawings | |
|
 | |
| <input type="checkbox"/> Initial Review | <input type="checkbox"/> As-Built Drawings |
| <input type="checkbox"/> Re-Review | |

Special Instructions/Additional information: _____

A copy of your State of Michigan Mechanical license with class 9 endorsement or Nicet Certification is required prior to any review being conducted.

BOARD OF TRUSTEES
Gary Wall, Supervisor
Kim Markee, Clerk
Steven Thomas, Treasurer
Anthony M. Bartolotta, Trustee
Marie Hauswirth, Trustee
Janet Matsura, Trustee
Mark Monohon, Trustee



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

**DEVELOPMENT SERVICES
DEPARTMENT**
Rob Merinsky, P.E.
Director
Brent A. Gibson
Superintendent of Building
Division
Jeffrey M. Polkowski, AICP
Superintendent Planning/Zoning

Waterford Township Registration Form

(In absence of Contractor)

In order to register your license the following information is required:

1. Copy of Contractor's License
2. Copy of Driver's License for the Contractor
3. An Original Notarized copy of this form, signed by the Contractor.
4. \$15.00 registration fee.

If you are not registered, we will be unable to issue any permits until an original copy of this form has reached our office.

Thank you for your time and attention.

Contractor's Name

License #

Address 1

Expiration Date

Address 2

Telephone #

City, State, Zip

Fax #

E-Mail Address

- Copy of Contractor's Driver's License
 Copy of Contractor's License
 Original, Notarized Form

By signing this form, I am giving Waterford Township permission to register my Contractor's license in my absence.

NOTE: Contractor whose name appears on the license MUST sign this application in the presence of a notary.

Contractor Signature

Subscribed and sworn to before me this day of _____, _____ Notary Public My commission expires: _____ State of Michigan, County of _____

With us there are no boundaries



CHARTER TOWNSHIP OF WATERFORD

5200 Civic Center Dr. • Waterford, MI 48329

Phone 248-674-6238 • Fax 248-674-4097

www.waterfordmi.gov

Permit # PE21-_____

For Office Use Only

APPLICATION FOR ELECTRICAL PERMIT

1. JOB LOCATION

Address of Job Location :		
Name of Owner	Owner Phone	Owner Email

2. APPLICANT INFORMATION

Contractor Homeowner	Name	License Number	Expiration Date
Address	City	State	Zip
Telephone	Email		
Federal Employer ID Number	MESC Number	Workers Comp Insurance Carrier	

3. TYPE OF JOB

Single Family:	New	Addition	Alteration	Pre-Manufactured Home Setup
Commercial:	New	Addition	Alteration	Special Inspection

4. ELECTRICAL PERMIT INFORMATION

Permit fees for new residential single family homes and condominium units shall be at a flat fee based on the total area of the structure. This fee shall cover all installations within the structure. Fees for additions, alterations, accessory structures and all commercial construction have a base fee plus itemized charges for specific work being performed. A permit is valid for a period of one year from the date of issuance. Applicant may request one six-month extension upon payment of the Permit Extension fee. Requests for inspections of partially completed work require payment of a Special Inspection Fee. Any re-inspection fees assessed against an Permit must be paid prior to scheduling subsequent inspections. **Cancellations and Refunds:**

Base permit fees are non-refundable.

Permits cancelled within 3 months of issue with no work or inspections performed	80%
Permits cancelled within 6 months of issue with no work or inspections performed	50%
Permits cancelled within 1 year of issue with no work or inspections performed	25%
Permits cancelled after 1 year of issue with no work or inspections performed	0%
Permits cancelled after work has commenced or inspections performed	0%

5. APPLICANT SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential building or residential structure. Violators of Section 23a are subject to civil fines.

Placing a check in the box serves two purposes: (1) The person filing this application is the actual applicant. (2) The person filing this application understands and agrees to the above provisions.	Date
--	------

6. HOMEOWNER AFFIDAVIT

By placing a check in the box, I hereby certify that I am the homeowner and occupant of, or will, upon completion of the work and issuance of a Certificate of Occupancy, become the homeowner and occupancy of this residence and that I will personally install all piping, fittings and fixtures and perform all work required to comply with the applicable codes and ordinances as adopted by Waterford Township relative to this permit.	Date
--	------

New Single Family Residential:

Quantity	Description	Unit Price	Extension
	Less than 2000 sq. ft		
	2000 sq. ft. – 2499 sq. ft.		
	2500 sq. ft. – 2999 sq. ft.		
	3000 sq. ft. – 3499 sq. ft.		
	3500 sq. ft. and up		
	Apartments units, each		

Alterations, Additions and all Commercial Projects:

Quantity	Description	Unit Price	Extension
	Base Permit fee, include in itemized total		
	Additional Service (Interruptible: air conditioning, car charger, etc.)		
	Service, up to 200 amp		
	Service, 201-600 amp		
	Service 601-800 amp		
	Service over 800 amp		
	Sub panel, each		
	Temporary service		
	120 volt circuits, each		
	240 volt circuits, each		
	Lighting fixtures (per 25 or fraction)		
	Smoke detectors (per 10 or fraction)		
	Furnace/Unit heater/Pool heater, each		
	Air conditioners, each New Install Yes No (site plan and screening required for new install)		
	Water heater replacement, electric only		
	Motors (up to 50 amp)		
	Motors (51-150 amp)		
	Motors (over 151 amp)		
	Sign circuits, sign connections, neon lighting circuits, ea.		
	Pole lights, each		
	Feeders, first 100'		
	Feeders, each additional 100'		
	Fire Alarms		
	Generators New Install Yes No (site plan and screening required for new install)		
	Emergency generator (up to 10 kw)		
	Emergency generator (11kw-20kw)		
	Emergency generator (over 20 kw)		
	Car Charging Stations		
	Low voltage connection ports, each		

Miscellaneous Fees:

	Registration of Electrical Contractor's License		
	Reinspection fees or partial inspection fees		
	Special inspections		
	Electrical Permit extension fee		
	After Hours / weekend inspection		

Permit Fee Total \$ _____



CHARTER TOWNSHIP OF WATERFORD

5200 Civic Center Dr. • Waterford, MI 48329

Phone 248-674-6238 • Fax 248-674-4097

www.waterfordmi.gov

Permit #PM21-_____

For office use only

APPLICATION FOR MECHANICAL PERMIT

1. JOB LOCATION

Address of Job Location :		
Name of Owner	Owner Phone	Owner Email

2. APPLICANT INFORMATION

Contractor Homeowner	Name	License Number	Expiration Date
Address	City	State	Zip
Telephone	Email		
Federal Employer ID Number	MESC Number	Workers Comp Insurance Carrier	

3. TYPE OF JOB

Single Family:	New	Addition	Alteration	Pre-Manufactured Home Setup
Commercial:	New	Addition	Alteration	Special Inspection

4. ELECTRICAL PERMIT INFORMATION

Permit fees for new residential single family homes and condominium units shall be at a flat fee based on the total area of the structure. This fee shall cover all installations within the structure. Fees for additions, alterations, accessory structures and all commercial construction have a base fee plus itemized charges for specific work being performed. A permit is valid for a period of one year from the date of issuance. Applicant may request one six-month extension upon payment of the Permit Extension fee. Requests for inspections of partially completed work require payment of a Special Inspection Fee. Any re-inspection fees assessed against a Permit must be paid prior to scheduling subsequent inspections. **Cancellations and Refunds:**

Base permit fees are non-refundable.	
Permits cancelled within 3 months of issue with no work or inspections performed	80%
Permits cancelled within 6 months of issue with no work or inspections performed	50%
Permits cancelled within 1 year of issue with no work or inspections performed	25%
Permits cancelled after 1 year of issue with no work or inspections performed	0%
Permits cancelled after work has commenced or inspections performed	0%

5. APPLICANT SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential building or residential structure. Violators of Section 23a are subject to civil fines.

Placing a check in the box serves two purposes: (1) The person filing this application is the actual applicant. (2) The person filing this application understands and agrees to the above provisions.	Date
--	------

6. HOMEOWNER AFFIDAVIT

By placing a check in the box, I hereby certify that I am the homeowner and occupant of, or will, upon completion of the work and issuance of a Certificate of Occupancy, become the homeowner and occupancy of this residence and that I will personally install all piping, fittings and fixtures and perform all work required to comply with the applicable codes and ordinances as adopted by Waterford Township relative to this permit.	Date
--	------

New Single Family Residential:

Quantity	Description	Unit Price	Extension
	Less than 2000 sq. ft.		
	2000 sq. ft. – 2499 sq. ft.		
	2500 sq. ft. – 2999 sq. ft.		
	3000 sq. ft. – 3499 sq. ft.		
	3500 sq. ft. and up		
	Apartments units, each		

Includes air conditioning?	Yes	No
Includes gas piping?	Yes	No
Includes fireplace?	Yes	No

Alterations, Additions and all Commercial Projects:

Quantity	Description	Unit Price	Extension
	Base Permit fee, include in itemized total		
	Furnace, each		
	Boiler, each		
	Water heater (if electric water heater is installed an Electrical Permit is also required)		
	Fireplace, wood stove, each		
	Chimney or chimney liner, each		
	Duct system or hot water heat piping		
	Gas piping outlet, each		
	Central air conditioning, each New Install Yes No (site plan and screening required for new install)		
	Heat pump, pool heater or unit heater, each		
	HVAC unit (under 15 HP)		
	HVAC unit (15 to 50HP)		
	HVAC unit (over 50 HP)		
	Evaporating coil or Chilling tower		
	Exhaust fan (under 1500 CFM)		
	Exhaust fan (1500 to 10,000 CFM)		
	Exhaust fan (over10,000CFM)		
	Duct system (bid price under \$3000.00)		
	Duct system (\$3001.00-\$7999.00)		
	Duct system (\$8000.00 -\$10,999.00)		
	Duct system (\$11,000-\$15,000.00)		
	Duct system (each add'l. \$3000.00 over \$15,000.00)		
	Humidifier or Air Cleaner, each		
	Incinerators, crematories, each		
	Outside wood burning unit (approved site plan and installation instruction required)		
	Fire suppression system		
	Hood suppression system, Type I or II		

Miscellaneous Fees

	Registration of Mechanical Contractor's License		
	Reinspection fees or partial inspection fees		
	Special inspections		
	Mechanical Permit extension fee		
	After Hours/ weekend inspection		

Permit Fee Total \$ _____