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WATERFORD

A CHARTER TOWNSHIP

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**BUILDING AND ENGINEERING
DEPARTMENT**

Douglas W. Bradley, P.E.
Director

Brent A. Gibson
Ass't. Director of Building

Robert A. Merinsky, P.E.
Ass't. Director of Engineering

Checklist for New Home Construction

When applying for a Building Permit from the Waterford Township Building Department an applicant must complete the typical items listed below. All forms and fees must be presented before the application can be processed. See page 2 for details for each form.

1. Application for Plan Examination and Building Permit.
2. Application for Site Evaluation and Woodland Review.
3. Two copies of a certified survey, drawn to scale, indicating trees that will be removed and trees that will be saved. Also indicating the elevation of the street and the elevation of the first floor.
4. Two sets of construction plans. If the living space is 3500 sq. ft. or more the plans must be signed and sealed.
5. \$230.00 Application Fee, which includes \$145.00 for Site Evaluation and \$85.00 for Woodland Review.
6. 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:

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 Building Department may require any or all of the following documentation prior to issuing a Building Permit. The Building 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 Waterford Township Building Department will notify the applicant when the review has been completed and the permit is ready to be picked up.

«Moving Forward Together»

1. APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

- **Date** the form and check appropriate box if owner is applicant
- **Section 1: Property Information**
 - Street Address is obtained from the Fire Department
 - Parcel I.D. Number (Sidwell Number)
- **Section 2: Owner Information**, complete all items
- **Section 3: Building and Property Characteristics**
 - Describe in detail the proposed work,(i.e. new home w/attached garage, finished basement)
 - Cost of Improvement, your closest estimate to the cost of the entire project
- **Section 4: Selected Characteristics of the Building**, complete all items
- **Section 5: Other information**
 - If a Variance was secured from the Zoning Board of Appeals enter case number and hearing date
- **Section 6: Identification**
 - Describe in detail the proposed work,(i.e. new home w/attached garage, finished basement)
 - Cost of Improvement, your closest estimate to the cost of the entire project

2. APPLICATION FOR SITE EVALUATION AND WOODLAND REVIEW

- **Date** the form and check appropriate box if owner is applicant
- **Section 1: Property Information**
 - Date
 - Site Address (obtained from the Fire Department)
 - Parcel I.D. Number (Sidwell Number)
 - Applicant's Name
 - Applicant's Address
 - Applicant's Telephone Number
 - Select appropriate description of proposed activity
 - Signature of applicant
 - NOTE: Property corners and proposed building footprint must be staked and the address must be posted prior to the Building Department personnel performing the required Site Evaluation

3. SITE/PLOT PLAN

- The site plan that accompanies your application must be drawn to scale
- Two copies of your site plan, they must include the following
 - Location of proposed structure on the lot including setback distances from all lot lines
 - Proposed first floor elevation and elevation of the curb or edge of roadway
 - Location and size of all trees. **NOTE:** indicate which trees are to be removed and which are to be saved
 - Proposed structure shall include all stairs, decks, architectural features, fireplaces and cantilevered structures
 - If the site plan that is submitted does not include all required information a re-review fee of \$55.00 will be charged prior to completing the review

4. CONSTRUCTION PLANS

- Two sets of construction plans must be submitted, if living space is 3500 sq. ft. or more the plans must be signed and sealed

5. CONTRACTORS MUST REGISTER THEIR CONTRACTOR'S LICENSE

- Submit a copy of your Contractor's License and your Driver's License
- If licensee does not come in person to register the license s/he must include an original notarized letter authorizing Waterford Township to register their license in their absence
- \$15.00 registration fee