



SUBMITTAL REQUIREMENTS

FOR SINGLE FAMILY HOMES, ADDITIONS, GARAGES AND RENOVATIONS

- ❑ The package for new residences must include **\$ 350. payment for Engineering Review upon submittal.** Plot plan requirements are included in the building permit application. New homes are required to have the plot plan prepared and **signed and sealed** by a licensed professional surveyor or engineer. Incomplete resubmittals will be subject to an additional fee in the amount of 50% of the original review fee.
- ❑ Application for Building & Plan Examination (3 pages)
Complete the homeowner affidavit only if the permit is being issued to the homeowner. Note: Must be owner occupied to qualify as a homeowner permit.
- ❑ Grading & Drainage Permit application (1 page) – see WLT Building Department website for form.
- ❑ A Soil Erosion Permit or letter of exemption must be provided prior to issuance of the building permit. The paid permit application is acceptable with the **submittal only.** **Soil Erosion Control Permit must be applied for at Oakland County WRC, One Public Works Drive, Building 95W, Waterford, MI. (248) 858-5389.**
www.oakgov.com/water
- ❑ 2 complete sets of construction plans. Architectural plans must be 24"x36" and to scale.
- ❑ 3 detailed plot plans meeting the Residential Plot Plan Requirements and ONE ELECTRONIC COPY.
- ❑ Provide 2 reports of the energy code compliance.
- ❑ Provide copy of septic permit, well permit or complete White Lake Twp. Sewer and Water hook up requirements and provide proof that all fees have been paid.
- ❑ Provide driveway permit from Road Commission for Oakland County (RCOC).



- Allow 10 business days for review and processing of the permit. For new residences, the building application and construction plan review will take place simultaneously with the Engineering Review. The Engineering Review for new residences can take approximately 3 weeks.
- Incomplete submittals will be not be accepted.
- No work is allowed to be started until all permits are issued.

7525 Highland Road – White Lake, MI 48383-2900
(248) 698-3300 Ext. 2
Whitelaketwp.com

APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

Charter Township of White Lake
7525 Highland Road • White Lake, MI 48383
(248) 698-3300



Authority: P.A. 230 OF 1972, as amended
Completion: Mandatory to obtain permit
Penalty: Permit will not be issued

This department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.

APPLICANT TO COMPLETE ALL ITEMS

NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL PERMITS

APPLICATION DATE: _____/_____/_____	IS OWNER APPLICANT? <input type="checkbox"/> YES <input type="checkbox"/> NO
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PROPERTY INFORMATION

STREET ADDRESS OF PROJECT	APT. #	PARCEL I.D. NUMBER	ZONING
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OWNER INFORMATION

LAST NAME OR BUSINESS NAME	FIRST NAME	PHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE

APPLICANT INFORMATION

	OWNER OR LESSEE	CONTRACTOR
OWNER OR COMPANY NAME		
CONTACT NAME		
LICENSE NUMBER	-(License # is N/A for homeowner)-	
STREET ADDRESS		
CITY/STATE/ZIP		
PHONE		
EMAIL		
ARCHITECT/ENGINEER NAME: _____		
LICENSE NUMBER:		CONTACT #:
FEDERAL EMPLOYER ID NUMBER		
WORKERS COMP. INSURANCE CARRIER		
MESC NUMBER		

BUILDING AND PROPERTY CHARACTERISTICS

DESCRIBE IN DETAIL WORK TO BE DONE:		TYPE OF IMPROVEMENT: <input type="checkbox"/> FENCE <input type="checkbox"/> DECK <input type="checkbox"/> ROOF <input type="checkbox"/> NEW SINGLE FAMILY HOME <input type="checkbox"/> ALTERATION/REPAIR <input type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> GARAGE <input type="checkbox"/> ACCESSORY STRUCTURE <input type="checkbox"/> WINDOWS/DOORS	
USE GROUP: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER: _____ CONSTRUCTION TYPE:		VALUE OF IMPROVEMENT: \$	
LOT SIZE -- FRONT:	REAR:	SIDE:	SIDE:
TOTAL SQ. FT. OF LOT:			
PROPOSED SETBACKS -- FRONT:	REAR:	SIDE:	SIDE:
SQ. FT. OF PROPOSED CONST.-- GARAGE:	1 ST FLOOR:	2 ND FLOOR:	TOTAL:
SQ. FT. OF EXISTING STRUCTURES -- GARAGE:	1 ST FLOOR:	2 ND FLOOR:	TOTAL:
TOTAL HEIGHT & # OF STORIES:	NO. OF EXISTING BEDROOMS:	NO. OF PROPOSED BEDROOMS:	TOTAL NO. OF BEDROOMS:

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent; and we agree to conform to all applicable laws of this jurisdiction. The applicant signing this application is aware that (s)he assumes full responsibility for insuring that all work done complies with all applicable codes and ordinances.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.

SIGNATURE OF APPLICANT	PHONE
PRINT APPLICANTS NAME	
ADDRESS, CITY, STATE, ZIP	

BUILDING AND ZONING PERMIT REGULATIONS

- A Certificate of Occupancy must be obtained before occupying the building.
- The Builder and property owner are responsible for drainage and grade on the construction site.
- The Builder and property owner are responsible for lot line and proper setbacks as approved by White Lake Township.
- The lot is properly marked (properly marked is a **visible address** with the lot number and permit number that can be clearly seen from the road)
- The job site must be clean with a safe access for the inspectors. The road must be cleaned and maintained properly (this includes snow removal).

HOMEOWNER AFFIDAVIT

As the bona fide owner of the above mentioned property which is a single residence, and which is, or will be on completion, my place of residence and no part of which is used for rental or commercial purposes nor is now contemplated for such purpose, I hereby make application for an owner's permit to install:

_____ as listed on this permit application.

I certify that I am familiar with the provisions of the applicable Ordinance and the rules governing the type of installation which is contemplated at the above mentioned location and hereby agree to make the installation in conformance with the Ordinance. In making the application, I realize I am assuming the responsibility of a licensed contractor for the installation of the work mentioned in the permit application and for putting the equipment in operation. I further agree that I shall neither hire any other person for the purpose of installing any portion of the _____ or related equipment at the above premises, nor sub-contract to any other person, firm or corporation the installation of any portion of the above equipment.

HOMEOWNER NAME/SIGNATURE: _____

LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

	REQUIRED?
A. ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO
C. FLOOD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO
D. WATER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO
E. SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO
F. VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO
G. DRIVEWAY PERMIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
USE GROUP: _____	PLAN REVIEW FEES: _____
TYPE OF CONSTRUCTION: _____	BUILDING PERMIT FEES: _____
SQUARE FEET: _____	FEE TOTAL: _____
APPROVAL SIGNATURE: _____	NUMBER OF INSPECTIONS: _____
TITLE: _____	DATE: _____

WHITE LAKE TOWNSHIP PLOT PLAN SUBMITTAL CHECKLIST

New homes are required to have the plot plan prepared and **signed and sealed** by a licensed professional surveyor or engineer. Incomplete resubmittals require additional review and will be subject to an additional fee in the amount of 50% of the original review fee.

- ☐ Elevation reference mark shown (NAVD 88 Datum)
- ☐ Plan signed **AND** sealed by a State of Michigan licensed engineer or surveyor
- ☐ Location map with major cross streets indicated
- ☐ Title block shows professional preparer's name, address, and phone number
- ☐ Title block shows current revision date
- ☐ Easements are shown
- ☐ Plan shows setback lines. Setbacks measured from cantilevers, when proposed. Rear setback for lake lot should be from high water level.
- ☐ Building is dimensioned to property lines
- ☐ Septic field or sanitary sewer lead is shown
- ☐ Well or water service lead is shown
- ☐ Proposed spot finish grade elevations are shown for each corner of the building and as otherwise needed to indicate other grade features such as walkouts
- ☐ Existing and proposed contours are shown at maximum two-foot intervals
- ☐ Show as-built road and structure (storm, water, sanitary if any) elevations
- ☐ Show finish grade of adjacent structures, drive elevation, or note any construction that is underway
- ☐ Plan drawn to scale
- ☐ Title block shows applicant name, address, and phone number
- ☐ Title block shows Subdivision/Condominium name and lot/unit number
- ☐ Plan shows property lines and dimensions
- ☐ On site watermain, sanitary sewers, and storm sewers are shown (As- built location)
- ☐ Plan shows building outline with general dimensions
- ☐ Driveway is shown; slope 8% maximum if possible
- ☐ Sump pump leads shown, if any
- ☐ Floor elevations are shown for the first floor, garage, and basement
- ☐ Retaining wall height and type is shown
- ☐ Sidewalk shown (if required per approved site plan or preliminary plat); 2% cross slope at drive. ADA plate at road intersection for corner lots.
- ☐ Design water level of on-site ponds, if any. Show FEMA flood elevations if applicable
- ☐ Show existing contours or spot grades on adjacent parcels
- ☐ Location, diameter, and elevations at base of significant saved trees within grading limits
- ☐ Plot plan indicates positive drainage away from all sides of house and garage