

April 20, 2026

PROPOSAL FOR PROVISION OF BUILDING DEPARTMENT SERVICES TO THE VILLAGE OF WEBBERVILLE

OBJECTIVE: TO PROVIDE THE VILLAGE OF WEBBERVILLE WITH BUILDING DEPARTMENT MANAGEMENT SERVICES, INCLUDING TECHNICAL ASSISTANCE FOR BUILDING PLAN REVIEW AND INSPECTION SERVICES THROUGH THE APPOINTMENT OF THE LIVINGSTON COUNTY BUILDING OFFICIAL AS THE CHIEF BUILDING OFFICIAL OF THE VILLAGE OF WEBBERVILLE.

WHEREAS, the Livingston County Building Department employs a full time building official and Building Department,

WHEREAS, the Village of Webberville and Livingston County believe that the Livingston County Building and Inspection Staff would be able to manage building department inspections and permit reviews for the Village of Webberville and in other communities under the Livingston County Building Department jurisdiction.

NOW THEREFORE, BASED ON MUTUAL COVENENTS BETWEEN THE PARTIES HEREIN, THE PARTIES AGREE AS FOLLOWS;

Appointment of the Building Official: The Building Official of Livingston County (LCBD) is hereby appointed to also serve as the Building Official for the Village of Webberville. The Building Official shall be responsible for the administration and enforcement of the Michigan Building, Electrical, Mechanical, and Plumbing codes as applicable.

The Building Inspection Department: The Livingston County Building Department Staff and systems will provide building department services to the Village of Webberville. Work shall be performed on a daily basis or as needed to facilitate the work.

SCOPE OF WORK:

- Provide consistent advice and guidance to citizens, contractors and architects regarding building codes and building department related issues as currently being afforded to other communities within the LCBD jurisdiction.
- Provide on-site presence from Department Staff at the Village of Webberville offices when necessary.
- Provide responsive and timely plan reviews as needed with the same quality of service currently afforded to other communities under the jurisdiction of the LCBD, consistent with the current Michigan building, electrical, mechanical, and plumbing codes and applicable Village of Webberville ordinances.
- Utilize the existing Livingston County administrative organization to receive and document all permit applications, plan reviews and inspection requests.
- Provide on-site construction code inspections as needed.

- Manage the tracking and documentation of all projects for the Village of Webberville through the use of the existing administration structure.
- Provide monthly building department activity reporting to the Village of Webberville as afforded to other communities under the jurisdiction of the LCBD.
- The Village permit applicants will use the current County fee schedule for permits issued in the Village of Webberville.
- Attend pre-construction and red flag meetings with Village officials, planning staff and clients as needed for potential construction projects. Meetings can take place in either location as agreed.
- Administer Construction Board of Appeals meetings when needed.
- Retain all records per the retention policy required by the County
- Provide building code enforcement relating to building projects as needed.
- Provide insurance coverage as deemed necessary by the parties respective Attorneys.
- Provide proof of insurance to the Village of Webberville

OTHER PROVISIONS:

- LCBD agrees that at all times during the term of this Agreement its officers, agents, and employees will maintain current registration in accordance with Public Act 407 of 2016, the Skilled Trades Regulation Act.

FEES AND FUNDING:

- Provide all building department services described above, funded solely by permit revenue collected by LCBD.
- Any global fee adjustments to the County Building Department fee structure will apply to the Village of Webberville.

AGREEMENT AND CANCELLATION:

- This is a continuing agreement which renews automatically every year.
- Either party can cancel the agreement with 90 days' written notice.

TIMING:

- The transition of the basic services could be immediate subsequent to approvals by both parties. Adjustments to details would be ongoing.