

*City of Romulus*  
**Department of Building & Safety**  
**12600 S. Wayne Road**  
**Romulus, Michigan 48174**  
**(734) 942-7550, www.romulusgov.com**

## **HOW TO OBTAIN A RESIDENTIAL BUILDING PERMIT**

Before any construction can begin, construction plans must be approved and a building permit secured through the Department of Building & Safety.

This requirement applies not only to new construction, but also to any work that physically alters a structure. It also covers any other work regulated by the Michigan Residential Building Code along with any additional City Ordinances that may apply.

The first step in obtaining a building permit will depend upon the type of construction you are proposing. Please select the appropriate choice below:

### **A. Additions, alterations and accessory buildings:**

1. Submit three (3) copies of drawings and/or blue prints. They shall depict all elevations, floor plan, construction detail, foundation information, electrical drawings, heating/cooling and plumbing layouts. One copy will be retained by the Building Department and two copies returned to the applicant
2. Submit one copy of a plot plan and building permit application
3. Submit a copy of State of Michigan Residential Builders License and State of Michigan photo I.D./driver license except when applicant is the homeowner

### **B. New single family residence:**

1. Submit four (4) copies of site grade elevation, prepared by a State of Michigan licensed registered surveyor or engineer. Copies will be distributed as follows: 1 copy to the Department of Public Works, 1 copy to be retained by the Building Department, 2 copies returned to the applicant.
2. Submit three (3) complete sets of blue prints or drawings for the building. All submittals shall contain the following regardless of the portion to be completed by the applicant:
  - A. Four (4) side elevations
  - B. Floor plan
  - C. Foundation plan
  - D. Mechanical plans, electrical, heating, cooling, plumbing and details showing compliance with the Michigan Uniform Energy Code
  - E. Detail drawings, wall sections, door and window schedules
  - F. Truss and/or rafter information (truss drawings must be sealed)
  - G. Prints to be distributed as follows:
    - (1) copy retained by the Building Department
    - (2) copies returned to applicant
3. Submit building application, as it applies to your project. All submittals shall contain the following:
  - A. Property Identification number available through the City of Romulus Tax Assessor's Office
  - B. Street address which is issued by the City of Romulus Tax Assessor's Office. Applications without an address cannot be accepted
  - C. A copy of the State of Michigan Residential Builders License and State of Michigan photo I.D./driver license except when applicant is the homeowner
4. Submit building plan review fee and site grade review fee
5. Apply and pay for DPW fees: plot plan review, R-O-W permit, final grade inspection, water and sewer tap fees, water meter deposit, sewer line inspection fees
6. Soil erosion permit from Wayne County on sites over 1 acre or near a water source

**A "Permit to Haul" must be obtained by the Department of Public Works to move a pre-fabricated, modular or existing home**

### **C. Building permit fee is based on the cost of construction.**

**Note: Separate permits and inspections are required for electrical, mechanical and plumbing work.**

**A Certificate of Occupancy is required upon completion.**

**The original application form must be submitted.**

**All submitted plans must be assembled in equal sets (stapled, bound, etc.)**