CITY OF ROMULUS

Department of Building& Safety **PERMIT NO:**
12600 S. Wayne, Romulus MI 48174
734-942-7550
www.romulusgov.com

APPLICATION FOR GENERAL REPAIR AND ALTERATION/ZONING PERMIT

All areas must be completed on the application below:

JOB LOCATION:_____ **Date:**_____
All permit requests must have an address to be processed

_____
Property I.D. Number **Subdivision** **Zoning**

____Old Bldg
____New Bldg
_____
____New
____Replacement

Contractor Information:

_____
Contractor's Name **License No.**
_____
Address **City** **State** **Zip Code**
_____
Telephone Number **Email Address** **Federal I.D. Number**
_____
Worker's Compensation Carrier **MESC Employer Number**

Owner of Property Information:

_____
Owner's Name **Telephone Number** **Email Address**
_____
Address **City** **State** **Zip Code**

Type of Improvement or Repair:

- ☐ Above ground swimming pool
- ☐ Asphalt driveway
- ☐ Basement waterproofing
- ☐ Carport
- ☐ Chain link fence
- ☐ City Certification repairs only
- ☐ Concrete driveway
- ☐ Concrete patio
- ☐ Deck
- ☐ Porch
- ☐Privacy Fence
- ☐ Replacement windows: #_____
  Provide doc. windows meet 2015 MEC
- ☐ Replacement doors: #_____
- ☐ Replacement storm doors: #____
- ☐ Re-roof only (maximum two layers)
  *** Provide type/weight of shingles**
- ☐ Strip and re-roof
  *** Provide type/weight of shingles**
- ☐ Sidewalk
- ☐ Siding and trim
- ☐ Accessory structure 200 sq. ft. or less
- ☐ Cemetery Monument Installation
  Annex___Block___Lot___Plot____
- ☐ General Repairs (give description):
  _____
  _____
  _____

Installation Dimensions:

Length:_____feet_____inches
Width:_____feet_____inches
Height:_____feet_____inches

Remarks:

Cost of Improvement: Enter total cost of improvement/repair
(Contractor shall submit a copy of the contract) **$_____**
Sq. Ft. of Improvement (required to determine Fire Dept. Inspection Fees if applicable) **_____Sq. Ft.**

All building permit applications, excluding re-roof, siding and windows, must include a detailed drawing of the property (required drawing may be completed on the reverse side of this application). Note: energy report required for window installation permit.
Sheds, porches, carports, decks and swimming pools shall have detailed drawings of assembly attached.
Permits issued for driveways do not include approaches and/or construction within the right-of-way.
Permits and approvals for driveway approaches must be obtained through the Department of Public Works (734-942-7579).
Construction may not commence until a building permit has been secured.
All mail-in permits must include a self-addressed, stamped envelope.
A copy of the permittee's State of Michigan Photo I.D./ Driver License is required.
A copy of the licensee's State of Michigan Residential Builders License is required. (Registration Fee - $26.00)
Building permit fee is based on the cost of construction: $43.00 administrative fee plus $13.00 for each one-thousand ($1,000) dollars cost of construction or fraction thereof. Zoning permit fee: $43.00 administrative fee plus $68.00 flat fee.
This application may not be submitted for new construction i.e. residential dwellings, garages, commercial/industrial buildings, etc. (please ask for our "application for plan examination and building permit").
Failure to execute a permit within six (6) months of application approval by the Dept. of Building & Safety may result in the disposal of plans without notification to the applicant.

Section 23a of the State Construction 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 subjected to civil fines.

_____ _____
Owner's Signature **Date** **Contractor's Signature** **Date**

Revised 07/17/18 gg

PLOT PLAN

The following must be included on the plot plan: (1) dimensions of lot; (2) location and sizes of side, front and rear yards; (3) location of streets, easements and alleys; (4) direction of north point; (5) all existing and proposed buildings/structures located on same site; (6) corner lots must be indicated

Alley

Street

For Department Use Only

DPW Approval_____Date_____

- ☐ **Application Approval**
- ☐ **Application Not Approved**
- ☐ **Application Requires BZA Approval**
- ☐ **Approved by Board of Zoning Appeals**
- ☐ **Not Approved by Board of Zoning Appeals**

Appeal Number:_____
Date BZA appeal granted:_____

Approved by:_____
Authorized Signature Date

Disapproved by:_____
Authorized Signature Date

BUILDING PERMIT NUMBER:_____
BUILDING PERMIT ISSUED: _____
BUILDING PERMIT FEE:_____