

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

**HOW TO OBTAIN A COMMERCIAL/INDUSTRIAL BUILDING PERMIT**

**1. NEW COMMERCIAL/INDUSTRIAL BUILDINGS, ADDITIONS AND/OR PROJECTS THAT INCLUDE SITE IMPROVEMENTS. UPON PLANNING COMMISSION, CITY COUNCIL AND/OR OTHER ADMINISTRATIVE APPROVAL, COMPLETE THE FOLLOWING ITEMS:**

- Obtain property address for new development, if applicable (address request forms are available from the City Tax Assessor's Office).
- All submittals shall be accompanied by a letter of transmittal (civil/building construction).

**Engineering Submittal**

- Submit five (5) complete sets of civil engineering documents. Submittal documents must be signed and sealed by an engineer registered by the State of Michigan.
- Submit a formal cost breakdown of the grading/earthwork, water main, sanitary sewer, pavement, storm sewers and detention basins. The submittal must be signed and sealed by an engineer registered in the State of Michigan and must be approved by the City Engineer.
- The following review fees are required at the time of submission unless otherwise instructed:
- Estimated cost of outside utilities which shall include grading/earthwork, water main, sanitary sewer, pavement, storm sewers and detention basins as follows: <\$25,000 – 5.50%; \$25,000-\$50,000 – 4.50%; \$50,000-\$75,000 – 3.50%; >\$75,000 – 2.50%.
- Submit Soil Erosion and Sedimentation Control Permit Application. Application/submittal shall be made to Wayne County Department of Environment – 734-326-3936. Copies of the S.E.S.C. permit will be required to be submitted to the City Engineer.

**Construction Permit Submittal**

- Submit a completed building permit application. Original form only, may not be copied. Submit five (5) complete sets of construction documents, including approved site plan. Construction documents shall be signed and sealed by a State of Michigan licensed engineer or architect.
- Submit construction plan review fees – Building Plan Review Fee: first \$3,000,000 of construction cost x .0013, remainder of construction cost x .0005 (minimum plan review fee \$100.00); electrical, mechanical, plumbing & Fire Dept. plan review fee: 25% of building plan review fee (minimum fee for trades is \$35.00).
- Upon building permit approval, submit the following:
- Provide receipt of Department of Public Works fee schedule payment to the Department of Building & Safety.
- Construction Permit fee: \$42.00 (administrative fee) plus \$13.00 for each one-thousand (\$1,000.00) dollars cost of construction or fraction thereof and Fire Dept. inspection fee as follows: 1 – 10,000 sq. ft. - \$30.00, 10,001 – 25,000 sq. ft. - \$75.00, 25,001 – 100,000 sq. ft. - \$150.00, over 100,000 sq. ft. - \$150.00 + \$.01 per each additional sq. ft.

## **2. COMMERCIAL/INDUSTRIAL CONSTRUCTION, ALTERATIONS AND RENOVATIONS THAT DO NOT INCLUDE SITE IMPROVEMENTS.**

- Submit a completed building permit application.
- Submit construction plan review fees – Building Plan Review Fee: first \$3,000,000 of construction cost x .0013, remainder of construction cost x .0005 (minimum plan review fee \$100.00); electrical, mechanical, plumbing & Fire Dept. plan review fee: 25% of building plan review fee (minimum fee for trades is \$35.00).
- Submit five (5) complete sets of prints and specifications for the proposed work. All construction documents must be signed and sealed by a State of Michigan licensed architect or engineer.
- Submit Soil Erosion and Sedimentation Control Permit Application. Application/submittal shall be made to Wayne County Department of Environment – 734-326-3936. Copies of the S.E.S.C. permit or waiver will be required to be submitted to the Building Department.
- Construction Permit fee: \$42.00 (administrative fee) plus \$13 .00 for each one-thousand (\$1,000.00) dollars cost of construction or fraction thereof and Fire Dept. inspection fee as follows: 1 – 10,000 sq. ft. - \$30.00, 10,001 – 25,000 sq. ft. - \$75.00, 25,001 – 100,000 sq. ft. - \$150.00, over 100,000 sq. ft. - \$150.00 + \$.01 per each additional sq. ft.