

City of Romulus
Department of Building & Safety
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Romulus, Michigan 48174
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HOW TO OBTAIN A COMMERCIAL/INDUSTRIAL BUILDING PERMIT

Before any construction can begin, construction plans must be approved through the Department of Building & Safety, Department of Public Works, Fire Department and/or City Engineer. This requirement applies not only to new construction, but also to any work that physically alters structures. It also covers any work regulated by the Michigan Building Codes and/or City Ordinances.

Your first step in obtaining a building permit will depend on the type of construction you are proposing. Please select the appropriate choice from the table:

Section 17.02 Uses Requiring Site Plan Review

- (a) Site plan and sketch plan reviews and approvals shall be required for the activities or uses listed in Table 17.02.
- (b) Approvals are obtained from the Planning Commission (PC), City Council (CC), Administrative Review Committee (ARC), or Building and Safety Department (BSD) depending upon the nature of the proposed construction or use. Where City Council approval is required, it shall be based upon the recommendation of the Planning Commission. Where the Ordinance allows the City to grant modifications or waivers to a specific requirement, the approval authority shall be the body with the authority to grant the associated modification or waiver, based upon the standards provided in that section. Variances may only be granted by the Board of Zoning Appeals (BZA).
- (c) Activities and uses that are exempt from site plan/sketch plan approval still require a building permit. All construction or building modification is subject to City building permit requirements of the Building and Safety Department in accordance with Article 21.
- (d) Improvements to nonconforming sites, structures and uses are also subject to review according to Article 20, Nonconforming.

Table 17.02 Plan Review Requirements			
Activity/Use	Site Plan	Sketch Plan	Building Permit
New Construction			

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Table 17.02 Plan Review Requirements			
Activity/Use	Site Plan	Sketch Plan	Building Permit
Construction of any building or structure for a non-residential use	PC	---	---
Multiple-family dwellings, attached single-family dwellings	PC	---	---
Public utility or essential service buildings or structures, telephone exchange buildings, electric transformer stations and substations, gas regulator stations, natural gas distribution or storage facilities and transmission towers	PC	---	---
Establishment of a new special land use (whether in an existing structure or a new construction) (see Article 18)	PC -Site Plan CC - Special Land Use	---	---
Planned Development Area (see Article 19)	CC - with PC recommendation		
Planned Development Area Individual Site Plans	PC		
Condominiums (see Article 16)	CC - with PC recommendation		
Construction, reconstruction, erection and/or expansion of a single-family or two-family dwelling on a single lot or parcel			BSD
Farm buildings or structures			BSD
New or extended road, public or private	CC - with PC recommendation		
Establishment of new long-term parking facility	PC -Site Plan CC - Special Land Use		
Wireless communication facility (new or change) (see Article 12)	Section 12.15	---	---
Wind Energy Conversion Systems (WECS)	Section 12.20		
Expansion/Modification to Existing Building			
Expansion of more than 2,500 sq. ft. or 25% from the existing square footage of a non-residential building,	PC	---	---

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Table 17.02 Plan Review Requirements			
Activity/Use	Site Plan	Sketch Plan	Building Permit
whichever is greater			
Expansion of less than 2,500 sq. ft. or 25% from the existing square footage of the building, whichever is greater (see Section 21.01)	---	ARC	---
Addition of truck docks, loading or storage areas less than 3,000 sq ft. or 25% of the existing area	---	ARC	---
Construction solely on the building interior that does not increase UFA	---	---	BSD
Upgrades to building façade (see Section 21.01)	---	ARC	---
Expansion/intensification of a special land use by more than 20% (see Section 18.07 for specific thresholds)	PC –Site Plan CC – Special Land Use	---	---
Expansion/intensification of a special land use by less than 20% (see Section 18.07 for specific thresholds)		ARC	
Expansion to existing long term parking facility	PC –Site Plan CC – Special Land Use	---	---
Change in Use			
Change of land or building to a more intensive use, as determined by the Planning Director and Building and Safety Director, that may involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site, such as loss of natural features (see Section 21.01)	---	ARC	---
Reuse or reoccupancy of an existing building where no building expansion is proposed only if the Building and Safety Director determines the new use is similar or less intense use in terms of parking, traffic generation, drainage, utility needs, noise, aesthetics and other external effects (see Section 20.01)	---	---	BSD
Change in use of an existing building to a special land use (see Article 18)	---	PC –Site Plan CC –	---

Table 17.02 Plan Review Requirements			
Activity/Use	Site Plan	Sketch Plan	Building Permit
		Special Land Use	
The following uses when requiring a special land use as accessory to a single-family residence: adult foster care small group homes, group child or day care homes, commercial kennels, livestock barns, and stables.	---	PC –Site Plan CC – Special Land Use	---
Temporary uses, buildings, structures, and seasonal events	---	BZA	---
Accessory Structures and Site Improvements			
Non-residential accessory structures	---	BSD	---
New parking lot, loading area or storage area of more than 3,000 sq. ft., or improvements or expansion of an existing area of more than 3,000 sq. ft. or 25% of the existing area, whichever is greater	PC	---	---
Improvements or expansion to an existing parking lot, loading area or storage area of less than 3,000 sq. ft. or 25% of the existing area, whichever is greater	---	ARC	---
New driveway for a nonresidential use	PC	---	---
Residential community buildings and facilities as part of a development	PC	---	---
Commercial outdoor storage, sales and display	PC	---	---
Accessory industrial outdoor storage of raw materials, supplies, equipment and products occupying an area exceeding the following percentage of the floor area of the principal building: O-R: any area M-1: more than 25% M-2: more than 50%	PC	---	---
Accessory industrial outdoor storage of raw materials, supplies, equipment and products occupying an area not exceeding the following percentage of the floor	---	ARC	---

Table 17.02 Plan Review Requirements			
Activity/Use	Site Plan	Sketch Plan	Building Permit
area of the principal building: M-1: up to 25% M-2: up to 50% MT: any area			
New accessory parking lot/loading area of 10 spaces or more or addition of more than 3,000 sq. ft. or 25% of the existing area of pavement to an existing parking lot or addition of a new driveway for a non-residential use (see Section 20.01)	PC	---	---
Improvements or expansion to an existing parking lot of 10 or fewer new spaces, or less than 3,000 sq. ft. of pavement	---	ARC	---
Construction, relocation or erection of signs, retaining walls, fences, walls, waste receptacles, sidewalks, antennas, lights, poles, cooling/heating or other mechanical equipment	---	---	BSD
Modifications to comply with accessibility requirements	---	---	BSD
Buildings and structures accessory to a single-family or two-family dwelling in any zoning district	---	---	BSD
Private kennels	---	---	BSD
Stormwater detention/retention ponds	---	ARC	---
Grading, excavation, filling, soil removal or tree clearing over 100 square feet not associated with an approved site plan or plat	---	ARC	---
Private ponds (See Section 12.17)	---	---	BSD
Temporary portable moving and storage containers (See Section 12.18)	---	---	BSD

City of Romulus Zoning Ordinance
Resolution #11-322 effective 11/30/2011

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%.
- Site grade review fee - \$150.00 dollars for the first acre plus \$50.00 for each additional acre or fraction thereof, with a maximum of \$500.00 dollars.
- 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 plan review fee: 25% of building plan review fee.
- 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: \$38.00 (base fee) plus \$11.00 for each one-thousand (\$1,000.00) dollars cost of construction or fraction thereof.

2. CONSTRUCTION, ALTERATIONS AND RENOVATIONS THAT DO NOT REQUIRE PLANNING COMMISSION/ADMINISTRATIVE REVIEW COMMITTEE APPROVAL:

- 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 plan review fee: 25% of building plan review fee.
- 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.
- Upon approval of the building permit application, submit building permit fee: \$38.00 (base fee) plus \$11.00 for each one-thousand (\$1,000) cost of construction or fraction thereof.