

CITY OF ROMULUS

Department of Building & Safety
12600 S. Wayne, Romulus MI 48174
734-942-7550

PERMIT NO: _____

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	

<input type="checkbox"/> Old Bldg <input type="checkbox"/> New Bldg	Contractor Information:		
<input type="checkbox"/> New <input type="checkbox"/> Replacement	Contractor's Name _____ License No. _____		
<input type="checkbox"/> Approved by Homeowners Association <input type="checkbox"/> Not applicable	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: <input type="checkbox"/> Above ground swimming pool <input type="checkbox"/> Asphalt driveway <input type="checkbox"/> Basement waterproofing <input type="checkbox"/> Carport <input type="checkbox"/> Chain link fence <input type="checkbox"/> City Certification repairs only <input type="checkbox"/> Concrete driveway <input type="checkbox"/> Concrete patio <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Privacy Fence <input type="checkbox"/> Replacement windows: # _____ Provide doc. windows meet 2015 MEC <input type="checkbox"/> Replacement doors: # _____ <input type="checkbox"/> Replacement storm doors: # _____	<input type="checkbox"/> Re-roof only (maximum two layers) * Provide type/weight of shingles <input type="checkbox"/> Strip and re-roof * Provide type/weight of shingles <input type="checkbox"/> Sidewalk <input type="checkbox"/> Siding and trim <input type="checkbox"/> Accessory structure 200 sq. ft. or less <input type="checkbox"/> Cemetery Monument Installation Annex ___ Block ___ Lot ___ Plot ___ <input type="checkbox"/> General Repairs (give description): _____	Installation Dimensions: Length: _____ feet _____ inches Width: _____ feet _____ inches Height: _____ feet _____ inches Remarks: _____ _____ _____
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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: \$50.00 administrative fee plus \$15.00 for each one-thousand (\$1,000) dollars cost of construction or fraction thereof.
 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 _____
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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: _____