

CITY OF ROMULUS

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

PERMIT NO: _____

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 ☐ Approved by Homeowners Association ☐ Not applicable	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 (Affidavit Required) ☐ City Certification repairs only ☐ Concrete driveway ☐ Concrete patio ☐ Deck ☐ Porch ☐ Privacy Fence (Affidavit Required) ☐ 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: \$55.00 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
-------------------	------	------------------------	------

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	Approved by:_____
☐ Application Not Approved	
☐ Application Requires BZA Approval	Authorized Signature_____Date_____
☐ Approved by Board of Zoning Appeals	☐ Building Permit ☐ Zoning Permit
☐ Not Approved by Board of Zoning Appeals	Disapproved by:_____
Appeal Number:_____	Authorized Signature_____Date_____
Date BZA appeal granted:_____	
	BUILDING PERMIT NUMBER:_____
	BUILDING PERMIT ISSUED: _____
	BUILDING PERMIT FEE:_____

CITY OF ROMULUS
FENCE AFFIDAVIT

I _____ at: _____, take sole
(Property Address)

responsibility that the requested installation and/or repair of approved fencing will be properly
installed on the property line as allowed by the City of Romulus Zoning Ordinance.

I, _____, a Notary Public, do hereby certify that on this ____ day
of _____, 20____, that these statements are true and correct and attest to the
authenticity of the said person's signatures that appeared before me.

Notary Public

My Commission Expires

Notary Public, State of _____, County of _____.