

GENERAL INFORMATION AND REQUIREMENTS FOR ROME TOWNSHIP BUILDING DEPARTMENT

Rome Township

9212 Woerner Rd.
Onsted, MI 49265
517-605-5163

In order for Rome Township to adequately review and approve your building projects for compliance with various codes and ordinances, it is necessary for you to provide certain documentation. Failure to supply accurate, legible and complete documentation may result in delays and/or refusals.

Any permit issued shall become invalid if the authorized work is not commenced within six (6) months after issuance of the permit, or if work is suspended or abandoned for a period of six (6) months after the time of commencing the work. A permit will be canceled when no inspections are requested and conducted within six (6) months of the date of issuance or the date of a previous inspection. Canceled permits cannot be refunded or reinstated. It is the responsibility of the permit holder to make application for all inspections, including final inspection and Certificates of Occupancy. If these are not obtained during the 1-Year period of the permit a renewal must be requested on or before the anniversary date. A permit is good for 1-Year from the date of issuance.

Additional Fees Will Be Added to the Permit When:

1. Construction starts before the building permit issued.
2. Occupying a permitted area before a Certificate of Occupancy is issued for the permitted area.
3. Additional notifications by the Townships or the Township Legal Council on needed permits, inspections, Certificates of Occupancies, or other violations of the State Construction Code or Rome Township Ordinances.
4. Permits are NOT renewed by the Anniversary Date.

Temporary Occupancy: Upon written request of the permit holder, a temporary Certificate of Occupancy *may* be issued before the completion of the work in its entirety covered by the permit provided that such portion or portions shall be occupied safely prior to full completion of the structure without endangering life or public welfare. MRC 110.4

Building Permits: Homeowners doing their own work may obtain a homeowners permit. Contractors performing work exceeding \$600.00 are required to be licensed by the State for the type of work being completed and may therefore void any contractual agreements.

Electrical, Plumbing and Mechanical Work: Homeowners doing their own work may obtain a homeowners permit. But remember if a contractor is doing the work, they must obtain a permit in their own company and/or licensed name in order to perform the work.

Violations: Be advised that if violations are not corrected and efforts by the Building Official and Rome Township to bring the violations into compliance do not work, legal council will be notified and appearance tickets may be issued.

Building Code: Michigan Residential Code incorporates the 2003 edition of the International Residential Code for One and Two Family Dwellings and the Michigan Uniform Energy Code. The Michigan Building Code incorporates the 2003 Edition of the International Building Code. Public Act 230 of 1972 as amended.

Requirements for New Construction or Manufactured Home Sets:

1. **Address for Construction Site:** Consumers Energy Company Request Center (517) 788-0026.
Exact Location – Township Section, Lot Number or Parcel Number.
2. **Contact Lenawee County Health Department:** (517) 264-5214
 - A. Copy of well and/ or sewage disposal permits.
 - B. Verification of previous installation of well or sewage disposal system.
 - C. Approval from Health Department prior to Building Permit application.
3. **Zoning Compliance Approval:** A Zoning Compliance Application with one (1) copy of a Site Plan must be submitted prior to the issuance of a Building Permit.
4. **Soil Erosion and Sedimentation Control Permit:** A permit is required with certain erosion control requirements attached wherever there is a major earth-disturbing activity on one (1) acre or more. Also, any excavating, filling or earth disturbance within five hundred feet (500') of a lake, stream, river, County Drain, or major drainage course requires a permit. This permit is obtained from the Lenawee County Drain Commission, (517) 264-4696. A copy of this permit showing property ID is required.
5. **Driveway/ Approach Permits:** On all new construction a driveway permit is necessary. If located on a County Road contact Lenawee County Road Commission, (517) 265-6971. If located on a State Highway contact Michigan Department of Transportation Utilities Permits Division, (517) 780-7500. A copy of the driveway permit showing the property ID is necessary.
6. **Proof of Ownership:** A recorded copy of the warranty deed showing ownership by the applicant or representative is necessary. If property is in a land contract a notarized letter from the owner stating approval for the construction being applied for is required. A copy of the current paid tax bill will also suffice.
7. **Building Plans:** Bring two (2) sets of construction prints, one (1) set is to remain in the Township's permanent file and other set is to be returned to the permit holder at the time of the Building Permit issuance. Plan on at least one week for review of the new construction documents. A structure that is greater than 3,500 square feet or is other than residentially zoned property is required to have prints that are signed and sealed by a Michigan registered engineer or certified architect and must contain Michigan Barrier Free Specifications. Michigan Part 4, 408.30405. Construction plans may differ depending on the extent or complexity of the construction being applied for. Use the following information as a guideline:
 - A. All plans for new construction and additions require floor plans with exterior building and interior room dimensions, window and door sizes with glazing area and fenestration values if available. Show type, location, thickness and R-Value of all insulation. All fire, smoke or other related safety equipment or construction to be shown. A sectional view showing all materials from footing to roof line shall be shown. Also include a foundation plan, and a structural plan or information. Elevations plans are to show all openings and final grade.
 - B. Manufactured homes require floor plans, exterior and interior dimensions, foundation plan, elevations, and all of the above information for any area needing construction on site or any areas of modification to be done on site. Manufactured homes must have a Building Systems Approval Report and proper stickers or a Certificate of Acceptability and proper tags for manufactured housing.
 - C. Accessory structures need foundation, floor and structural plans with all construction details.

D. Pools and pools with decks need foundation and structural plans with all construction details, also include site plan showing location of all structures and distances between each building, location of any required protective fencing and method of supervision. Consult with Rome Township Building Inspector to determine if any protective fencing is required and to what extent.

8. **Scaled Plot Plan:** You are responsible for the accuracy of your plot plan, as well as any other plans submitted. The plot plan along with the Zoning Compliance Application must be approved BEFORE consideration of the Building Permit. This plot plan should include:
 - A. Streets and driveways labeled.
 - B. Property Number, Lot Number and subdivision if so located.
 - C. Include all proposed and existing buildings. Show distances of all new buildings, additions to the property lines. Also show distances of new accessory structures from principal dwelling units.
 - D. Indicate location of septic field and/ or well, also distance from any new construction.
 - E. Indicate any existing power lines, utility poles, easements or water around the property.
9. **Electrical Permits:** Contact Rome Township Electrical Inspector to schedule inspection appointments. Rough electrical inspection should take place prior to rough framing inspection. Consumers Energy does not allow any building or structures to be within 36 feet of an electrical distribution line. If you feel a structure will be constructed within this limit please contact Consumers Energy at 800-882-6808. An Electrical Permit will not be issued in this case without written permission from Consumers Energy.
10. **Plumbing Permits:** The State of Michigan handles inspections for Plumbing. Please visit www.rometownship.org or contact Rome Township Clerk to obtain a plumbing permit.
11. **Mechanical Permits:** The State of Michigan handles inspections for Mechanical. Please visit www.rometownship.org or contact Rome Township Clerk to obtain a plumbing permit.
12. **Final and Certificate of Occupancy Inspection:** The following is a list of issues that commonly found during inspection:
 - A. No final mechanical approval. This could include a fireplace.
 - B. No final plumbing approval.
 - C. No final electrical approval.
 - D. Smoke detectors must be located on all floors, in all bedrooms, all interconnected and battery backup.
 - E. Complete insulation coverage including band/ rim joist.
 - F. Girder support posts need to be securely attached at top and bottom with lag bolts.
 - G. Fire partition in place, complete and taped.
 - H. Doors without steps or open for future decks.
 - I. Hand and guard rails do not exist, incomplete or improperly installed. Guards on stairs often missed.
 - J. No final approval from Health Department.
 - K. Street Number not on house for identification.
13. **Site Review:** Property must be identified by lot lines marked by stakes. All new construction must be staked out prior to Zoning Administrator visit.

**PLEASE BEAR IN MIND THAT INSPECTORS ARE NOT A SOURCE OF
CONSTRUCTION INFORMATION BEYOND PERMIT AND INSPECTION
PROCEDURES.**

**YOU MUST HAVE A CERTIFICATE OF OCCUPANCY BEFORE YOU CAN OCCUPY
OR STAY OVERNIGHT.**

Typical Inspections

Please note that new homes will have all types listed below and other types of construction will use a variation of the inspections listed below.

1. Site Inspection
2. Plan Review
3. Footing Inspection
4. Backfill Inspection
5. Electrical Service Inspection
6. Rough Framing Inspection
7. Rough Electrical Inspection
8. Rough Plumbing Inspection
9. Rough Mechanical Inspection
10. Insulation Inspection
11. Drywall Inspection
12. Final Mechanical Inspection
13. Final Electrical Inspection
14. Final Plumbing Inspection
15. Radon Inspection
16. Final Building Inspection (Certificate of Occupancy)

Important Contact Information

Rome Township Clerk

Robin Robertson
9212 Woerner Rd.
Onsted, MI 49265
517-605-5163

Assessor/ Land Divisions

Lenawee County Equalization Department
301 N. Main St.
Adrian, MI 49221
517-264-4522

Electrical

Brian Bovee
6257 Baldwin Hwy.
Adrian, MI 49221
517-265-2606

Zoning Administrator

Rick Arnold
111 Greenleaf Street
Onsted, MI 49265
517-467-2231

Building Inspector

Bruce Nickel
4150 South Hane Hwy
Onsted, MI 49265
517-467-7874

Soil Erosion and Sedimentation Control Permit

Lenawee County Drain Commission
320 Springbrook Ave.
Adrian, MI 49221
517-264-4696
www.lenaweedrain.com

Driveway/ Approach Permit (County Road)
Lenawee County Road Commission
2461 Treat Hwy.
Adrian, MI 49221
517-265-6971
www.lcrc.cc

Driveway/ Approach Permit (State Highway)
Michigan Department of Transportation
Jackson TSC/ Doug Jordan
2750 N. Elm Rd.
Jackson, MI 49201
517-780-7540

Consumer Energy Company (Address Procurement)
Request Center
517-788-0026 or 1-800-477-5050

Well/ Sewage Disposal Permit
Lenawee County Health Department
1040 S. Winter St.
Adrian, MI 49221
517-264-5214
www.lenweehealthdepartment.org

MISS DIG Michigan
1-800-482-7171

Plumbing Permit (State of Michigan)
Robert Page
734-205-7358
Office Hours are: 8:00am – 9:00am ONLY
http://www.michigan.gov/lara/0,4601,7-154-10575_17394_17570---,00.html

Mechanical Permit (State of Michigan)
Rory Ward
517-242-9436
http://www.michigan.gov/lara/0,4601,7-154-10575_17394_17566---,00.html

Please Note:

A majority of the permits listed above can be found at www.rometownship.org or please contact either the Rome Township Clerk for Township Applications or the respective Authority Having Jurisdiction on other permits.