

**CHECKLIST FOR BUILDING PERMIT APPLICATIONS**

**Rome Township**

9685 Hoddinott Rd

Adrian, MI 49221

517-605-3662

COMPLETED

1. \_\_\_\_\_ Obtain permit package from [www.rometownship.org](http://www.rometownship.org) or Rome Township Clerk, Robin Robertson at 517-605-5163 or [rometownshipclerk@gmail.com](mailto:rometownshipclerk@gmail.com)
2. \_\_\_\_\_ Complete both the Zoning Compliance Form and Building Permit

Applications; (applications must be completely filled out) and return

Applications along with associated fee and the following permits/ forms:

- A. \_\_\_\_\_ Copy of Well and Septic Permit.
- B. \_\_\_\_\_ Copy of Site Plan (If not on Page 4 of Building Permit).
- C. \_\_\_\_\_ Legal Description of Property.
- D. \_\_\_\_\_ Copy of Driveway Permit.
- E. \_\_\_\_\_ Copy of Soil Erosion and Sedimentation Permit or letter from Lenawee County Drain Commission Stating Permit is not needed.
- F. \_\_\_\_\_ Two (2) Complete Sets of Construction Drawings

All of above items may not apply to your particular project. The requirements are outlined in the General Information and Requirements sheet. If you have any questions about the application process please contact:

Rome Township Building Inspector  
Mr. Brandon McRoberts  
517-605-3662

The completed applications will be forwarded to the Building Inspector for Plan Review and Approval and a Permit will be returned in usually 5 to 7 days.

PLEASE NOTE:

Separate Permit Applications are required for Electrical, Mechanical, Plumbing, etc.

**Rome Township issues Building and Electrical Permits ONLY,  
Mechanical and Plumbing Permits are obtained through the State of Michigan at [www.michigan.gov/bcc](http://www.michigan.gov/bcc)**

# Building Permit Fee Schedule & Information

## Rome Township

Rome Township issues Building and Electrical, Mechanical and Plumbing Permits are obtained through the State of Michigan. Applications are available through the State website. If work for which a permit is issued is not started within six (6) months of the date of permit issue, or if the work is stopped or abandoned for a period of six (6) months, the permit may lapse and cease to be in effect. When no inspection has been requested during the six (6) month period, the Township shall cause the premises to be inspected to ascertain the status. The permittee will be assessed a seventy (\$70) dollar inspection fee to reimburse the cost of such status inspection. In the event the permit lapses, any unexpended amounts of the permit fee shall be used to defray expenses of processing and maintaining the Township's file on the matter. After a permit has lapsed, no further construction shall take place until a new permit for the remaining work has been issued in accordance with the Township fee schedule, or an extension granted.

\*A TEMPORARY OCCUPANCY PERMIT MAY BE ALLOWED AFTER REVIEW, POSTING OF A BOND AND PAYMENT OF THE AMOUNT STATED BELOW. (60 DAYS IS ALLOWED, A 30 DAY EXTENSION MAY BE ALLOWED W/JUSTIFICATION)

\*A CERTIFICATE OF OCCUPANCY MUST BE ISSUED PRIOR TO MOVING INTO THE PERMITTED AREA.

\*AGRICULTURAL BUILDINGS MUST ONLY BE UTILIZED FOR AGRICULTURAL ANIMALS, PRODUCTS OR IMPLEMENTS AND REQUIRES A LETTER/AFFIDAVIT STATING ONLY AGRICULTURAL USE.

\*PERMIT FEES ARE BASED ON \$70.00 PER INSPECTION. ADDITIONAL INSPECTIONS WILL BE CHARGED OVER AND ABOVE THE INITIAL PERMIT FEE.

Type of Permit	# of Insp.	Permit Fee	Types of Inspections
Administrative Fee (added to all permits)		30	This fee is added to all permits to help cover the administrative costs.
New Home (Stick)	9	630	P.Rev, Site, Ftg, Backfill, Rough, Post Ftg, Insul, Drywall, Final
New Home (Mod)	6	420	P.Rev, Site, Ftg, Backfill, Post Ftg, Final
W/Second Floor	9	630	P.Rev, Site, Ftg, Backfill, Rough, Post Ftg, Insul, Drywall, Final
New Home (HUD)	6	420	P.Rev, Site, Ftg, Backfill, Post Ftg, Final
W/Garage	7	490	P.Rev, Site, Ftg, Backfill, Post Ftg, Gar.Rough, Final
HUD Home (MHP)	2	140	Pad, Final
Additions	6	420	P.Rev, Ftg, Rough, Insul, Drywall, Final
With Basement	7	490	P.Rev, Ftg, Backfill, Rough, Insul, Drywall, Final
Roof Pitch Change	2	140	Rough, Final
Renovation/Remodeling	Review	\$70/Insp.	Extent of renovation & applicable codes will determine # of inspections
Replacement Roofing/Siding	1 each	\$70 ea.	Mtg. on site to review work and applicable codes to assure compliance
Garage/Pole Bldgs.(access Structure)	2	140	Ftg, Final (w/o interior wall sheathing)
Portable sheds/carpports(access Struct)	1	70	Final (anchors/tie downs must be installed)
Attached Garages	2	140	Ftg, Final (w/o interior wall sheathing)
Porches: Pre-Built Alum	2	140	Ftg. (Rough/Final)
Open Deck/Porch	2	140	Ftg, Final
Deck/Porch w/Roof	3	210	Ftg, Rough, Final
Enclosed Porches/Sunroom	4	280	Ftg, Rough, Insul, Final
Pool - Above Ground	1	70	Final
Pool - Above Grnd. w/Deck(same time)	2	140	Ftg, Final
Pool - In-Ground	2	140	Foundation, Final
Special Inspection W/State Report	3	210	Site Inspection and written report to state
Commercial & Industrial (non-residential) (New or Remodel)	Calc @ Plan Rev.	\$70/ Insp	If the total floor area of the new construction exceeds 4000 Sq. Ft., add 25% of the base fee for each additional 1000 square feet.
Temp. Occupancy Permit	1	170	\$170 fee allows for one additional inspection (\$300 for 30 day extension)
Additional Inspections	1	70	Added when going over allowed/paid for # of inspections.
Residential Demolition of a Bldg.	2	140	Pre-Demo, Final
Non-Residential Demolition of a Bldg.	2	140	Pre-Demo, Final
When the permitted area of the new construction or renovation exceeds 4000 Sq. Ft., 25% of the initial base fee will be added for each additional 1000 square feet.			

The above fee schedule was adopted by the Rome Township Board and effect April 1, 2018.

# Rome Township

## Building Permit Application

Phone: (517) 605-3662

9685 Hoddinott Rd., Adrian MI 49221

bmcrob98@yahoo.com

### Township Office Hours:

Not at this time

Call: (517) 605-3662



Permit Fee: \_\_\_\_\_

**Make Checks Payable to:** Rome Township

**Mail all correspondence to:** Brandon McRoberts, 9685 Hoddinott Rd., Adrian, MI 49221 Phone: (517) 605-3662

Property ID Number: RM\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Was Property Variance Issued: \_\_\_\_\_

Describe Proposed Construction & Use:	

Location of Construction:				
Address:		Subdivision:		Lot #:
City / Village:		Township:	County:	Zip:
		Rome	Lenawee	
If no address yet describe location: (i.e. between what nearest streets)				

Owner Identification:				
Name:	Last	First	M.I.	Phone:
Spouse:	Last	First	M.I.	Cell:
Address:				Fax:
City:	State:	Zip:	Email:	

<b>Building &amp; Lot area Information:</b> The information in this area <b>must</b> be filled out accurately and in it's entirety for your construction.				
Overall Building Width:		Overall Building length:		Finished Floor Area (Not including Bsmnt):
				Sq. Ft.
Number of stories & feet in height from avg. grade:		<input type="checkbox"/> Basement <input type="checkbox"/> Crawl <input type="checkbox"/> Slab		Finished Basement Area:
# of Stories	Hght.      Ft.			Sq. Ft.
Garage:		Garage dimensions:		Garage Area:
<input type="checkbox"/> Attached <input type="checkbox"/> Un-attached <input type="checkbox"/> None				Sq. Ft.
Total Land Area:	Total Land Area Covered:	Total Percent of Land coverage:		Total Finished Floor Area:
Sq.Ft./Acres	Sq.Ft./Acres	%		Sq. Ft.

<b>Type of Improvement:</b>		Select the permit type and the code being used.	
<b>Permit Type:</b>	<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Renovation
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Other: _____
<b>Code:</b>	<input type="checkbox"/> Michigan Residential Code 2015 (Site)	<input type="checkbox"/> Michigan Residential Code 2015 (Modular)	
	<input type="checkbox"/> Michigan Building Code 2015	<input type="checkbox"/> Manufactured Home (HUD) (MH Park)	
	<input type="checkbox"/> Manufactured Home (HUD-Non-MH Park)	<input type="checkbox"/> Other: _____	

<b>Proposed Use:</b>	For "Demolition" show the most recent use – For non-residential describe in detail the proposed use of the building – If use of building is being changed show the proposed new use.
<b>Check all items that apply to your construction:</b>	
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Modular Dwelling
<input type="checkbox"/> Two Family Dwelling	<input type="checkbox"/> Multiple Family
<input type="checkbox"/> Pole Building	<input type="checkbox"/> Open Deck/Porch
<input type="checkbox"/> Accessory Bldg. Portable	<input type="checkbox"/> Dwelling Addition
<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Re-Side
<input type="checkbox"/> Manufactured Dwelling	<input type="checkbox"/> Attached Garage
<input type="checkbox"/> Remodeling	<input type="checkbox"/> Detached Garage
<input type="checkbox"/> Pool in-ground	<input type="checkbox"/> Pool above-ground
<input type="checkbox"/> Enclosed Porch/Sunroom	<input type="checkbox"/> Non-Residential
<input type="checkbox"/> Replacement Windows	
<b>Describe Residential Remodel Work:</b>	
<b>Describe Non-Residential Use and Work:</b>	

<b>Building Characteristics:</b>	
<b>Principle Frame Type:</b>	<input type="checkbox"/> Masonry, Wall Bearing <input type="checkbox"/> Wood Frame <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Structural Steel
	<input type="checkbox"/> Other (describe): _____
<b>Principle Heating Fuel:</b>	<input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____
<b>Sewage Disposal Type:</b>	<input type="checkbox"/> Public or Private Sewers <input type="checkbox"/> Septic system (private) on same property
<b>Water Supply Type:</b>	<input type="checkbox"/> Public Water System <input type="checkbox"/> Well (private) on same property
<b>Mechanical:</b>	Air Conditioning: <input type="checkbox"/> Yes <input type="checkbox"/> No    Elevator: <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Federal Reporting Information:</b>		
<b>Ownership:</b>	<input type="checkbox"/> Private Ownership <input type="checkbox"/> Corporate Ownership <input type="checkbox"/> Public Ownership	
<b>Number of Buildings:</b>	<b>Number of Rooms or Units:</b>	
<b>Construction Value:</b>	<b>Construction Type:</b>	<b>Use Group:</b>

<b>Applicant Information:</b>		The applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information.					
<b>Applicant:</b>		<input type="checkbox"/> Property Owner <input type="checkbox"/> Licensed Contractor <input type="checkbox"/> Other: _____					
Name: Last		First		MI		Telephone Number	
Address:			City		State		Zip
			Email:				
Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, Being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential building or residential structure. Violators of Section 23a are subject to fines. <b>Once approved, the Certificate of Occupancy or Completion will be issued to the property owner.</b>							
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.  Applicant Signature: _____ Date: _____							

<b>Contractor Information:</b>		All information must be completed and accurate.					
Registered Company Name:				Email Address:			
Company Owner's Name:				Name on License:			
Address:				Phone #:			
				Cell #:			
City:		State		Zip		Fax #:	
Contractor License Type:				License Number:		License Exp. Date:	
<input type="checkbox"/> Residential Builder <input type="checkbox"/> Maintenance & Alteration							
Federal Employer ID Number or Reason for Exemption:							
Workers Comp. Insurance Carrier or Reason for Exemption:							
MESC Employer Number or Reason for Exemption:							
Liability Insurance Carrier:					Expiration Date:		
Current copy of Active License to be submitted: <input type="checkbox"/> Enclosed <input type="checkbox"/> Active copy previously submitted							

**Site or Plot Plan:** You may use this sheet, another, or a copy of a recent survey. You are responsible for the accuracy of your site/plot plan. Information must include property boundaries and dimensions and use of land adjacent to property boundaries. Show and label all streets, driveways, and easements. Include all proposed and existing buildings with their dimensions and closest distance to each other and property lines. Indicate location of septic field, well, power lines and poles, easements, flood plains, and wetlands.

Indicate Direction of North within the Circle:

