

**CHECKLIST FOR BUILDING PERMIT APPLICATIONS**

**Rome Township**

9212 Woerner Rd.

Onsted, MI 49265

517-605-5163

COMPLETED

1. \_\_\_\_\_ Obtain permit package from [www.rometownship.org](http://www.rometownship.org) or Rome Township Clerk, Robin Robertson at 517-605-5163 or [clerk@rometownship.org](mailto:clerk@rometownship.org)
  
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. Bruce Nickel  
517-467-7874

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.