

**CHECKLIST FOR BUILDING PERMIT
APPLICATIONS Rome Township**

PO Box 168
Hudson, MI 49247
(517) 206-6947

COMPLETED

1. _____ Obtain permit package from www.rometownship.org or Rome Township Building Inspector, Bob Hackett at 517-206-6947 or robert.hackett@hackettbuilders.net
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
Bob Hackett
517-206-6947

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**

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)		\$50	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	2	140.	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/carports(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) 206-6947

PO Box 168

Hudson, MI 49247

Township Office Hours:

Not at this time

Call: (517) 206-6947



Permit Fee: _____

Make Checks Payable to: Rome Township

Mail all correspondence to: Bob Hackett, PO Box 168, Hudson, MI 49247 Phone: (517) 206-6947

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:

Building & Lot area Information: The information in this area must be filled out accurately and in it's entirety for your construction.			
Overall Building Width:		Overall Building length:	
Number of stories & feet in height from avg. grade:		Finished Floor Area (Not including Bsmnt):	
# of Stories _____ Hght. _____ Ft.		Sq. Ft.	
Garage:		Finished Basement Area:	
☐ Attached ☐ Un-attached ☐ None		Sq. Ft.	
Garage dimensions:		Garage Area:	
		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.

Type of Improvement:		Select the permit type and the code being used.
Permit Type:	☐ New Building ☐ Addition ☐ Renovation ☐ Damage Repair ☐ Demolition ☐ Foundation Only ☐ Other: _____	
Code:	☐ Michigan Residential Code 2015 (Site) ☐ Michigan Residential Code 2015 (Modular) ☐ Michigan Building Code 2015 ☐ Manufactured Home (HUD) (MH Park) ☐ Manufactured Home (HUD-Non-MH Park) ☐ Other: _____	

Proposed Use:	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.
Check all items that apply to your construction:	
☐ Single Family Dwelling ☐ Modular Dwelling ☐ Manufactured Dwelling ☐ Remodeling ☐ Two Family Dwelling ☐ Multiple Family ☐ Attached Garage ☐ Detached Garage ☐ Pole Building ☐ Open Deck/Porch ☐ Pool in-ground ☐ Pool above-ground ☐ Accessory Bldg. Portable ☐ Dwelling Addition ☐ Enclosed Porch/Sunroom ☐ Non-Residential ☐ Re-Roof ☐ Re-Side ☐ Replacement Windows	
Describe Residential Remodel Work:	
Describe Non-Residential Use and Work:	

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

Federal Reporting Information:		
Ownership:	☐ Private Ownership ☐ Corporate Ownership ☐ Public Ownership	
Number of Buildings:		Number of Rooms or Units:
Construction Value:	Construction Type:	Use Group:

Applicant Information:		The applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information.			
Applicant:	☐ Property Owner ☐ Licensed Contractor ☐ 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. Once approved, the Certificate of Occupancy or Completion will be issued to the property owner.					
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: _____					

Contractor Information:		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:	
☐ Residential Builder ☐ 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: ☐ Enclosed ☐ 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:

