



Construction Permit Application Kit

Dear Applicant:

This application kit contains the following materials to assist in your application for a Wayne County construction permit.

- Construction Permit Application
- Commercial Construction Plan Checklist
- Residential Construction Plan Checklist
- Plan Review Cost Schedule
- Frequently Asked Questions
- Plan Review and Permit Process Flow Charts

The enclosed flow charts provide an overview of the plan review and permit steps, illustrating key decision points and milestones for both the applicant and County's roles in the permit process.

In the "*Frequently Asked Questions*" sheets, we have provided some of the most common and important questions with answers to better inform you of the permit process.

The plan checklists have been developed to help the applicant with plan preparation by providing concise guidelines for your plan submittal.

Finally, we have enclosed the Wayne County Construction Permit Application form that may be used when you submit your application package.

We hope that you find this packet useful and informative as you proceed through the permit process.

Sincerely,

The Wayne County Permit Office

PERMITS ARE REQUIRED FOR CONSTRUCTION WITHIN A WAYNE COUNTY ROAD RIGHT-OF-WAY, COUNTY DRAIN OR COUNTY OWNED LAND AND FOR STORM WATER CONSTRUCTION APPROVAL.

WAYNE COUNTY PERMIT OFFICE
 33809 MICHIGAN AVE
 WAYNE MI 48184
 PHONE: (734) 595-6504
 FAX: (734) 595-6356
 www.waynecounty.com



Wayne County
 Department of Public Services
 Engineering Division - Permit Office

WAYNE COUNTY USE ONLY

DATE RECEIVED	DATE ACCEPTED
ASSIGNED TO:	REVIEW NUMBER
CHECK AMOUNT	CHECK DATE
CHECK NUMBER	

Application for Construction Permit

PROJECT NAME			APPLICANT PROJECT NUMBER		
ROAD RIGHT-OF-WAY/DRAIN LOCATION OF PROPOSED WORK (RESIDENTIAL APPLICATION MUST HAVE ADDRESS HOUSE NUMBER)			CITY/TWP		ZIP CODE
DISTANCE AND DIRECTION FROM NEAREST CROSS ROAD		SIDE OF ROAD N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/>		TAX ID (REQUIRED FOR RESIDENTIAL APPLICATION)	
PROJECT LIMITS (INCLUDE MAJOR CROSS ROADS)					
TYPE OF PROPOSED WORK					
DESCRIPTION OF WORK INCLUDING ANY UNIQUE CHARACTERISTICS OF THE PROJECT OR ANY OTHER RELEVANT INFORMATION.					
APPLICANT NAME (OR COMPANY NAME)			APPLICANT CONTACT NAME		
MAILING ADDRESS			CONTACT PHONE	CONTACT CELL PHONE	CONTACT FAX
CITY	STATE	ZIP CODE	CONTACT EMAIL		
OWNER NAME (IF DIFFERENT FROM APPLICANT)			OWNER CONTACT NAME		
MAILING ADDRESS			CONTACT PHONE	CONTACT CELL PHONE	CONTACT FAX
CITY	STATE	ZIP CODE	OWNER EMAIL		
REMARKS: (WAYNE COUNTY USE ONLY)					

Commercial Instructions:

PLEASE SUBMIT THIS APPLICATION WITH:

- MINIMUM OF (3) THREE PLAN SHEET SETS (SCALE 1 INCH = 20, 30 OR 40 FEET)
- COMPLETED COMMERCIAL CONSTRUCTION PLAN CHECKLIST
- ANY REQUIRED DOCUMENTS OR MATERIALS
- APPLICABLE PLAN REVIEW COST PAYMENT PAYABLE TO "WAYNE COUNTY"

Residential Instructions: (SINGLE HOME RESIDENTIAL)

PLEASE SUBMIT THIS APPLICATION WITH:

- MINIMUM (3) THREE SETS OF DRAWINGS
- DRAWINGS SHOWING LOCATION OF HOUSE, DRIVEWAY LOCATION & GEOMETRY, SURFACE TYPE, CULVERT (IF OVER DITCH), ROAD NAME, LOCATIONS OF UTILITY (WATER MAIN AND SANITARY), HYDRANTS, UTILITY POLES, TREES, TRAFFIC SIGNS, DITCH/SWALE, DRAINS ON SITE, HOUSE ADDRESS AND MUNICIPALITY. (REFER TO RESIDENTIAL CONSTRUCTION PLAN CHECKLIST)
- APPLICABLE PLAN REVIEW COST PAYMENT PAYABLE TO "WAYNE COUNTY"

Notes:

- CHECKS OF \$1,000 OR MORE MUST BE CERTIFIED OR A CASHIERS CHECK.
- PLAN REVIEW COST SCHEDULE IS AVAILBALE ONLINE AT OUR WEBSITE.
- FOR RESIDENTIAL APPLICATIONS, IF LOT HAS BEEN SPLIT WITHIN LAST THREE YEARS, SUBMIT COPY OF APPROVED SPLIT BY MUNICIPALITY.

- NEW HOUSES REQUIRE A VISIBLE ADDRESS SIGN WITH PAINTED MARKINGS OR STAKING OF PROPOSED DRIVEWAY LOCATION.
- A HOUSE NUMBER FOR A NEW HOUSE MAY BE OBTAINED FROM THE LOCAL MUNICIPALITY
- FOR MORE INFORMATION GO TO:
<http://waynecounty.com/mygovt/dps/depts/engineering/permitOfc.aspx>



Commercial Construction Plan Checklist

Wayne County Department of Public Services

Engineering Division – Permit Office

Phone: (734) 595-6504, Email: dpspermits@co.wayne.mi.us

Instructions: Carefully review this checklist verifying that your application package is sufficiently complete and adequate to begin a formal plan review. If a particular requirement is omitted, circle the associated checkbox and include a brief explanation for omission or change in the remarks column. **Submit this form with your application. This form is only a guide.**

1. Application Requirements

Req'd	Requirement Description	Remarks
<input checked="" type="checkbox"/>	Completed Wayne County Application for Construction Permit	
<input checked="" type="checkbox"/>	Correct Plan Review Cost Payment submitted	

2. General Plan Requirements

<input checked="" type="checkbox"/>	Minimum three (3) sets of plans submitted for review.	
<input checked="" type="checkbox"/>	Maximum paper size should not exceed 24 inches by 36 inches	
<input checked="" type="checkbox"/>	North directional arrow, legends including scale, symbols and line type	
<input checked="" type="checkbox"/>	Scale of the drawing at standard engineering scale: 1 inch = 20 feet, 30 feet or 40 feet	
<input checked="" type="checkbox"/>	Dimensioning for all features and elements	

3. Plan Sheet Requirements

For most projects, some or all of the following sheets and plan elements should be included in the plan sets submitted. Depending on the scope of work, some sheets or items may not apply, some sheets may be combined or more specific information may be required. Nonetheless, applicants are responsible to provide a complete plan.

<input checked="" type="checkbox"/>	Title Sheet	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Project Name and description 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Legal description of property within the project limits 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Vicinity map relating the proposed site to major County roads 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Plan Set Sheet Index 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Engineer's and Owner's Title Block 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Seal and Signature of Professional Engineer (PE) registered in the State of Michigan 	
<input checked="" type="checkbox"/>	Site Plan Sheets (Existing and proposed features including :)	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Topographic information 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Buildings and building appurtenances with present and proposed usage notation 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Property and right-of-way lines 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Location of utilities and utility easements 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> All government land corner survey monuments, bench marks, and witnesses located within the project limits. 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Driveways (within project, on adjacent property and on property opposite the frontage) 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Roads and road names (within project and adjacent to project) 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Stationing from known origin along centerline of road, drain, etc. 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Landscaping, trees, vegetation & appurtenances 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Sidewalks, ramps, pathways and parking 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Drainage <ul style="list-style-type: none"> Structures, drains, ditches, swales, inverts, controls & sewers Direction of surface water flow on proposed site Storm system layout Off site drainage 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Road appurtenances, medians or other physical features which may impact design, approval and construction of proposed work 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Any other improvements, notes or other information required to determine compliance with all applicable regulations 	

<input checked="" type="checkbox"/>	Right-of-Way Improvements¹	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> All geometric information including, widths, lengths, radii of returns and other points of curvature, and angle relative to road way edge of pavement 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Distance from existing driveway(s) and proposed driveway(s) to the nearest intersecting street or cross-road 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Driveway surface material and traffic island surface material 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Grades of driveway, roadway (center line, gutter line or edge of pavement, shoulder, right-of-way or sidewalk, etc) 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> All geometric information including dimensions of all roadway lanes, taper, curb, open shoulders, channelizing islands, other traffic islands adjacent to the road and traffic control island(s) 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Cross-section of proposed pavement showing depth and type of material 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Sight distance for the approach 	
<input checked="" type="checkbox"/>	Removal/Demolition Sheets	
<input checked="" type="checkbox"/>	Typical Sections and Detail Sheets	
<input checked="" type="checkbox"/>	Landscape Plan	
	<ul style="list-style-type: none"> Trees, vegetation, berms and other landscaping appurtenances 	
<input checked="" type="checkbox"/>	Traffic/Signing Plan (including pavement markings)	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Traffic detour 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Construction staging 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Permanent markings and signs 	
<input checked="" type="checkbox"/>	Road Profiles (existing and proposed)	
<input checked="" type="checkbox"/>	Utility Plans (existing and proposed underground & overhead public & private utilities including, but not limited to, water main, storm sewer, sanitary sewer, gas main, electric, fiber optic, etc.)	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Profile for main utilities including water main (12 inches or larger), sanitary, storm sewer, etc. <ul style="list-style-type: none"> Inverts, rim elevations, hydraulic grade lines (storm sewer only) Sewer size & material, structure size 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Size, length, type and grade of culverts, sewer pipe, flow restrictors and/or ditches 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Type, size and location of drainage structures 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Other hydrologic/hydraulic information as necessary 	
<input checked="" type="checkbox"/>	Storm Water Management Plan	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Storm Sewer Table Calculations 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Storm Sewer Profile (<i>Show hydraulic grade line</i>) 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Drainage area map for each catch basin 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Storm Water Calculations (detention and retention volume and flow restrictor calculations) based on Wayne County Storm Water Management Ordinance. 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Details for detention/retention system, treatment system, flow restrictor and cross sections 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Landscaping for Storm Water Management System 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Storm Water Management System Exhibits 	
Documentation Requirements		
<input type="checkbox"/>	Right-of-way dedication(s)/ Easement agreement(s)	
<input type="checkbox"/>	Encroachment letter from adjacent property owner(s)	
<input type="checkbox"/>	Other governmental agency permits or authorization (e.g., MDOT, MDEQ, FEMA, Municipalities, Airport Authority)	
<input type="checkbox"/>		
<input type="checkbox"/>		

¹Refer to Wayne County Standard Plans for Permit Construction at <http://waynecounty.com/mygovt/dps/depts/engineering/permitOfc.aspx>



Residential Construction Plan Checklist

Wayne County Department of Public Services
Engineering Division – Permit Office
Phone: (734) 595-6504, Email: dpspermits@co.wayne.mi.us

*This Checklist applies to single-home residential applications only. Carefully review this checklist verifying that your application package is sufficiently complete and adequate to begin a formal plan review. **This form is only a guide.***

1. Application Requirements

Req'd	Requirement Description	Remarks
<input checked="" type="checkbox"/>	Completed Wayne County Application for "C" Permit	
<input checked="" type="checkbox"/>	Correct Plan Review Cost Payment submitted	

2. Plan Requirements

<input checked="" type="checkbox"/>	Minimum three (3) sets of plans or drawings submitted for review. Proposed work may be sketched on copies of a survey mortgage plan.	
<input checked="" type="checkbox"/>	Vicinity map & north directional arrow	
<input checked="" type="checkbox"/>	Recommended scale of the drawing at standard engineering scale: 1 inch = 20 feet, 30 feet or 40 feet	
<input checked="" type="checkbox"/>	Dimensioning for driveway and property lines	
<input checked="" type="checkbox"/>	Drawings shall show:	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Location of house, property lines, right-of-way lines and easements 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Driveway location, geometry and surface type, culvert location (if over ditch) 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Road and road name, traffic signs & trees 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Utility (water main and sanitary), hydrants, utility poles, etc. 	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Drainage ditches, swales and drains 	

Design Requirements

<input checked="" type="checkbox"/>	Typical drawings showing details and notes for drive approaches on various types of road may be obtained from our web site at: http://www.waynecounty.com/dps_engineering/permitofc.htm Use the one that applies to your site for preparing your plans.
<input checked="" type="checkbox"/>	Culverts for ditches under driveways shall be reinforced concrete pipe (RCP) or galvanized corrugated metal pipe (CMP). Culverts for drains shall be RCP. Culvert size shall be determined by the Permit Office. Minimum size for a ditch culvert is 12 inch diameter.
<input checked="" type="checkbox"/>	Sanitary sewer or water leads crossing paved roads shall be placed by Squeeze Bore Method (up to 2" in size for water leads only) or, by Jack & Bore Method with steel casing in accordance with Wayne County Standards and Specifications. Open pavement cuts are permitted only with approval of the Permit Office.
<input checked="" type="checkbox"/>	Site swale/ditches ARE NOT PERMITTED to outlet or extend into the roadway.
<input checked="" type="checkbox"/>	Sump pumps ARE NOT PERMITTED to directly outlet or connect to the road ditch, enclosed storm sewer system or drain.
<input checked="" type="checkbox"/>	Generally, one drive approach is approved per lot. Circular drives may be permitted on local roads subject to approval of the Permit Office. Circle drives on primary roads are not permitted.

Documentation Requirements

<input type="checkbox"/>	Right-of-way dedication(s)/ Easement agreement(s)	
<input type="checkbox"/>	Encroachment letter from adjacent property owner(s)	
<input type="checkbox"/>	Other governmental agency permits or authorization (e.g., MDOT, MDEQ, FEMA, Municipalities, Airport Authority)	
<input type="checkbox"/>	Copy of Approved Split by Municipality	
<input type="checkbox"/>		
<input type="checkbox"/>		

- Notes:**
- The plan review may require an onsite inspection. New houses require a visible address number. Proposed driveways must either be staked or marked with paint.
 - Refer to [Wayne County Permit Plan Review Cost Schedule](#) for payment information due when application is submitted.
 - It is recommended to attach a copy of survey mortgage plans with your application submittal.
 - In addition to the above, other site specific requirements may apply.



Plan Review Cost Schedule
Wayne County Department of Public Services
Engineering Division – Permit Office
Phone: (734) 595-6504, Email: dpspermits@co.wayne.mi.us

A plan review cost payment is required and must accompany the application for permit when it is submitted to Wayne County. The payment is intended to cover the cost of the plan review, applied in a reasonable manner. If additional costs are necessary to complete the review beyond what was originally submitted, the applicant shall pay those additional costs as determined by the plan review engineer. Any remaining portion of the payment not used during the plan review process shall be applied to the permit fee and inspection deposit.

Checks less than \$1,000 may be made by personal check. Checks \$1,000 or greater shall be made by Certified or Cashier's check. All checks shall be made payable to "Wayne County".

Intended Permit	Plan Review Amount
Residential Construction Single Drive Two Drives	 \$250.00 \$350.00
Utility Permit Small Scale Project (U- Project) Small Scale Project (R- Project) Large Scale Project (R- Project)	 (To be billed) \$1,000.00 \$2,500.00
Water Tap - Commercial Not Crossing Road Crossing Road	 \$500.00 \$1,000.00
Commercial Construction (General) Commercial Drive (per driveway) Small Site Projects, less than (1) acre Medium Site Projects, (1) acre or more, but less than (5) acres Large Site Projects, (5) acres or more	 \$500.00 \$1,000.00 \$2,500.00 \$5,000.00
Subdivision (Includes Preliminary Plat Approval) LESS THAN 50 LOTS 50 LOTS TO 150 LOTS MORE THAN 150 LOTS	 \$5,000.00 \$7,500.00 \$10,000.00
Site Condominiums Less than (5) Acres (5) Acres or more	 \$2,500.00 \$5,000.00
Miscellaneous Permits (Per Location) SOIL BORING RIGHT-OF-WAY OCCUPATION MONITORING WELLS CONSTRUCTION ACCESS DRIVE	 \$350.00 \$200.00 \$250.00 \$500.00
Permit Fee <i>At permit issuance, a non-refundable fee is required, as adopted by the Wayne County Commission. This fee is intended to cover the necessary and actual administrative costs applied toward the issuance of the permit. The amount of the fee is based on the number of hours required to complete the plan review.</i>	Permit Fee Amount
<i>If plan review time is 8 hours or less:</i>	\$125.00
<i>If plan review time is more than 8 hours:</i>	\$175.00

NOTE: Additional costs, including inspection deposit and/or bond, are generally required at permit issuance. Please refer to Section 2 of the Wayne County Rules, Specifications and Procedures for Construction Permits (<http://waynecounty.com/mygovt/dps/depts/engineering/permitOfc.aspx>) or call the Permit Office for further information.



Wayne County Department of Public Services Engineering Division Permit Office

Frequently Asked Questions

1. *Why do I need a construction permit?*

Under the State of Michigan's County Road Law, Wayne County is responsible to maintain roads under its jurisdiction in "reasonable repair so that it is reasonably safe and convenient for public travel." Regulation and control of all right-of-way work are necessary to provide efficient and safe operations and to utilize the full potential of the roadway investment.

2. *What is the road right-of-way?*

The road right-of-way is the land over which Wayne County has highway jurisdiction and which is subject to use for highway purposes. Right-of-way may be obtained by deed, statutory or plat dedication, condemnation, or by a ten year period of use. Nothing may be installed, dug, cut, removed or placed in the right-of-way without a permit from the Wayne County Department of Public Services Permit Office.

3. *When is a construction permit required?*

Any individual or organization who desires to perform work in the public road right-of-way or on County owned property or on a County drain easement must secure a permit that authorizes the activity. Examples of work that typically require a permit are:

- Adding or improving a driveway approach, sidewalk, storm drain, sewer line or water line
- Adding, improving or maintaining a public or private utility, pipeline, wire, conduit, sewer, etc.
- Surveying and other engineering operations
- Placing a banner, decoration or similar object
- Right-of-way encroachment
- Closing a section of road for a parade, celebration, festival, demonstration or similar activity
- Grading or excavation, landscaping, tree trimming or tree removal
- Any construction activity that impacts storm water runoff into or around road rights-of-way, in or around County drains, within new subdivisions, mobile home developments, new condominium developments or property owned by the County; e.g. Wayne County Parks

For more specific details on what activities require a permit, refer to Section 1.1 of the Wayne County Rules and Guidelines Manual for Permit Construction.

4. *How do I apply for a construction permit in Wayne County?*

To apply for a permit, submit an application package containing the following:

- Completed Wayne County Permit Application
- Minimum (3) three sets of plans
- For a commercial application, a completed Commercial Construction Plan Checklist¹
- For a residential application, refer to the Residential Construction Plan Checklist¹
- Payment for plan review costs

Submit this package to the Wayne County Department of Public Services Permit Office:

Wayne County DPS Permit Office
33809 Michigan Ave
Wayne MI 48184
Phone: (734) 595-6504, Fax: (734) 595-6356
Office Hours are 7:30 am to 4:00 pm.

¹ Commercial and Residential Construction Plan Checklists may be downloaded at
<http://waynecounty.wc/mygovt/dps/depts/engineering/permitOfc.aspx>

5. How much will my permit cost?

Permit costs are calculated based on the following charges:

- **Plan Review Costs** – an amount will be paid to cover costs incurred during the plan review process. The amount for Plan Review Costs is listed on the Departments “Permit Plan Review Cost Schedule”. Any remaining uncharged amount will be applied to permit fee and inspection deposit.
- **Permit Fee** – a non refundable fee will be paid in the amount of \$125 if plan review time is 8 hours or less or \$175 if plan review time is greater than 8 hours.
- **Inspection Deposit** – a cash deposit will be paid to cover the estimated costs of supervision and inspection of the permitted construction work. Inspection Deposit is calculated based on the size and scope of the project. The deposit is refundable less any inspection costs incurred by Wayne County.
- **Bond** – a cash deposit will be paid to guarantee performance under conditions of the permit. Bond is calculated based on the size and scope of the project. Bond is refundable less any expenses or damages incurred by Wayne County due to the permitted construction work.

6. What methods of payment are accepted at the Permit Office?

For amounts of \$1,000 or more, the County requires a certified or cashiers check for payment. The County will accept a personal or company check for amounts less than \$1,000. Payment amounts may be combined into a single check. Make all checks payable to Wayne County. The Permit Office is unable to handle cash or credit card transactions.

7. Why are additional funds sometimes required during the review process?

The initial Plan Review Cost payment is estimated based on reasonable estimates of the time required to perform a complete plan review. Depending on the unique and varying issues regarding a particular project, some projects may required additional time and cost to adequately review the plans. A complete, well designed and detailed plan may lessen the review and keep your project within the initial estimated budget.

8. How long will it take to obtain my permit?

Wayne County has established a goal that construction permits should be issued within 45 to 60 days of original submission. Some larger or more complex projects may require more time.

9. I have multiple construction activities. Do I need different permits for each activity?

Generally, the Wayne County Permit Office prefers to issue one permit that covers all the proposed activities within its jurisdictional authority. Based on the size and/or type of the project and/or proposed activities, multiple permits for different construction activities may be necessary.

10. What can be done to speed up the time it takes to get a construction permit?

The plan review process can be a complex and lengthy procedure. However, a well researched and properly prepared set of plans submitted with sufficient details, sections and information necessary to determine compliance with Wayne County standards and specifications reduce delays and the number of re-submittals. Before you submit your permit application package, make sure you refer to the Wayne County Standard Plans for Permit Construction, a collection of drawings and details for construction items utilized in typical permit work. These standards may be obtained from our website at:

<http://waynecounty.wc/mygovt/dps/depts/engineering/permitOfc.aspx>

In addition, carefully review the Construction Plan Checklists published by the Permit Office. These forms, for intended for both commercial and residential construction, have been developed by the Permit Office as a guide for applicants to submit more complete and thorough plans with their application.

Some permits require the applicant to obtain approvals, agreements or permits from other governmental agencies or agencies with jurisdictional authority over the proposed work. Early in the review process, your review engineer will identify all necessary requirements before your permit can be issued. Prompt action by the applicant will insure a timelier finish to the review process.

Finally, make sure that when corresponding with the Permit Office, always include your plan review number as a reference with your transmittal. The Permit Office receives numerous correspondence and plan sets daily. A correct review number will significantly assist in directing these materials to the appropriate file and review engineer.

11. What are some possible permits, approvals or agreements that may be required from other governments or agencies before my permit can be issued?

Depending on the scope of work and location of the project, permits, approvals, and/or agreements may be required from MDOT, MDEQ, local municipalities, FEMA, US Army Corps of Engineers and railroad companies before a Wayne County construction permit may be issued.

12. Can I proceed with my permit work after plans for the project have been approved?

Before permit work can begin, an approved permit must be obtained from the Permit Office. Even with approved plans, construction work in the right-of-way will be deemed unauthorized. Wayne County will direct the owner/proprietor to halt the unauthorized activity and to secure a permit to restore the right-of-way to its original condition. If the owner/proprietor fails to obtain the permit, Wayne County will affect the necessary work at the owner/proprietor's expense.

13. When does a permit expire?

Permits expire twenty four (24) months (730 days) after issue date. Permit Holders may request a one year extension of time if work is not yet completed when the permit expires.

14. What is a storm water permit and why is it necessary to construct a storm water management system?

A storm water management permit is a permit where work is authorized to manage storm water runoff. A Permit Holder will construct a storm water management system as per the Wayne County Storm Water Management Program.

Federal, State and County law all provide for protection from pollution through storm water runoff. In particular, protection against storm water runoff in Wayne County is mandated by the Storm Water Management Ordinance. This ordinance was adopted for the health, safety, and welfare of the citizens of Wayne County and to protect the environment against pollution and other adverse effects from storm water runoff. The Permit Office is responsible for reviewing construction plans and verifying compliance with all provisions of the Storm Water Management Ordinance.

13. What are the requirements for releasing a permit for a storm water management system?

Prior to the release of a Storm Water Management Permit,

- All permitted work must be completed and accepted by the Wayne County Engineer.
- The Permit Holder must submit a Professional Engineer's [Certificate of Construction](#) certifying that work is complete and that all improvements have been installed in accordance with construction plans approved by Wayne County and comply with the Storm Water Management permit issued.
- The city or township where the project is located must pass a [Long Term Maintenance Resolution](#) which assumes jurisdiction over and accepts responsibility for long term maintenance.
- The city or township must obtain a long term Maintenance Permit issued by Wayne County for the project.

14. After work has been completed, how can I obtain a refund of any uncharged inspection deposit and bond?

After work is completed, the Permit Holder may request a final inspection from the Wayne County Inspector. After all items identified by the final inspection have been resolved and all required documentation has been submitted, the Wayne County Engineer will authorize final acceptance of the completed permit work. Upon final acceptance, final permit charges are calculated, the permit is released, and if there are remaining funds from the bond and inspection deposit, a refund is requested to be disbursed to the depositor of the permit funds.

15. What types of inspections are required?

Inspections are required to ensure that all conditions of the permit have been met and that the public's safety, mobility and interests are preserved. Inspections are dependant upon the type of permit that is issued and the work proposed. Inspections are required for, but not limited to,

- **Traffic control** (proper placement of advance warning signage and type, changeable message board language, arrow board, barricades/cones, etc.)
- **Entrance/roadway aggregate subbase course** (materials, depth, compaction, etc.)
- **Entrance/roadway curb/gutter** (aggregate base depth/compaction, location/grade, material, type/size, framing, structures, etc.)
- **Entrance/roadway pavement** (materials, course depths, edge preparation, fabric placement, primer, etc.)
- **Striping** (materials, placement, reflective marker installation, etc.)
- **Utilities- watermain/sanitary sewer** (bedding/haunching and backfill materials, pavement patching, structure grade, etc.)
- **Storm sewer** (bedding/haunching and backfill materials, pipe material, joints/rings, frame/lid type, etc.)
- **Traffic Signals** (mastarm/post base location, framing, control box/detector loop placement, etc.)
- **Sidewalk/path** (framing, grading, aggregate base depth/compaction, expansion board placement/spacing, etc.)
- **Landscaping** (type of material, placement/spacing, protection, anchors, mulching, etc.)



PLAN REVIEW PROCEDURES FOR CONSTRUCTION PERMIT

PERMIT PROCESS FLOW CHART SHEET 1 of 2

Generally, plans are approved in 30-60 days. Some projects may require additional plan review time. Most reviews require at least 2 submittals.

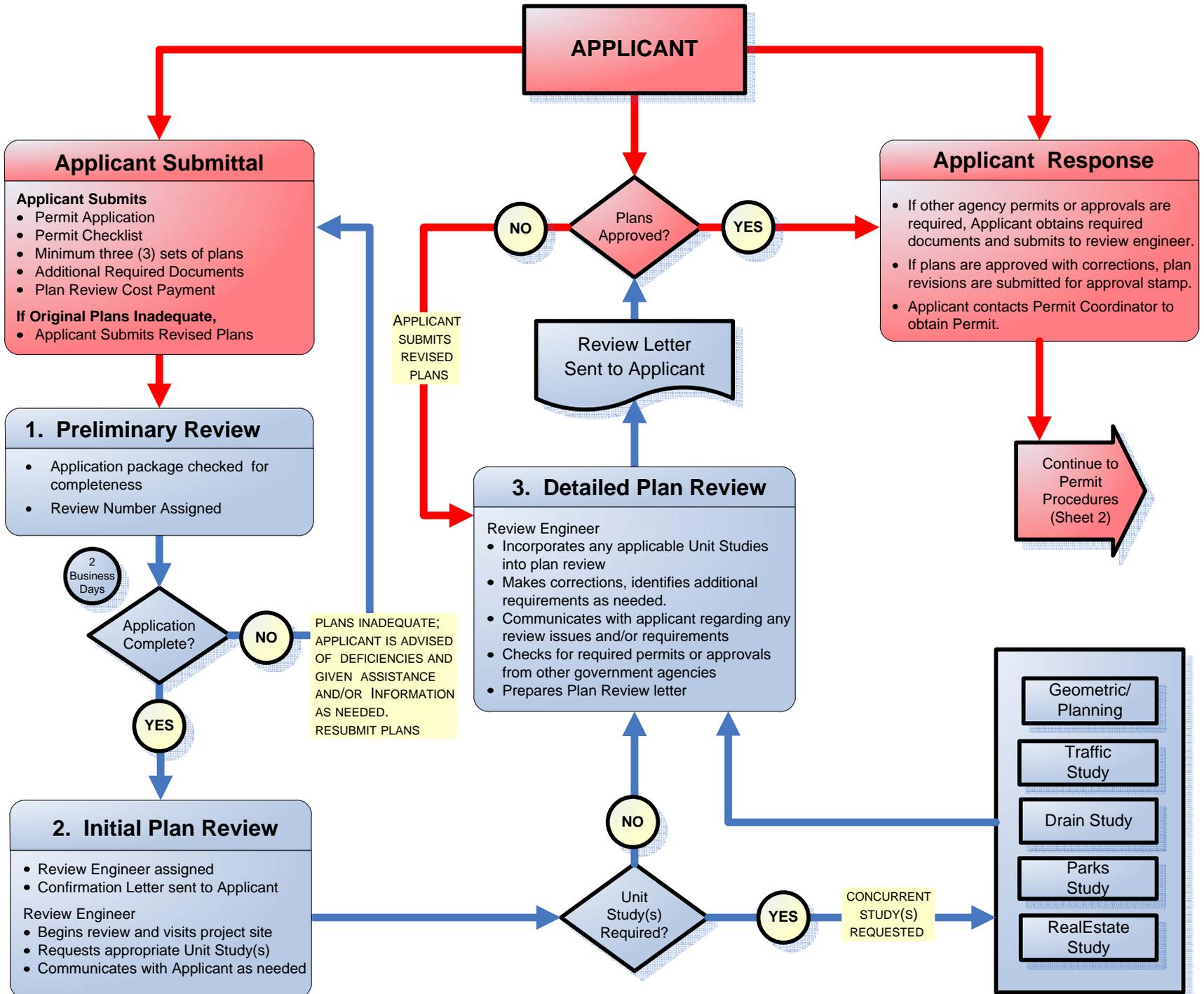
Plan Review Cost payments are based on reasonable estimates of plan review time. Some larger or more complex projects may require additional time and cost payments.

Some projects may require Applicant to obtain approvals, permits or agreements from other agencies with jurisdictional authority before plans are approved.

Wayne County DPS Engineering Division Permit Office
33809 Michigan Ave
Wayne, MI 48184

Phone (734) 595-6504
Fax (734) 595-6356

For further Info go to:
waynecounty.com



CONSTRUCTION PERMIT PROCEDURES

Continued From Sheet 1

PERMIT PROCESS FLOW CHART SHEET 2 of 2

24 Hours before you dig, call Miss Dig. (800) 482-7171

All work permitted shall conform to the Wayne County Standards and Specifications, Special Provisions, Conditions and the approved plans.

Significant changes to the approved plans require an Addendum. Contact the Permit Office to obtain an Addendum.

Wayne County Storm Water Ordinance, requires

- 1) Engineers Certificate of Construction
- 2) Governmental Maintenance Resolution
- 3) Maintenance Permit issued to the local municipality by Wayne County before a storm water permit may be released.

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