



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.)