



# Residential Construction Plan Checklist

Wayne County Department of Public Services  
Engineering Division – Permit Office  
Phone: (734) 595-6504, Email: [dpspermits@co.wayne.mi.us](mailto: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"/>	<b>Drawings shall show:</b>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Location of house, property lines, right-of-way lines and easements</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Driveway location, geometry and surface type, culvert location (if over ditch)</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Road and road name, traffic signs &amp; trees</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Utility (water main and sanitary), hydrants, utility poles, etc.</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Drainage ditches, swales and drains</li> </ul>	

## 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: <a href="http://www.waynecounty.com/dps_engineering/permtofc.htm">http://www.waynecounty.com/dps_engineering/permtofc.htm</a> 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 <b>ARE NOT PERMITTED</b> to outlet or extend into the roadway.	
<input checked="" type="checkbox"/>	Sump pumps <b>ARE NOT PERMITTED</b> 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.