



BUILDING PERMIT REVIEW PROCEDURE

- Review Building Permit Application for completeness.
- Resolve any issues regarding incomplete application.
- Ensure that all fees are paid.
- Review application with regard to zoning restrictions.
- If site is one acre or more, ensure that permanent stormwater management practices are included in accordance with the stormwater ordinance.
 - Require Maintenance Agreement in perpetuity for stormwater practices(See Wayne County's program for guidance.)
- Ensure compliance with all building codes.
- Determine whether historical preservation issues apply.
- Ensure landscaping requirements are met.
- Inform Wayne County if Soil Erosion Permit has not been applied for (if needed).
- Approve or deny building permit application.