



Bloomfield Township Building Division.
P.O. Box 489, 4200 Telegraph Road
Bloomfield Hills, MI 48303-0489
Phone (248) 433-7715

Inspection Requests: www.bsaonline.com

Website: <http://www.bloomfieldtp.org>

COMMERCIAL PLAN REVIEW CHECKLIST

This list is provided as a guide to help you understand the information that must be contained in the construction drawings for commercial building construction. This list is not all inclusive of all building codes but it is to be used as a general guide for plan review. An "X" will indicate the items on the construction documents that need to be addressed with revisions. NOTE all revisions must be clouded and dated accordingly.

GENERAL

- Five sets of construction documents shall be submitted to the Building Division with a completed permit application.
- Drawings shall be submitted on a minimum 24"x36" sheet paper size
- Each sheet shall bear the original signature, seal and date of the State Licensed Architect or Engineer responsible for the design
- Plans shall be designed in accordance with the "Codes, Laws and Ordinances Currently In Effect" in this Charter Township of Bloomfield. **2015 MBC**

CONSTRUCTION DRAWINGS

- Key plan identifying the location of proposed work and in relation to the occupants means of egress
- Site Plan identifying property lines, building location, setbacks, parking, and tree preservation survey per **ORDINANCE NO. 42-5.14** ect...(See Grading Plan Requirements)
- Use and Occupancy Classification
- Construction Classification
- Height and Area calculations including open perimeter
- Occupant Load and method used to determine Means of Egress requirements including exit signs and emergency lighting.
- Square Footage total area of building or tenant space
- Automatic Fire Protection Systems, fire alarm, suppression type. Shop drawings if required. Separate permits are required for suppression and alarm systems.
- Foundation Plan
- Demolition Plan indicating existing layout and existing Occupancy Use
- Floor Plan with full dimensions of all rooms and spaces including stairs, aisles, passageways, corridors and areas around counters and fixtures
- Indicate the use of all rooms and spaces

CONSTRUCTION DRAWINGS continued

- ❑ Provide section details of floors, walls and roof assemblies identifying construction materials with dimensions
- ❑ Location and hourly rating of all fire doors, fire dampers and fire windows
- ❑ Location of all fire rated assemblies detailed on the floor plan and referenced as per current U.L. number listing, Directory Volume and page number
- ❑ Room finish schedule with flame spread and smoke development specifications for all materials
- ❑ Door, window and hardware schedule
- ❑ Fixture/Furniture Plan
- ❑ Reflective Ceiling Plan
- ❑ Stairway section details with construction materials, guardrails and handrail details
- ❑ Type and thickness of all safety glazing where required
- ❑ Structural Plan identifying all construction materials, design loads and other information pertinent to the structural design, i.e., live and dead loads for floors, roof, snow, wind, earthquake, concentrated, impact combination of loads and special loads.
- ❑ Concrete, masonry, steel and wood Design Standards
- ❑ Accessibility Plans with details of the accessible route from the accessible parking to the accessible entrances. Dimensions, slopes, accessible routes interior/exterior and toilet facilities
- ❑ Show compliance with 2012 Energy code ASHRAE 90.1
- ❑ Safeguarding the jobsite and protecting the general public. **Chapter 33**

ELECTRICAL PLAN

- ❑ Electrical layout
- ❑ Service information and location
- ❑ Riser diagram
- ❑ Circuitry.
- ❑ Panel Schedule with loads.
- ❑ Fire and smoke alarm.
- ❑ Exit and Emergency lighting.
- ❑ Transformer ownership.
- ❑ Stand-by generator
- ❑ Available fault current at the service point

ELECTRICAL PLAN (CONTINUED)

- Fixture schedule

PLUMBING PLANS

- Plumbing layout
- Water Service/Water meter information and location
- Water line size
- Back-flow prevention
- Sanitary and venting layout

MECHANICAL PLANS

- Distribution Plan
- Unit size
- Duct layout and sizes
- Diffuser locations
- Gas meter location and line size
- Provide Air Balance with fresh air calculations
- Exhaust system size and outlet locations
- Duct smoke detector (if required by equipment size) location of unit and enunciator (horn and strobe)
- Provide routing of gas lines

This list covers the most common requirements. Some items may not apply or additional information may be required depending on the complexity of your project as determined by division review or building inspection.

Special inspections conducted by independent engineering services shall be certified and original copies of all reports shall be submitted to the Building Division for review and record file.

Plans shall include all necessary notes detailing the entire project scope as it may pertain to each trade professional.

A complete set of construction plans containing all the necessary information will expedite the review process.

Please allow time for the plan review process, which varies depending on the Building Division workload.

If you have any questions, concerns or comments, please contact the appropriate inspector or division for assistance.

Application # _____



Bloomfield Township
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Permit # _____

Application Date _____

Issue Date _____

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APPLICATION FOR COMMERCIAL BUILDING PERMIT

The undersigned hereby applies for a permit to build, construct, remodel, and occupy, or to install according to the following statement and further agrees to maintain the property, while under construction, in accordance with all Township Ordinances.

Please print or type

Building site address: _____ Zoned: _____

Sidwell # (19) _____ Lot/Subdivision: _____

Owner _____ Phone () _____

Address: _____ City: _____

State: _____ Zip: _____

Tenant: _____ Phone () _____

Address: _____ City: _____

State: _____ Zip: _____

Architect: _____ Phone () _____

Email: _____ (Architect must sign Architect Certification form)

Contractor: _____ Contact: _____

Phone () _____ Fax () _____

E-mail: _____ Address: _____

City: _____ State: _____ Zip: _____

Description of Work _____

Type of Construction: _____ Estimated cost: _____

New Building Addition Alteration (Interior) Alteration (Exterior) Demolition Other _____

Change of Use: Yes No
(May require parking calculations)

Change of Tenancy: Yes No

Proposed Use: _____ Previous Use: _____



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APPLICATION FOR COMMERCIAL BUILDING PERMIT - 2

Type of Building:

- Church, Religious Restaurant Office/Bank/Professional Industrial
- Service Station Tanks, Towers School/Educational/Library Store, Mercantile
- Other _____

Indicate the items to be reviewed:

- Building Electrical Fire Alarm/Suppression Mechanical
- Plumbing Water & Sewer Foundation

Zoning Board of Appeals? Yes No Date granted _____

Design Review Board? Yes No Date granted _____

Planning Commission? Yes No Date granted _____

Soil Erosion Installed? Yes No Permit # _____

Oakland County ROW Permit? Yes No Permit # _____

Property identified by address at site? Yes No

Does the property contain: Wetlands, floodplain or natural features? Yes No

Does the structure to be removed contain hazardous material, etc? Yes No

A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.

"Section 23a of the State construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines."

Signature of Applicant: _____ Date: _____

Application Fee \$ _____ Registration fee: \$ _____ Square footage: _____

Plan Review fee: \$ _____ Building Permit fee: \$ _____

Approved by: _____ Date: _____

APPLICATION FOR COMMERCIAL BUILDING PERMIT - 3

ARCHITECT OR ENGINEER CERTIFICATION

I, _____, architect or engineer certifies that the construction drawings that are submitted to the Building Division for permit are duplicates of those approved by the Bloomfield Township Board of Trustees and/or other Township Boards as applicable.

Signature of architect and date

All revisions submitted for review must be detailed below and clearly identified on the drawings through the use of "revision clouds." The revised plans shall indicate the date of the revision. Revisions shall be itemized by sheet number and description, including materials, as listed below:

Address of property: _____

-
1. _____

 2. _____

 3. _____

 4. _____

 5. _____

 6. _____



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APPLICATION FOR PERMIT

Permit # _____

Issue Date _____

ELECTRIC

PLUMBING

SEWER

Address of job _____

Lot # _____ Sub. _____ Section _____

Applicant _____ Phone _____

Email _____ Fax _____

Address _____ City _____ State _____ Zip _____

Property Owner _____ Phone _____

New Building Addition Remodeling Repairs Replacement Other _____

Electrical: Plans required on site for all projects that has a issued building permit with electrical work.

Mechanical: A/C condenser location (**No Front Yard**): Roof top (requires screening & roof plan)

Rear Yard Side Yard (requires screening & site plan) Number of units _____

Mech. Equipment Type Hydronic Forced Air Boiler Number of units _____

Mechanical classifications 1 2 3 4 5 6 7 8 9 10

Generators: See Generator Application Process.

Sewer Contractors: A current ten thousand dollar (\$10,000) surety bond must be posted on a Township form (copies not acceptable). Bonds expire at end of each calendar year.

Number of Inspections requested _____

Work Description _____

Zoning Board of Appeals required for work being performed ? **YES / NO** Date granted: _____

STATE OF MICHIGAN REQUIRED INFORMATION: (Must provide copies of licenses)

License Number _____ Issued by _____ Exp. Date _____

Federal Employer ID number or reason for exemption _____

Workers Comp Insurance Carrier or reason for exemption _____

MESC Employer number or reason for exemption _____

A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.

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Signature of Applicant _____ Date _____



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Permit # _____

Issue Date _____

APPLICATION FOR MECHANICAL PERMIT

Address of Job _____ Lot # _____ Sidwell # _____

Subdivision _____ Applicant/Contractor _____

Email _____ Telephone _____ Fax _____

Address _____ City _____ State _____ Zip _____

Property Owner _____ Telephone _____

- New Construction Addition Remodel Repairs Replacement Generator

	Fee	No.	Amount
<u>Application Fee</u>	\$35	1	\$35
<u>Base Fee</u>	\$50	1	\$50

New Construction

New Construction (one furnace, one A/C w/duct work*)	200	_____	_____
Each additional # ___ furnace and/or # ___ A/C*	80	_____	_____
Prefab fireplace	100	_____	_____
Gas-line (includes pressure test)	80	_____	_____

Addition/Alteration/Replacement

Single item inspection (Description _____)	50	_____	_____
Installation of # ___ furnace and/or # ___ A/C per unit*	50	_____	_____
Duct alterations	100	_____	_____
Prefab fireplace (includes rough and final)	100	_____	_____
Gas-line (includes pressure test)	80	_____	_____
Air handlers / Unit heaters	50	_____	_____
Processed Piping	120	_____	_____
Boiler installation (must provide boilers license for over 500,000 BTU's)	50	_____	_____
Re-inspection Fee	75	_____	_____
Mechanical Registration	15	_____	_____

Commercial Fees – Assessed at plan review by the inspector – per insp. 250 _____

Description _____

(Call 248-433-7715 for fees)

Self-contained HVAC units, per unit 50 _____

Total Due \$ _____

*Indicate NEW exterior equipment location: Rear Yard Side Yard Secondary Front Yard Roof .

***Ground Mounted Mechanical Location:** **Ground** **Wall/Mini Split**

For ground equipment locations, you must provide a detailed site plan indicating all streets, lot lines, orientation of home, equipment location, setback distance from property line(s), distance from wall of building to equipment, screening requirements (placement, material and height) & subdivision comments. For commercial roof top equipment locations, you must provide a detailed roof plan, distance from outer wall of building to equipment, screening requirements (placement, material and height). Please note that all equipment must be screened from view per the Codes of the Charter Township of Bloomfield, Chapter 42, Article IV, Sec. 42-5.1. Final inspection will not be approved until screening is installed.

Applicants Signature _____ Date _____ Company Name _____



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APPLICATION FOR MECHANICAL PERMIT – 2

STATE OF MICHIGAN REQUIRED INFORMATION: (Must provide copies of licenses)

License # _____ Issued by: _____ Expiration Date: _____

Federal employer I.D. # or reason for exemption: _____

Worker's Comp. Insurance carrier or reason for exemption: _____

MESC Employer # or reason for exemption: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.

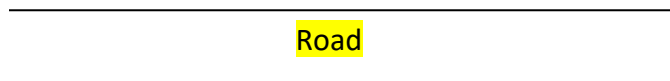
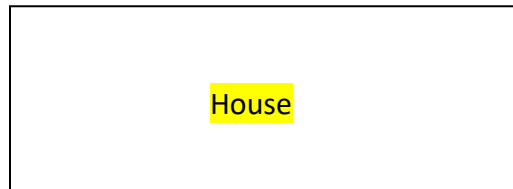
“Section 23a of the Michigan Construction Code Act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are able to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.”

Signature of Applicant _____ Date: _____

Company Name _____

Draw the location of ground-mounted mechanical or location of wall mounted unit/mini split below. Add any additional locations of roads as needed. Evergreen screening to be planted at the height of the unit at the time of planting is required for all units.

Replacement equipment ONLY: Contractor to submit a photograph showing the following: existing unit or equipment location in relation to the building, existing utility hook-up, and existing screening per Township Ordinance. If the photograph submitted is not clear, a pre-site inspection will be required and performed.





Fire & Life Safety Division
Bloomfield Township FD
Peter Vlahos
Fire Marshal

I hereby acknowledge that I have received a copy of the review letters from the Office of the Fire Marshal, and the Building Department, in reference to the plans that I have submitted.

I also confirm that I have read and understand the content, conditions, and comments that are explained in these review letters.

Prior to the applicant's request for a "Certificate of Occupancy", all pertinent information related to this project must be provided, reviewed, and approved by the plan reviewers of Bloomfield Township. This information should be submitted electronically and in PDF format.

Contractor

Permit Number

Project Address

Signature

Date



Fire & Life Safety Division
Bloomfield Township FD
Peter Vlahos
Fire Marshal

Plans must be submitted electronically and in PDF format. The following information must be included.

- Building Construction Type
- Building Dimensions
- Occupancy Type or Classification
- General Floor Plan
- Basic Site Plan with Hydrant Locations
- Location of Knox Box
- Location of Fire Alarm panel (if applicable)
- Location of Fire Suppression Riser Room (if applicable)
- Location of Utilities (electrical, gas, water etc.)
- Extinguisher Locations
- Contact Information (building owner and tenant)

Application # _____



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Permit # _____

Application Date _____

Issue Date _____

APPLICATION FOR MECHANICAL FIRE SUPPRESSION PERMIT

Address of Job _____ Suite # _____ Tenant Name _____

Applicant/Contractor _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

Property Owner _____ Phone _____

Plan review required: Ord. No. 659, § 1, 6-24-2019

The fire code official shall have the authority to require construction documents and calculations for all fire protection systems be submitted for review and approval and to require permits be issued for the installation, rehabilitation or modification of any fire protection systems. Construction documents shall be submitted for review and approved prior to system installation. When at the discretion of the fire code official plans and specifications are reviewed by an outside consultant, the person or firm submitting the plans and specifications shall be responsible for the total consulting fees and administrative charges as established by resolution of the board. The fire code official shall select the consultant. Consulting fees or charges shall be submitted prior to receiving the permit.

State of Michigan required information:

License number _____ Issued by _____ Exp. Date _____

Federal employer ID number or reason for exemption _____

Workers Comp. Insurance carrier or reason for exemption _____

MESC Employer Number or reason for exemption _____

Section 23a of the State Construction Code Act of 1972, Act No. 230 of Public Acts of 1972, being Section 125.1523a of the Michigan Compiled laws prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on residential buildings or a residential structure. Violators of Section 23a are subject to the civil fines. This work may not be performed by an unlicensed individual.

Signature of Applicant _____ Date _____

**FOUR SETS OF PLANS ARE REQUIRED WITH SUBMISSION OF THIS APPLICATION
A COPY OF YOUR CONTRACTOR LICENSE AND STATE APPROVED PHOTO ID ARE REQUIRED
ALL FIELDS MUST BE COMPLETED**

COMPLETE APPLICATION ON THE NEXT PAGE

Mechanical Fire Suppression Permit Fees

ADMINISTRATION

Due when applying for permit.

	Fee
Application Fee	\$ 35
Base Fee	\$ 50
Fire Dept. Plan Review Fee	\$ 85
Online application fee	\$2

OTHER

Fire Department will determine based
on plans submitted

	Fee
3 rd Party Review Escrow (Any plans with hydronic calculations require 3 rd party review)	\$ 1000

Fire Department Fees for SYSTEM COMPONENTS

Due when plan review is approved and
permit is ready for issuance.

	Number (#)	Cost (each)	Fee
Sprinkler System 1-50 heads	_____	\$ 150	_____
51-100 heads	_____	\$ 225	_____
101-200 heads	_____	\$ 300	_____
201-300 heads	_____	\$ 400	_____
+ per head over 300	_____	\$ 1	_____
Fire or Jockey Pump (each)	_____	\$ 200	_____
Kitchen Hood System (each)	_____	\$ 150	_____
Special Hazard Suppression	_____	\$ 250	_____
Underground Flush (each)	_____	\$ 100	_____
Standpipe (each)	_____	\$ 80	_____
Other System/Equipment	_____	\$ 50	_____

Building Division Permit Fee

\$ 200

FEES TOTAL

FIRE SUPPRESSION PERMIT GENERAL INFORMATION

1. The applicant should allow four (4) weeks for review of submitted plan documents.
2. Turnaround time begins when Bloomfield Township Fire Department receives the submitted plan documents, not at time of submittal.
3. Submitted plans may require a 3rd party review at the discretion of the fire code official. Plans subject to 3rd party review require a \$1,000 minimum escrow payment to start review.
4. 3rd party review may result in increased timeline.
5. Additional cost incurred by 3rd party review will be applicant's responsibility.
6. Plan Review Fee includes the initial review and one (1) subsequent review. Additional reviews will be \$85.
7. Permit Fee includes: one (1) initial inspection, one (1) rough inspection, and one (1) final acceptance inspection during normal business hours.
8. Inspections can be scheduled at www.bsaonline.com. Inspections scheduled by 9pm can be done the next business day.
9. A partial inspection and/or re-inspection fee are \$75 per inspection.
10. Fire suppression systems and/or components shall not be installed without first submitting four (4) sets of plans to the Building Department and obtaining a permit.
11. A complete set of approved drawings shall be kept at the job site for all inspections.
12. All required tests must be witnessed by a Fire and/or Building Inspector.
13. All materials and products to be installed must be included in the permit application. This includes cut sheets, listings for products, etc.
14. Installation of the system without first obtaining approval of drawings and installation permits may result in a stop work order and any fines applicable by Bloomfield Township.
15. System installation permits will be issued only after review and approval of submitted drawings by Bloomfield Township.
16. The contractor must schedule a piping inspection prior to installation of ceilings, or the enclosure of concealed spaces. Should the Inspector encounter enclosed piping that has not been inspected, the Inspector will order the ceiling removed or concealed space opened. Again, 48 hour notice will be required to reschedule the inspection.
17. A separate plan review and permit may be required for systems requiring detection and notification devices.
18. All fees shall be paid in full to obtain final approval for completed system.
19. *Application Fee, Base Fee and Plan Review Fees are non-refundable*

Application # _____



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Bloomfield Township, MI 48303-0489
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Inspection Requests: www.bsaonline.com
www.bloomfieldtp.org

Permit # _____

Application Date _____

Issue Date _____

APPLICATION FOR ELECTRICAL FIRE ALARM PERMIT

Address of Job _____ Suite # _____ Tenant Name _____

Applicant/Contractor _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

Property Owner _____ Phone _____

Plan review required: Ord. No. 659, § 1, 6-24-2019

The fire code official shall have the authority to require construction documents and calculations for all fire protection systems be submitted for review and approval and to require permits be issued for the installation, rehabilitation or modification of any fire protection systems. Construction documents shall be submitted for review and approved prior to system installation. When at the discretion of the fire code official plans and specifications are reviewed by an outside consultant, the person or firm submitting the plans and specifications shall be responsible for the total consulting fees and administrative charges as established by resolution of the board. The fire code official shall select the consultant. Consulting fees or charges shall be submitted prior to receiving the permit.

State of Michigan required information:

License number _____ Issued by _____ Exp. Date _____

Federal employer ID number or reason for exemption _____

Workers Comp. Insurance carrier or reason for exemption _____

MESC Employer Number or reason for exemption _____

Section 23a of the State Construction Code Act of 1972, Act No. 230 of Public Acts of 1972, being Section 125.1523a of the Michigan Compiled laws prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on residential buildings or a residential structure. Violators of Section 23a are subject to the civil fines. This work may not be performed by an unlicensed individual.

Signature of Applicant _____ Date _____

**FOUR SETS OF PLANS ARE REQUIRED WITH SUBMISSION OF THIS APPLICATION
A COPY OF YOUR CONTRACTOR LICENSE AND STATE APPROVED PHOTO ID ARE REQUIRED
ALL FIELDS MUST BE COMPLETED**

COMPLETE APPLICATION ON THE NEXT PAGE

Electrical Fire Alarm Permit Fees

ADMINISTRATION

Due when applying for permit.

	Fee
Application Fee	\$ 35
Base Fee	\$ 50
Electrical Plan Review Fee	\$ 50
Fire Dept. Plan Review Fee	\$ 85
Online Application Fee	\$2

OTHER

Fire Department will determine based
on plans submitted

		Fee
3 rd Party Review Escrow	\$ 500	_____

Fire Department Fees for SYSTEM COMPONENTS

Due when plan review is approved
and permit is ready for issuance.

	Number (#)	Cost (each)	Fee
Fire Alarm Control Panel	_____	\$ 50	_____
Annunciator Panel	_____	\$ 50	_____
Fire Alarm Circuit	_____	\$ 20	_____
Initiating Device	_____	\$ 15	_____
Notification Device	_____	\$ 15	_____
Supervisory Device	_____	\$ 15	_____
Electric Door Release	_____	\$ 15	_____
Elevator Recall Status	_____	\$ 15	_____
Other System/Equipment	_____	\$ 50	_____

Building Division Fee

\$ 200

FEES TOTAL

FIRE ALARM PERMIT GENERAL INFORMATION

1. The applicant should allow four (4) weeks for review of submitted plan documents.
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3. Submitted plans may require a 3rd party review at the discretion of the fire code official. Plans subject to 3rd party review require a \$500 minimum escrow payment to start review.
4. 3rd party review may result in increased timeline.
5. Additional cost incurred by 3rd party review will be applicant's responsibility.
6. Plan Review Fee includes the initial review and one (1) subsequent review. Additional reviews will be \$135.
7. Permit Fee includes: one (1) initial inspection, one (1) rough inspection, and one (1) final acceptance inspection during normal business hours.
8. Inspections can be scheduled at www.bsaonline.com. Inspections scheduled by 9pm can be done the next business day.
9. A partial inspection and/or re-inspection fee are \$75 per inspection.
10. Fire alarm systems and/or components shall not be installed without first submitting four (4) sets of plans to the Building Department and obtaining a permit.
11. A complete set of approved drawings shall be kept at the job site for all inspections.
12. All required tests must be witnessed by a Fire and/or Building Inspector.
13. All materials and products to be installed must be included in the permit application. This includes cut sheets, listings for products, etc.
14. Installation of the system without first obtaining approval of drawings and installation permits may result in a stop work order and any fines applicable by Bloomfield Township.
15. System installation permits will be issued only after review and approval of submitted drawings by Bloomfield Township.
16. All fees shall be paid in full to obtain final approval for completed system.
17. *Application Fee, Base Fee and Plan Review Fees are non-refundable*



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REQUEST FOR WATER AND/OR SEWER SERVICES

Owner Name _____

Service Address _____

Phone _____ Fax _____

Email _____

The property is currently served by: Public Water Public Sewer None

Property Use: Residential Commercial

Has an application for a Building Permit been or will be submitted? Yes No

If so, the building activity on the property will be permitted for:

New construction Addition/Expansion Re-development

Other _____

Water Service Request: Yes No

Identify the size of water service: 1-in. 1 1/2-in. 2-in. ____in.

Identify the size of water meter 1-in. 1 1/2-in. 2-in. ____in.

Identify size of secondary meter (optional) 1-in. 1 1/2-in. 2-in. ____in.

Identify size of the fire protection line (commercial): 2-in. 4-in. 6-in. ____in.

Will the existing water service location be used for redevelopment? Yes No Unknown

Sewer Service Request Yes No

Identify type of sewer connection: New connection Re-use existing connection

Identify type of connection: Sewer lead Manhole tap Sewer tap

Please specify any other request for services not listed above

Services requested by: _____ Date _____

If requester is not the property owner, please complete the following:

Name _____

Address _____

Phone _____ Fax _____

Email _____



Bloomfield Township
Building Department
Schedule of Plumbing Permit Fees

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7715

Plumbing Fees **Effective date: July 1, 2021**

Application fee	\$35.00
Online application fee	\$2.00
Base fee	\$50.00
Residential:	
New Construction – including two baths with shower pan (3 inspections)	\$200.00
Plus each additional bath	\$50.00
Cross connections	\$100.00
Water tap, water service, storm sewer	\$200.00
Water service or Sewer service, tap (2 inspections)	\$120.00
Sewer repair, Clean outs (2 inspections)	\$120.00
Addition, Alterations - up to 2 bathrooms (2 inspections)	\$100.00
Addition, Alterations - includes 2 bathrooms & shower pan (3 inspections)	\$150.00
Plus each additional bath	\$50.00
Lawn sprinkler, back flow preventer	\$30.00
Water heater replacement	\$50.00
Single inspection	\$50.00
Secondary water meter	\$50.00
Commercial fees – inspector assessed during plan review:	
New, Addition, Alteration (per inspection)	\$125.00
Sewer tap, water service, storm sewer	\$250.00
Swimming pool, spas (2 inspections)	\$100.00
Re-inspection fee	\$75.00
Master Plumbing Registration (duration of license)	\$15.00
Sewer contractors bond & Administration fee (annual registration)*	\$25.00

*A \$10,000.00 surety bond is required (form completed by insurance company) and present proof of experience of sewer installations from other municipalities.



Bloomfield Township
P.O. Box 489, 4200 Telegraph Road
Bloomfield Hills, MI 48303-0489
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Website: <http://www.bloomfieldtp.org>

Erosion Control

I, _____, in applying for Building Permit Number _____, for residential/commercial construction, have been advised of the Township's requirements to:

- Install proper erosion controls on the entire site to be inspected and approved by the Township Building Division prior to the issuance of a building permit. It will be my responsibility to maintain erosion controls at all times throughout the construction period and/or until permanent landscaping has been installed. Permanent vegetation must be installed per ordinance prior to the final building inspection.
- Install a driveway base for proposed driveway, which is wide enough to allow ingress and egress of construction equipment to the building site. The driveway base must be in place and inspected by the Township's Building Division prior to the issuance of a building permit. I understand that the continual maintenance of this access drive must be maintained at all times throughout the construction period.
- Mud, dirt or other debris in the road and/or at the building site must be cleaned at the end of each workday. Road maintenance must be completed on all streets that may allow ingress and egress to said building site. Spills that are deemed dangerous to traffic will be cleaned up immediately.
- The placement of proper and adequate trash receptacles are to be located on each building site prior to the start of construction. Such receptacles must be maintained and emptied on a regular basis to ensure that all forms of litter and building debris is removed and disposed of properly at the end of each workday.
- Burning, of any nature, is prohibited in Bloomfield Township.

I understand that if compliance of Township requirements is not met, an appearance ticket may be issued and/or a stop work order may be imposed. I do agree to comply with the above mentioned regulations during the entire construction period.

Building Site Address

Owner Name

Address

Telephone No.

Company Name

Contractor Name

Address

Telephone No.

Signature

Date



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BUILDING INSPECTION LIST

Notice – Inspections are permit specific and are dependent on the scope of the work. This is a partial list of possible required inspections. It is the responsibility of the permit holder to ensure that all work is inspected prior to covering. This list is to be used as a guide.

- 1 Site inspection
- 2 Sanitary sewer tap*
- 3 Storm sewer*
- 4 Water service*
- 5 Open trench (basement)
- 6 Open Rail – (including steel)
- 7 Foundation/basement walls with steel & drains – before backfill & requires Foundation Certificate
- 8 Open trench including steel (i.e. garage, porch, post holes for decks)
- 9 Underground & rough plumbing & shower pan*
- 10 Underground heating (before sand inspection)
- 11 In-floor radiant heat (after sand inspection & before concrete pour)
- 12 Rough HVAC
- 13 Rough pre-fab fireplace
- 14 Underground electric
- 15 Rough electric
- 16 Rough fire alarm
- 17 Rough fire suppression (Any associated required tests and inspections)
- 18 Gas pressure test
- 19 Brick flashing inspection (can be at time of rough frame)
- 20 Sheathing (can be at time of rough frame)
- 21 Rough Frame (includes deck frame as required)
- 22 Compaction inspection (basement, garage, porch. Not exterior slabs on grade)
- 23 Deck ledger flashing (called at various times)
- 24 Insulation (Certification Required)
- 25 Damper
- 26 Final plumbing
- 27 Final HVAC
- 28 Final pre-fab fireplace
- 29 Final gas line
- 30 Final electrical
- 31 Final Grade (requires final grade certificate)
- 32 Final fire alarm
- 33 Final fire suppression (any associated required test and inspections)
- 34 Final building
- 35 Change of Occupancy:
A. Plumbing B. HVAC C. Electric D. Building
- 36 Backflow preventor (irrigation systems)
37. Steel (pools)
38. Light niche (pools)
39. Sidewalk (signs)

BUILDING INSPECTION LIST

*Separate permits are required for Electrical, Plumbing, Irrigation, Heat & A/C, Water/Sewer Installation and Generators.

24 HOUR NOTICE REQUIRED FOR INSPECTION

All inspection fees are based upon inspections made during normal office hours of 7 AM to 5:30 PM, Monday through Thursday, except for holidays observed by the Township. All inspections must be scheduled by 5pm at least one working day prior to the requested inspection date. Any inspections performed outside the normal office time may be charged special inspection fees at one-and one-half times the standard inspection rate.

Inspection Requests: www.bsaonline.com.

Do not ask for an inspection request unless the job is ready, otherwise a re-inspection fee may be required. Partial inspection will be an additional fee also. Re-inspection fee(s) must be paid before a re-inspection can be scheduled.

All disciplines (Electrical, Plumbing and Mechanical) permits must be inspected and approved PRIOR to scheduling the rough frame and final building inspections.

One set of approved plans must be at the job site at all times. The inspector may not inspect work if the plans are not available.

Final Building inspection approval DOES NOT grant permission to occupy space. All building permits require a Certificate of Occupancy to be issued PRIOR to moving in.



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GRADING PLAN REVIEW CHECKLIST

This list is provided as a guide to help you understand the information that must be contained in the grading plan. This list is not all inclusive of all building codes but is used as a general guide for plan review. Please address the following items marked with an "X". These comments should be given to the State Licensed Civil Engineer or Surveyor to make correct revisions to your plans.

GENERAL

- Grading plans shall be submitted in triplicate to the Building Division for review.
- Plans shall be prepared neatly and accurately on a minimum 24"x36" or 18"x24" sheet paper.
- Plans shall be prepared, signed and sealed by a Civil Engineer or Surveyor registered in the State of Michigan. They shall also be dated current to the year prepared for building permit submittal, not to exceed one (1) year.
- A tree preservation survey is required to be included on the site plan as required by: Bloomfield Township Zoning Ordinance Sec. 42-5.14
- Legal description of the property and a statement affirming that the property has been surveyed and boundary corners of the property have been marked by placing permanent points at each corner of the property.
- North point compass.
- Drawn to scale of not less than 1" = 20'.
- Exact dimensions of the property including bearings and distances as described in the legal description.
- Proper relation of the subject property with all abutting property lines.
- Street names and property addresses. **(Lot number is insufficient)**
- Location of the proposed building shall be clearly shown and shall include tie dimensions to the front, side and rear property lines.
- Outline footprint of all existing on-site features (i.e. accessory structures, buildings, driveways, fences, retaining walls, etc.). Existing developed sites proposed for demolition may be required to be cleared of all existing features. Intent of each feature shall be identified and clearly noted, "To be demolished and removed from the site" or "To remain on site without change". Each feature will be reviewed for ordinance conformity. Zoning Board of Appeals approval may be required to retain existing on-site features.
- Setback dimensions for building envelope as per Bloomfield Township Zoning Ordinance Sec. 42-3.1 & 3.6.



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GRADING PLAN REVIEW CHECKLIST

ELEVATIONS

- Proposed finished first floor elevations shall not exceed the average finished first floor elevations taken from the immediate adjacent homes to the proposed site for development. Both sides if available.
- Proposed brick ledge elevations shall not exceed the average existing brick ledge elevations taken from the immediate adjacent homes to the proposed site for development.
- Grading plan shall clearly identify extent of all proposed grade changes in relation to the existing established grade elevations and adjacent properties.
- Proposed grade cut to allow for a "forced" walk-out basement, shall be properly designed and detailed to control its surface runoff by means of an independent drainage system separate from the building foundation drainage system. Independent mechanical sump pump or gravity system shall discharge into an approved location.
- Forced walkouts and/or daylight basements proposed for development will be reviewed individually to determine feasibility. Total cubic yards of soil proposed for cut and/or fill shall be shown on the proposed grading plan with section detail identifying top and bottom elevations and slope.
- Location of retaining walls with top and bottom elevations. Provide section detail of the proposed wall construction identifying material type and dimensions drawn to scale.
- Elevations shall be based on U.S.G.S. datum. Benchmark locations for the work shall be indicated on the plan with its proper elevation.
- Existing grade elevations shall be shown as 50 foot on center pegged elevations across the entire property and not less than 50 feet outside the perimeter of the property lines.
- Proposed grade elevations shall be shown as 2 foot on center contour lines across the entire property. The proposed shall overlay the existing elevations.
- Proposed brick ledge elevations (PBL) shall be shown around the entire foundation perimeter footprint and at points of building corners.
- Existing brick ledge elevations (EBL) shall be shown at corners of each existing principle building on adjacent properties to the site of proposed development.
- Proposed finished floor elevations shall be identified (Finished first floor, finished basement floor and finished garage floor).
- Existing finish floor elevations of the existing principal building on site proposed to be demolished shall be shown.
- Existing finish floor elevations of each principle building on adjacent properties to the site proposed for development.
- Proposed foundation perimeter footprint dimensions properly corresponding with the proposed building foundation plan.



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GRADING PLAN REVIEW CHECKLIST

DRAINAGE

- In no way shall surface runoff be directed so as to adversely impact adjacent properties with a flooding condition. The grading plan should continue as far as a storm sewer outlet or other natural outlet point of discharge to assure proper control of surface runoff. Surface runoff shall be diverted to a storm sewer or other approved point of collection so as not to create a flooding condition.
- Swales, ditches, drainage easements, catch basins, pipes and/or other points to which surface runoff is to be directed and controlled. Centerline elevations, drainage direction arrows, pipe sizes with invert elevations shall be clearly identified.
- Lots shall be graded so as to direct surface runoff away from foundation walls. The grade away from foundation walls shall fall a minimum of 6 inches within the first 10 feet. Where lot lines, walls, slopes or other physical barriers prohibit 6 inches of fall within 10 feet, drains or swales shall be provided to ensure drainage away from the structure.
- Driveway perimeter edge elevations shall show proper control of surface runoff protecting the building foundation and the adjacent properties from flooding. Driveways that are proposed to extend to a property line edge shall be designed so as to control runoff by means of a minimum 6-inch-high curb with gutter, a driveway centerline swale or catch basin structured designed with a minimum 2-foot sump and pipe to direct runoff into an approved discharge location.
- Sump pump and roof gutter downspout discharge locations. Maintain a minimum distance of 3 feet away from the building foundation and 20 feet away from a property line. Discharge shall be directed into an approved location (i.e. swale, pipe ditch line and/or storm sewer if available).

UTILITIES

- Location and sizes of all existing and/or proposed utilities underground and overhead including manholes, hydrants, water, sewer, storm, electric, gas, etc.
- Location and sizes of water and sewer connections into building foundation.
- Location and sizes of existing and/or proposed septic system and/or well.
- Location and widths of all existing and/or proposed rights-of-way and/or easements and all abutting streets and alleys
- For single-family residential districts, ground mounted mechanical or electrical equipment shall be permitted in any rear yard when placed immediately adjacent to the residential building. Said equipment may be permitted in any side yard when placed immediately adjacent to the residential building. No more than a 5 ft. clearance to the building. The equipment shall not be located in the required 10-foot side yard setback. Said equipment in side yards shall be screened from view by a screen wall consisting of materials identical to those used on the main building or, through the use of evergreen plant material at least the height of the equipment (screen wall) and located at the point of placement of the equipment. Screen walls, other than vegetative screen walls, shall not be located in the required 16-foot side yard setback as measured from the side lot line. It is understood that separate permits are required and to be



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GRADING PLAN REVIEW CHECKLIST

NATURAL FEATURES

- Existing natural features such as, watercourses, river, lake or stream, high waters edge elevation, wetland edge and flood plain base elevation shall be identified on the site plan. All natural features shall be protected, identify on the site plan and denoting in the field the "Area of No Disturbance" including installation of a silt fence and establishment of a minimum 25-foot buffer zone. Flood plain base elevation, Natural Features and wetland edges shall be flagged on site for site inspection. See Natural Features Setback, Bloomfield Township Zoning Ordinance Sec. 42-5.13.

- Water front properties proposed for development shall be prepared by and bear the signature and seal of the registered professional. Dimensions shall be taken from the closest point between the water's edge and the furthest projection of the principle building. All dimensions and calculations shall be shown See Bloomfield Township Zoning Ordinance Sec. 42-5.13. Waterfront setbacks.

SOIL EROSION

- Silt fence location, installation details and timing sequence of re-establishment of permanent vegetation.

- Temporary gravel driveways shall be a minimum 16' X 40' area of crushed concrete; location must be indicated on site plan. Access to the building site shall be large enough to accommodate for all construction traffic. Site access shall be maintained throughout all construction phases, also a copy of Oakland County Road Commission driveway permit.

- You must obtain and supply Bloomfield Township's Building Division with an Oakland County Soil Erosion Permit and show silt fence location around the entire perimeter of proposed areas of soil disturbance.

Note: A pre-site inspection is required before your permit can be issued.



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PLEASE BE ADVISED

The following sealed and signed documents will be required as noted:

- Prior to Backfill Inspection (or Sand Inspection for slab-on-grade) - *Foundation Certification* identifying the location of the building on the property, as well as elevations for brick ledges, top of footing, and if applicable, top of foundation wall.
- Prior to Final Grade Inspection – *Grade Certification* identifying as-built grade elevations at all locations cited on the approved site plan.



Bloomfield Township

**Building Department
Schedule of Building Permit Fees**

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7715

Building Permit **Effective date: July 1, 2021**

Residential:

New, Addition, Alterations	\$0.90 sq. ft.
Demolition	\$300.00
Soil Fill, Removal (includes \$140 Engineering fee)	\$245.00
Paving, Driveway	\$120.00
Temporary or Full certificate of occupancy	\$25.00

Commercial:

New, Addition, Alterations	\$0.75 sq. ft.
Shell only	\$0.45 sq. ft.
Interior “build-out”	\$0.30 sq. ft.
Demolition	\$500.00
Soil Fill, Removal (includes \$210 Engineering fee)	\$780.00
Certificate of Occupancy (includes \$50 Fire fee)	\$100.00
Change of Occupancy (includes \$150 Fire fee)	\$500.00

Sign – wall or ground each	\$100.00
Foundation only	\$200.00
Accessory Building, Swimming pools, decks	\$0.40 sq. ft.
Minimum permit fee	\$120.00

Partial inspection	\$50.00
Re-inspection fee	\$75.00

Builders Registration & Administration fee (annual)	\$30.00
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Plus consultant review fee pursuant to Code of Ordinances Section 2-111 to 117 (if applicable)



Bloomfield Township
Building Department
Schedule of Plan Review Fees

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7715

Effective date: July 1, 2021

Application fee: (due with application)

Residential New, Addition, Alteration, Demolition	\$250.00
Accessory Building	\$250.00
Commercial New, Addition, Alteration, Demolition	\$500.00
Online application fee	\$2.00

Plan Review:

Residence New, Addition, Alterations	\$0.15 sq. ft.
Commercial New, Addition, Alterations	\$0.15 sq. ft.
Plus Electrical, Mechanical or Plumbing plan review each	\$50.00
Plus Fire Department plan review (Fire Marshal)	\$85.00

See Fire Alarm/Fire Suppression application for additional fees

Plus consultant review fee pursuant to Code of Ordinances Section 2-111 to 117 (if applicable)

Site/Certificate grade review	\$200.00
Decks, fences, pools, signs, and others minor projects (due with application)	\$30.00

Revision fee after plans have been approved	\$75.00
Revision fee (at 3 rd review request)	\$100.00
Special Engineering Review Deposit (if applicable)	\$300.00 Minimum

Builders Registration and Administration fee (annual)	\$30.00
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Other Township Department Review Fees – The applicant shall be responsible for additional review fees from other Township Departments/Divisions, including but not limited to Engineering and Environmental Services, Fire, Public Services or Ordinance, if applicable.



Bloomfield Township
Building Department
Schedule of Electrical Permit Fees

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7715

Electrical Permits **Effective date: July 1, 2021**

Application fee	\$35.00
Online application fee	\$2.00
Base fee	\$50.00
Residential:	
New construction residential over 3,500 sq. ft. (include 2 inspections)	\$650.00
New construction residential under 3,500 sq. ft. (include 2 inspections)	\$300.00
Additions, Alterations (include 2 inspections)	\$200.00
Single inspection (1 inspection)	\$50.00
Commercial – inspector assessed during plan review:	
New, Addition, Alteration (per inspection)	\$125.00
Fire, smoke alarm (plus Fire Department fees)	\$200.00
See Fire Alarm application for additional fees	
Swimming pool (includes 2 inspections)	\$150.00
Low-voltage (include 2 inspections)	\$120.00
Sign (sidewalk & final inspection required)	\$100.00
Re-inspection fee	\$75.00
Electrical Registration & Administration fee (annual)	\$25.00



Bloomfield Township
Building Department
Schedule of Plumbing Permit Fees

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7715

Plumbing Fees **Effective date: July 1, 2021**

Application fee	\$35.00
Online application fee	\$2.00
Base fee	\$50.00
Residential:	
New Construction – including two baths with shower pan (3 inspections)	\$200.00
Plus each additional bath	\$50.00
Cross connections	\$100.00
Water tap, water service, storm sewer	\$200.00
Water service or Sewer service, tap (2 inspections)	\$120.00
Sewer repair, Clean outs (2 inspections)	\$120.00
Addition, Alterations - up to 2 bathrooms (2 inspections)	\$100.00
Addition, Alterations - includes 2 bathrooms & shower pan (3 inspections)	\$150.00
Plus each additional bath	\$50.00
Lawn sprinkler, back flow preventer	\$30.00
Water heater replacement	\$50.00
Single inspection	\$50.00
Secondary water meter	\$50.00
Commercial fees – inspector assessed during plan review:	
New, Addition, Alteration (per inspection)	\$125.00
Sewer tap, water service, storm sewer	\$250.00
Swimming pool, spas (2 inspections)	\$100.00
Re-inspection fee	\$75.00
Master Plumbing Registration (duration of license)	\$15.00
Sewer contractors bond & Administration fee (annual registration)*	\$25.00

*A \$10,000.00 surety bond is required (form completed by insurance company) and present proof of experience of sewer installations from other municipalities.