



Bloomfield Township Building Division.
P.O. Box 489 4200 Telegraph Road
Bloomfield Hills, MI 48303-0489
Phone (248) 433-7715 ■ Fax: 433-7729
Inspection Line (248) 594-2818
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. 2009 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 2009 Energy code ASHRAE 90.1-2007
- ❑ 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 # _____



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Permit # _____

Application Date _____

Issue Date _____

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: _____ 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.

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.

Signature of architect and date

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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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
- 7 Foundation/basement walls & drains – before backfill & requires Foundation Certificate
- 8 Open trench (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 called in by 5 PM 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 Line: (248) 594-2818 is available 24 hours a day 7 days a week and is monitored during normal business hours. Inspections called in Saturday or Sunday will be scheduled for the following Tuesday.

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. Contractor **MUST** have the permit number and a job address to schedule an inspection. Inspection times may not be requested due to time constraints.

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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Permit # _____

APPLICATION FOR 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 are required for all buildings using over six (6) circuits before a permit is issued for electrical work.

Mechanical: A/C condenser location – **No Front Yard Installations**

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

Last Name and Company Name of Electrical Contractor wiring equipment _____

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.

Remarks _____

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

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, 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 subjected to civil fines.”

Signature of Applicant _____ Date _____



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Bloomfield Township
Fire Department
Dave Piche, Chief

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

I also confirm that I have read and understood the comments and conditions that are stated in such letters.

Contractor

Permit number

Project Address

Signature

Date

Prior to the request of the Certificate of Occupancy an compact disk
With the pertinent information related to this project must be provided,
Reviewed and approved before the request is submitted.



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FIRE PREVENTION BUREAU

Michael J. McCully

Fire Marshal

Plans must be submitted on compact disc and must be in PDF format and must include the following information.

- Building Construction Type
- Building Dimensions
- General Floor Plan
- Basic Site Plan with Hydrant Locations
- Location of the Suppression Valves (if applicable)
- Extinguisher Locations
- Location of the Alarm Panel (if applicable)
- Location of the Utilities
- Location of Floor Drains
- Location of the Knox Box



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Application # _____

Permit # _____

Application Date _____

Issue Date _____

APPLICATION FOR MECHANICAL FIRE SUPPRESSION PERMIT

Please print or type:

Address of Job _____

Section _____ Lot _____ Sub _____

Applicant/Contractor _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

Owner _____ Phone _____

- Type of work being performed
- Fire Suppression
 - Kitchen Hood Suppression
 - Other _____
 - New Building
 - Addition
 - Alteration
 - Other _____

Prior to issuance of this permit, I acknowledge that the suppression plans have been submitted to and approved by the Township Fire Marshal. **Note: Two (2) inspections minimum will be required unless otherwise authorized by the Fire Marshal.**

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.”

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>	\$20	_____	_____
<u>New Construction</u>			
New Construction (one furnace, one A/C w/duct work*)	170	_____	_____
Each additional furnace	80	_____	_____
Each additional A/C*	50	_____	_____
Prefab fireplace	100	_____	_____
Gas-line	80	_____	_____
<u>Addition/Alteration/Replacement</u>			
Single item inspection	50	_____	_____
Installation of furnace and/or A/C per unit*	50	_____	_____
Duct alterations	80	_____	_____
Prefab fireplace	100	_____	_____
Gas-line (provide pressure test)	80	_____	_____
A/C unit added to existing furnace *	50	_____	_____
Processed Piping	120	_____	_____
Boiler installation (must provide boilers license)	50	_____	_____
Fire suppression/Kitchen hood suppression	100	_____	_____
Self-contained HVAC units, per unit	50	_____	_____
Re-inspection Fee	50	_____	_____
Mechanical Registration	5	_____	_____
Administration Fee	20	_____	_____
<u>Commercial Fees</u> – Assessed at plan review by the inspector – Minimum	100	_____	_____
Description _____			
Total Due		\$ _____	

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

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 _____



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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.
- Prior to Final Building Inspection – *Landscape Certification* stating that all required landscaping has been installed in accordance with the approved landscape plan and/or Zoning Board of Appeals resolution.



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SCHEDULE OF BUILDING PERMIT FEES

New Residence – Addition & Alteration	\$.70 sq. ft.
Final grade inspection	50.00
Temporary certificate of occupancy	25.00
Full certificate of occupancy	25.00
Accessory Structures (including fences)	
Swimming pools	\$.40 sq. ft.
Decks up to 300 sq. ft.	80.00
Decks over 300 sq. ft.	.40 sq. ft.
Minimum permit fee	120.00
New Commercial & Additions – Interior Renovations	\$.69 sq. ft.
Shell only	.42 sq. ft.
Interior “build-out”	.27 sq. ft.
Signs – wall or ground	80.00
Foundation only	200.00
Demolition	200.00
Change of occupancy	500.00
Partial inspection request	50.00
Re-inspection fee	50.00

Effective January 1, 2006



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SCHEDULE OF ELECTRICAL PERMIT FEES

Application fee	\$ 20.00 +
New construction - residential over 3,500 sq. ft.	\$375.00
New construction - residential up to 3,500 sq. ft.	250.00
Single item, one (1) inspection	\$ 50.00
Additions/Alterations (two (2) inspections required)	100.00
Swimming pool (three (3) inspections required)	120.00
Fire/smoke alarm (two (2) inspections required)	80.00
Sign (sidewalk & final inspection required)	80.00
Re-inspection fee	50.00
Commercial fees – Assessed at plan review	\$ 80.00 minimum
Electrical registration (annual)	\$ 5.00
Administration fee (annual)	20.00

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SCHEDULE OF PLAN REVIEW FEES

New Residence & Addition/Alterations	\$.09 sq. ft.
Application fee	250.00+
Plus consultant review fee pursuant to the Codes of the Charter Township of Bloomfield, Chapter 2, Article V. Division 2, Sec. 2-111. (if applicable)	
Site/Certificate grade review	50.00
Revision fee (at 3 rd review request)	100.00
Revision fee after plans have been approved	50.00
New Commercial & Addition/Interior Alterations	\$.10 sq. ft.
Application fee	500.00+
Plus consultant review fee pursuant to the Codes of the Charter Township of Bloomfield, Chapter 2, Article V. Division 2, Sec. 2-111 (if applicable)	
Plus Electrical plan	25.00+
Plus Mechanical plan	25.00+
Plus Plumbing plan	25.00+
Plus Fire Department plan (Fire Marshal)	50.00+
Accessory Structures	
Decks, fences, pools, signs and others	\$ 30.00
Special Engineering Review Deposit (if applicable)	\$300.00 Minimum
Registration	
Builders License (annual)	\$ 15.00
Administration fee (annual)	10.00

Effective January 1, 2006



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SCHEDULE OF PLUMBING PERMIT FEES

Application Fee	\$ 20.00 +
New Construction – including two baths	\$150.00
Each additional bath	50.00
Sewer tap, water service, storm sewer	150.00
Commercial fees – assessed at plan review	\$125.00 minimum
Cross connections	100.00
Water service (2 inspections)	\$120.00
Sewer tap/service (2 inspections)	120.00
Clean outs (2 inspections)	120.00
Single item inspection	50.00
Additions, alterations* (up to 2 bathrooms)	100.00
Additions, alterations (rough, final & shower pan)	150.00
*Each additional bath	50.00
Lawn sprinkler/back flow preventor	30.00
Water heater replacement	30.00
Swimming pool/spas (2 inspections)	100.00
Re-inspection fee	50.00
Master plumber registration (annual)	\$1.00
Administration fee (annual)	24.00
Water & Sewer contractors license fee (annual)**	15.00
Administration fee (annual)	10.00

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

Effective January 1, 2006