



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 #

\_\_\_\_\_  
 Issue Date

**APPLICATION FOR PERMIT**

**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

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 \_\_\_\_\_

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**"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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## 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.
- 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 \_\_\_\_\_  
Property Description

Owner \_\_\_\_\_  
Name Address Telephone No.

Contractor \_\_\_\_\_  
Company Name Contractor's Name

\_\_\_\_\_ Address Telephone No.

\_\_\_\_\_ Signature Date



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## GRADING PLAN REVIEW CHECKLIST

Building site address: \_\_\_\_\_

Bloomfield Township Application Number: \_\_\_\_\_ Permit Application Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

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.
- 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 and 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 the Codes of the Charter Township of Bloomfield, Chapter 42, Sec. 42, Sec. 42-527.



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## ELEVATIONS

## GRADING PLAN REVIEW CHECKLIST

- 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 two (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.



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## GRADING PLAN REVIEW CHECKLIST

### DRAINAGE (continued)

- Said equipment may be permitted in any side yard when placed immediately adjacent to the residential building. The equipment shall not be located in the required 16 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 obtained by others.

### NATURAL FEATURES

- Existing natural features such as, watercourses, river, lake or stream, high waters edge elevation, wetland edge and flood plain base elevation. A natural feature shall be protected by the establishment of a minimum 25-foot buffer zone and shall be noted as "Area of No Disturbance". Flood plain base elevation and wetland edges shall be flagged on site. See the Codes of the Charter Township of Bloomfield, Chapter 42, Article IV, Sec. 42-573. Features Setback.
- 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 the Codes of the Charter Township of Bloomfield, Chapter 42, Article IV, Sec. 42-573. 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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## Bloomfield Township Fire Department

**Dave Piché, 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 a compact disk with the pertinent information related to this project must be provided, reviewed and approved.



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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 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 \_\_\_\_\_



Bloomfield Township  
 P.O. Box 489  
 4200 Telegraph  
 Bloomfield Hills, MI 48303-0489  
 Phone (248) 433-7715 Fax: 433-7729  
 Inspection Line (248) 594-2818 www.bloomfieldtwp.org

\_\_\_\_\_  
 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	_____	_____
<b>Description</b> _____			
<b>Total Due</b>		\$	_____

\*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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## 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 \_\_\_\_\_



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## SCHEDULE OF BUILDING PERMIT FEES

<b>New Residence – Addition &amp; Alteration</b>	\$ .70 sq. ft.
Final grade inspection	50.00
Temporary certificate of occupancy	25.00
Full certificate of occupancy	25.00
<b>Accessory Structures (including fences)</b>	
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
<b>New Commercial &amp; Additions – Interior Renovations</b>	\$ .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

<b>Application fee</b>	\$ 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
<b>Commercial fees – Assessed at plan review</b>	\$ 80.00 minimum
Electrical registration (annual)	\$ 5.00
Administration fee (annual)	20.00

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## SCHEDULE OF PLAN REVIEW FEES

<b>New Residence &amp; Addition/Alterations</b>	\$ .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 <sup>rd</sup> review request)	100.00
Revision fee after plans have been approved	50.00
<b>New Commercial &amp; Addition/Interior Alterations</b>	\$ .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+
<b>Accessory Structures</b>	
Decks, fences, pools, signs and others	\$ 30.00
<b>Special Engineering Review Deposit (if applicable)</b>	\$300.00 Minimum
<b>Registration</b>	
Builders License (annual)	\$ 15.00
Administration fee (annual)	10.00

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## SCHEDULE OF PLUMBING PERMIT FEES

<b>Application Fee</b>	\$ 20.00 +
New Construction – including two baths	\$150.00
Each additional bath	50.00
Sewer tap, water service, storm sewer	150.00
<b>Commercial fees – assessed at plan review</b>	\$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