



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>

## RESIDENTIAL NEW DECK CONSTRUCTION PLAN REVIEW CHECKLIST

This list is provided as a guide to help you understand the information that must be contained on the construction drawings. 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" in the box and submit needed revisions.

### General

- All construction documents shall be submitted in triplicate
- All drawings shall be completely dimensioned
- Drawn to scale not less than 1/8" = 1'0"
- Drawings must be clear and legible
- Drawing shall be prepared on sheet paper size no larger than 24" x 36".
- Complete scope of work must be clearly identified for all phases of construction and identifying compliance with the **2015 Michigan Residential Code**.
- Architect or Engineer Certification is required for buildings 3500 square feet or larger.
- Structural Certification may be required depending on the project complexity.

### Foundation Plan

- Foundation type, size of footing and depth of footings.
- Typical fill.

### Framing

- Construction method.
- Post type, size, height, spacing.
- Beam type, size, span, spacing.
- Typical fastening.
- Floor joists type, size, span, spacing.
- Bond board type, size, span, typical fastening.
- Decking type, size, span, spacing.
- Diagonal bracing as required.
- Distance between decking and railing.
- Flashing detail as required
- Identify on plans, the correct fasteners and hangers for pressure treated lumber



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## RESIDENTIAL NEW DECK CONSTRUCTION PLAN REVIEW CHECKLIST

### Handrail

- Height, size, spacing
- Post type, size, height, spacing.
- Rail type, size, spacing.
- Spindle/Newel post type, size, spacing.
- Handrail type, size, spacing.
- Hand grip type, size, spacing.
- Stairway illumination **R303.7**

### Stair Details

- Stringer
- Tread.
- Riser R311.7.4.1.
- Handrail detail.
- Baluster and guardrail detail.
- Stairway locations with direction arrow and number of risers.

### Elevations

- Front, sides and rear.

### Ordinance

- Provide subdivision association comments on site plan and elevation of plans presented to Bloomfield Township for plan review, with all dates corresponding to current set.
- Insufficient lot frontage requires possible approval from the Zoning Board of Appeals.
- Insufficient lot square footage requires possible approval from the Zoning Board of Appeals.
- Dimensions of property lines are inaccurate, provide revisions.
- Proposed exceeds the maximum 30 percent lot coverage, requires Zoning Board of Appeals approval.
- Provide site plan and construction/foundation plan that agree.
- Proposed floor plan has not met the intent of the ordinance.
- Provide existing elevations for proposed addition.
- Proposed does not meet minimum floor area per unit required by ordinance.
- Provide dimension from lot to proposed building.



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# RESIDENTIAL NEW DECK CONSTRUCTION PLAN REVIEW CHECKLIST

## Ordinance (continued)

- Provide average lakefront setbacks.
- Provide average front yard setbacks for the proposed block along proposed street side only.
- Architectural projections(s) exceed maximum projection into required yard.
- A common roofline is required.
- Height of proposed exceeds the 30 foot allowed by ordinance.

The following requires possible approval from the Zoning Board of Appeals:

- Encroachment(s): Required yard, lakefront, natural feature
- Retaining walls – **See Bloomfield Township Ordinance NO 5.10.**
- Provide top and bottom wall elevations with cross section detail of the proposed wall construction identifying material type and dimensions drawn to scale.
- Accessory use.
- Accessory structure
- Second dwelling.
- Open, unenclosed paved terrace may project into a front yard for a distance not exceeding 10 feet.
- Other \_\_\_\_\_

Natural feature issues. A tree survey is required to be included on the site plan as required by: **Bloomfield Township Ordinance NO. 642-5.14**

Future compliance issues.

Other \_\_\_\_\_

**Please note revisions to construction documents shall be clouded, dated and resubmitted in full sets.**  
 Plan review notes: A separate permit is required for all ground-mounted mechanicals:

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Application # \_\_\_\_\_



Bloomfield Township P.O. Box 489  
4200 Telegraph

Permit # \_\_\_\_\_

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Application Date \_\_\_\_\_

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

## APPLICATION FOR RESIDENTIAL BUILDING PERMIT

**To the Township Building Official:** 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 the Codes of the Charter Township of Bloomfield.

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Builder: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Building Site Address: \_\_\_\_\_ Sidwell # (19) \_\_\_\_\_

Area Zoned: \_\_\_\_\_ Type of construction: \_\_\_\_\_

ZBA variance required? Yes  No  Date variance granted \_\_\_\_\_

Subdivision Association Comments? Yes  No  Estimated construction cost \_\_\_\_\_

Check one: New building  Addition  Remodeling  Demolition  Other

Construction Description: \_\_\_\_\_

Residential – Attach three (3) sets of building plans, including site plans, DRAWN TO SCALE.

All accessory structures must be screened according to Township Ordinance.

Soil erosion control installed? Yes  No  Crushed concrete driveway installed? Yes  No

Property identified by address at site? Yes  No



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## APPLICATION FOR RESIDENTIAL BUILDING PERMIT - 2

### STATE OF MICHIGAN REQUIRED INFORMATION

Builder's License # \_\_\_\_\_ 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: \_\_\_\_\_

Property identified by address at site? Yes  No

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

Does this project 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 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: \_\_\_\_\_

#### **Property Owner:**

*During the course of this project a variety of inspections will take place on each of the associated permits, including **final** inspections upon completion. Occasionally, contractors/homeowners overlook the scheduling of final **building, electrical, mechanical, and plumbing** inspections when work is completed. The permits then remain open and ultimately **expire**, which may cause unnecessary difficulties for the permit holder/homeowner. The Building Division would like to help you bring your project to a successful completion. To ensure the scheduling of necessary inspections, please work closely with your contractor.*

Signature of Owner \_\_\_\_\_ Date: \_\_\_\_\_

#### **Office Use Only**

Registration Fees: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Square Ft including garage: \_\_\_\_\_

Issued/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



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## SCHEDULE OF BUILDING PERMIT FEES

|   |                |
|---|----------------|
| <b>New Residence &amp; Addition/Alterations</b>           | \$ .70 sq. ft. |
| Final grade inspection                                    | 50.00          |
| Temporary certificate of occupancy                        | 25.00          |
| Full certificate of occupancy                             | 25.00          |
| <b>Accessory Structures</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; Addition/Interior Alterations</b> | \$ .69 sq. ft. |
| Shell only  | \$ .42 sq. ft. |
| Interior "build-out"                                      | \$ .27 sq. ft. |
| Sign – 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       |