Bloomfield Township
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.bloomfieldtwp.org

RESIDENTIAL ADDITION AND ALTERATION 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. Show all revisions with a cloud.

GENERAL

- ☐ All construction documents shall be submitted in triplicate.
- ☐ All drawings shall be completely dimensioned.
- ☐ Drawn to scale not less than 1/8 inch = 1 foot
- ☐ Drawings must be clear and legible.
- ☐ Drawing shall be prepared on sheet paper no larger than 24" X 36".
- ☐ Complete scope of work must be clearly identified for all phases of construction, indicating compliance with 2015 Michigan Residential Code.
- ☐ Architect or Engineer Certification is required for buildings 3,500 sq ft or larger.
- ☐ Structural Certification may be required depending on the project's complexity.
- ☐ All construction sites are required to be maintained in a safe condition and to be protected from unauthorized entry. All excavations exceeding 24 inches in depth, such as for basements, crawl spaces, pools and spas must be secured through the use of a 4' high fence. Construction type fencing will be allowed for a period not to exceed 30 days. At such time, should the permitted work still physically be unable to be protected and secured, a chain link fence is required to be installed and must remain in place until its removal has been authorized by the Building Official. **2015 MRC-R 104.1 & 2012 MBC Chapter 33**

GRADING PLANS

Site plans are required for additions and alterations that propose major grade change. (See the Grading Plan Review Checklist.) **NOTE: Grading plan and architectural proposed elevation must match.**

FOUNDATION PLAN

- ☐ Foundation type showing width and depth, also indicating lead walls where needed, joining dowels, and socked perimeter drain tile. R401
- ☐ Footing, column support pad with layout.
- ☐ Beam size, column spacing

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

FOUNDATION PLAN (CONTINUED)

- ☐ Size of support for all bearing walls and point loads above.
- ☐ Framing at stair opening, fireplace, cantilevers, etc...
- ☐ Floor joist direction, size, spacing, span R502
- ☐ Basement floor thickness, vapor barrier, 4 inch stone base R506
- ☐ Walkout and/or daylight wall areas with type and size of construction
- ☐ Crawl space size and location.
- ☐ Show ground water control indicating gravity discharge or sump pump with location. R405
- ☐ Mechanical equipment location indicating high efficiency or not and required floor drain. M1411.3
- ☐ Concrete-encased electrodes are to be identified on the plans. E3607.

FLOOR PLANS

- ☐ Basement, first floor, second floor, attic storage, bonus room
- ☐ Intended use of each room or space
- ☐ Floor joist direction, size spacing, span R502
- ☐ Roof framing direction, size, spacing, span R802
- ☐ Size and location of all support for bearing walls and concentrated loads
- ☐ Stairway locations with direction arrow and number of risers R311.7
- ☐ Location of all required smoke detectors R314
- ☐ Location of all required carbon monoxide alarms R315
- ☐ Layout of kitchen, bath, laundry
- ☐ Show all required access openings, calling out sizes R807.1/R408.4
- ☐ Basements, habitable attics and every sleeping room shall have not less than one operable window or exterior door approved for emergency escape and rescue clearly shown on drawings. Finished basements proposed with areas of habitable space and areas of sleeping rooms shall also meet emergency egress requirements. R310.

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

GARAGE

- ☐ Floor thickness. R506.
- ☐ 4 inch compacted sand base/vapor barrier
- ☐ Over-dig slab support
- ☐ Slab thickness and slope direction arrow. R309.1

ROOF FRAMING

- ☐ Identify the location, direction, size, spacing and span of all roof and ceiling frame members. R802
- ☐ Identify all concentrated load points from ends of hip and valley rafters, ceiling joists, rafters, trusses, girder trusses, beams.
- ☐ Identify roof pitch for all portions of the roof and sloped ceilings.

BUILDING/WALL SECTION DETIALS

Depending on the complexity of your project, more sections or details may be required.

- ☐ Footing and basement wall size, type and height. R401.
- ☐ Foundation wall damp proofing/waterproofing. R406.1. Pea stone, 4 inch socked drain tile or fabric material over stone bed R405.
- ☐ Finish grade elevation. R404.1.6
- ☐ Sill seal and treated sill plate. R317.1
- ☐ Anchor bolt size and spacing. R403.1.6
- ☐ Floor joist and sub-floor framing size, type
- ☐ Wall framing size, type, spacing and height including header sizes. R602.7
- ☐ Insulation R-Values for bond, wall, ceiling locations, floors over unconditioned spaces and under slab where required. Provide Michigan Energy Calculations and **2015 MRC compliance statement.**
- ☐ Interior finish drywall size, and type including garage walls and ceiling. R302.6 / R702

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

BUILDING/WALL SECTION DETAILS (CONTINUED)

- ☐ Exterior sheathing size and type including house wrap. R703.2
- ☐ Indicate fire stopping and sealing per 2015 MRC. R602.8
- ☐ Roof construction details, size and type of sheathing, felt paper, ice and water shield, shingles, drip edge. R905 / R802
- ☐ Location, size, type, amount of attic ventilation, to shown and proven with calculation, also crawl space ventilation. R408 / R806
- ☐ Brick veneer, size, type, weather-resistive barrier, brick wall ties, flashing, and weep holes 33 inches on center. R703.8. Flashing detail for all openings through wall.
- ☐ Draftstopping required. R502.12
- ☐ Construction details and plan for the creation of walkout framing and steel plan with engineering certification.

2015 MICHIGAN RESIDENTIAL CODE CHAPTER 11

- ☐ Provide documentation showing compliance. 2015 MRC Chapter 11
- ☐ Energy star requires: Thermal Bypass Checklist and energy seal 1 at rough frame inspection; certification required with insulation certification. All homes require an approved air infiltration certification prior to the rough frame inspection and a second certification after the drywall installation to be submitted prior to scheduling the final building inspection. Blower door and duct blaster listing completed and approved prior to final building inspection.
- ☐ Upon final inspection certification to be provided as outlined. 2015 MRC Chapter 11

STAIR DETAILS

- ☐ Stringer size and quantity. R311.5
- ☐ Tread width. R311.7.5
- ☐ Riser material and height. R311.7.4.1
- ☐ Handrail detail. R311.7.8
- ☐ Baluster and guardrail detail for all stairways, calling out material and spacing. R312

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

STAIR DETAILS (CONTINUED)

- ☐ Under stair protection. R302.7

WINDOW/DOOR SCHEDULE

- ☐ Sizes. R308
- ☐ Locations
- ☐ Type and fire rating of door separating garage and house. R302.5.1
- ☐ Egress windows labeled, also call out size of window well if needed. R310
- ☐ Safety or tempered glazing in required areas must be labeled. R308
- ☐ Window sill height R312

MASONRY FIREPLACE DETAIL

- ☐ Need complete section for masonry fireplace.
- ☐ Flue size and material.
- ☐ Hearth depth, width and means of support. R1001.9
- ☐ Hearth extension, size. R1001.10
- ☐ Call out type of fireplace to be installed, masonry/insert/prefab gas log unit.
- ☐ Material used for chimney chase. R1003
- ☐ Height of chimney above roofline. R1003.9

BUILDING ELEVATIONS

- ☐ Front, sides and rear elevation showing all retaining walls.
- ☐ Façade material, window and door locations.
- ☐ Existing and proposed grade elevations that matches proposed elevations on site plan, also include building height calculations, as shown on sample A.
- ☐ Floor Elevations

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

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.
- ☐ Dimensions of property lines are inaccurate provide revisions.
- ☐ Provide a full dimensioned engineered site plan
- ☐ Construction/foundation plan must 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.
- ☐ 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.

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

- ☐ Encroachment(s): Required yard, lakefront, natural feature.
- ☐ Insufficient lot frontage
- ☐ Insufficient lot square footage
- ☐ Proposed exceeds the maximum 30 percent lot coverage
- ☐ Height of proposed exceeds the 30 foot allowed
- ☐ Retaining walls – See Bloomfield Township Ordinance NO. 42-5.10.
  - ☐ 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: Bloomfield Township Ordinance NO. 42-5.1. Ground mounted mechanical or electrical equipment (AC and Generators)
- ☐ Second Dwelling
- ☐ Open, unenclosed paved terrace may project into a front yard for a distance not exceeding 10 feet.
- ☐ Other _____

- ☐ Natural feature issues.
- ☐ Future compliance issues.

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

GRADING PLANS

- ☐ Grading plans shall be submitted in triplicate to the Building Dept. for review.
- ☐ Plans shall be prepared neatly and accurately on a minimum 24" X 36" or 18" X 24" sheet.
- ☐ Plans shall be prepared, signed, sealed and dated by a civil engineer or land surveyor registered in Michigan. Plans shall 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 **Ordinance NO. 42-5.14**
- ☐ Legal description of the property including a statement affirming 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 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 address. (Lot # is insufficient).
- ☐ Location of the existing and proposed buildings 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 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 Ordinance NO. 42-3.1 & 3.6.

Please note revisions to construction documents shall be clouded, data and resubmitted in full sets

RW = Retaining Wall **NS = Not shown** **ZBA = Zoning Board of Appeals** **NI = Not Indicated**

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

ELEVATIONS

- ☐ Proposed finish first floor elevations shall not exceed 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.

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

GRADING PLANS (CONTINUED)

- ☐ Existing finish first floor elevations of each principle buildings on adjacent properties to the site proposed for development.
- ☐ Proposed foundation perimeter foot print dimensions properly corresponding with the proposed building foundation plan.

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, wall, slopes or other physical barriers prohibit 6 inches of fall within 10 fee, 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 run off 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 size of water and sewer line connections into building foundation.
- ☐ Location and sizes of existing and/or proposed septic system and/or well.

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

UTILITIES (CONTINUED)

- ☐ 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. 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. Show location of Air Conditioning units

NATURAL FEATURES

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

- ☐ Waterfront 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. Bloomfield Township Ordinance NO. 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 the Bloomfield Township Building Division with an Oakland County Soil Erosion Permit and show silt fence location around the entire perimeter of proposed areas of soil disturbance.

A SITE INSPECTION IS REQUIRED BEFORE YOUR PERMIT CAN BE ISSUED
APPROVED PLANS MUST BE ON SITE FOR REVIEW AT ALL INSPECTIONS

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RESIDENTIAL ADDITION AND ALTERATION PLAN REVIEW CHECKLIST

How to establish building height.

1. To determine your building height, you must measure at all major corners of your proposed building. (1-9 show sample of what is meant by major corners.)

2. After corners 1-9 are determined, you need to measure from proposed grade to the mid point of the roofline above. (See sample "A" above indicating mid point.)

3. After taking measurements at each corner, you then need to add all totals together and divide by the same number of corners, which in this case are 9. See Calculation Example.

Calculation Example 1

1- 23.6
2- 22.0
3- 21.0
4- 18.5
5- 19.0
6- 21.3
7- 11.0
8- 11.0
9- 23.6

Total-171 divided by 9 =19'

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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 scheduled 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.

Online Inspections: To schedule an online inspection go to www.accessmygov.com and log into AccessMyGov (AMG). For more information on accessing online inspections, please click here or call the Building Division at 248.433.7715.

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.

_____
Application #

_____
Application Date

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_____
Permit #

_____
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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_____
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 required on site for all projects that have an 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.

"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 _____

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
Application Fee	$20	1	$20
New Construction			
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 (includes pressure test)	80		
Addition/Alteration/Replacement			
Single item inspection (Description_____)	50		
Installation of # ___ furnace and/or # ____ A/C per unit*	50		
Duct alterations	80		
Prefab fireplace (includes rough and final)	100		
Gas-line (includes pressure test)	80		
A/C unit added to existing furnace *	50		
Processed Piping	120		
Boiler installation (must provide boilers license for over 500,000 BTU's)	50		
Fire suppression/Kitchen hood suppression	100		
Self-contained HVAC units, per unit	50		
Re-inspection Fee	50		
Mechanical Registration	15		
Commercial Fees – Assessed at plan review by the inspector – Minimum	100		

Description_____
(Call 248-433-7715 for fees)

Total Due $_____

*Indicate exterior equipment location: ☐ Rear Yard ☐ Side Yard ☐ Front Yard ☐ Roof

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: _____

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Signature of Applicant _____ Date: _____

Company Name _____

CHARTER TOWNSHIP OF BLOOMFIELD
SOLID WASTE EXEMPTION REQUEST FORM

PROPERTY / CONTACT INFORMATION

Property Owner Name: _____

Property Owner Address: _____

Contact Person (if other than owner): _____

Day Time Phone: _____ Night Time Phone: _____

Best Time to Call: _____

Check One: Single Family Home ☐ Condo or Apt. ☐

Name of Complex if Condo or Apt: _____

SUSPENSION OF SERVICE TYPE

EXTENDED VACATION / LEAVE SUSPENSION OF SERVICE	OR	CONSTRUCTION OR DEMOLITION SUSPENSION OF SERVICE
Departure Date Suspend Service: _____ Return Date Resume Service: _____ *NOTE: Extended vacation/leave requests must be for a minimum of 30 days and not exceed 90 days.*		Suspend Service Date: _____ Estimated Resume Service Date: _____ *NOTE: Construction or demolition suspension of service requests must be accompanied by a proof of permit issued by the Charter Township of Bloomfield.*

OWNER

Please Print Name: _____

Signature of Owner: _____ Date: _____

IMPORTANT

In order for your exemption request form to be considered, the above information must be complete and the form must be signed and dated at the time of submittal.

Please fax or mail your completed exemption request form along with any proof of permit, if applicable to:

GFL Environmental Services
26999 Central Park Blvd. Ste. 200
Southfield, MI 48076
Fax: 586-795-2740

Bloomfield Township Building Division
P.O. Box 489 4200 Telegraph Road
Bloomfield Hills, MI 48303-0489
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Website: http//www.bloomfieldtwp.org

SCHEDULE OF BUILDING PERMIT FEES

New Residence & Addition/Alterations	$ .70 sq. ft.
Final grade inspection	50.00
Temporary certificate of occupancy	25.00
Full certificate of occupancy	25.00
Accessory Structures	
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 & Addition/Interior Alterations	$ .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

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 3rd 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

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SCHEDULE OF PLUMBING 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
Cross connections	100.00
Water Service (2 inspections)	120.00
Sewer service/tap (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 preventer	30.00
Water heater replacement	30.00
Swimming pool/spas (2 inspections)	100.00
Commercial fees – assessed at plan review	$125.00 minimum
Re-inspection fee	50.00
Registration	
Master Plumbing License	$ 15.00
Sewer contractors bond (annual)**	15.00
Administration bond 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 September 18, 2014