



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.bloomfieldtp.org>

## DRIVEWAY PERMIT PLAN REVIEW CHECKLIST

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

- COMPLETED RESIDENTIAL BUILDING APPLICATION SIGNED BY HOMEOWNER OR CONTRACTOR.**
- PLAN REVIEW FEE OF \$30.00**
- PERMIT FEE OF \$120.00**
- 3 COPIES OF A SITE PLAN TO INCLUDE THE FOLLOWING:**
  - Dimensions of driveway.
  - Dimensions from driveway to property lines.
  - Slope of driveway.
  - Location of utility structures and easements (stop boxes, manholes, catch basins, etc.).
  - Location of all trees in the zone of influence. If any trees are being removed with the driveway install, a Tree Permit Application is required with 3 sets of the tree survey.
  - Location of any safety paths.
  - Storm water drainage management plan to an approved drainage course (edge drain, curbing, bioswale, etc.). If there is not an approved drainage course, the applicant shall develop a storm water management plan for the increase in imperviousness to ensure there are no negative impacts to the adjacent property owner. This plan must be signed and sealed by a registered engineer.
  - Oakland County Driveway Permit (OCRC 248-858-4804).
  - Oakland County Soil Erosion Permit or waiver (OCDC 248-858-0958).
  - Provide Subdivision Association comments for driveway plans.

### NOTES

1. Only complete application submittals will be accepted for review.
2. Credit card, cash or checks made payable to Bloomfield Township are accepted.
3. Plan review is generally 10 business days and the Township office are closed on Fridays.
4. Building permits will be issued upon compliance with building codes and Township Ordinances.

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



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

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: \_\_\_\_\_

If this is for a play structure, contact the Ordinance Division at (248) 594-2845 for a list of permit and screening requirements.

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

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: \_\_\_\_\_



**Bloomfield Township**  
**Building Department**  
**Schedule of Building Permit Fees**

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

(248) 433-7715

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

**Residential:**

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

**Commercial:**

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

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

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

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



**Bloomfield Township**  
**Building Department**  
**Schedule of Plan Review Fees**

4200 Telegraph Road P.O. Box 489 Bloomfield Hills, Mi 48303-0489

(248) 433-7715

**Effective date:**

**Application fee:** (due with application)

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

**Plan Review:**

Residence New, Addition, Alterations	\$ .15 sq. ft.
Commercial New, Addition, Alterations	.15 sq. ft.
Plus Electrical, Mechanical or Plumbing plan review each	50.00
Plus Fire Department plan review (Fire Marshal)*	85.00

*\*See Fire Alarm/Fire Suppression application for additional fees*

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

Site/Certificate grade review	200.00
Decks, fences, pools, signs, and others minor projects (due with application)	30.00
Revision fee after plans have been approved	\$ 75.00
Revision fee (at 3 <sup>rd</sup> review request)	100.00
Special Engineering Review Deposit (if applicable)	300.00 Min.

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