



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 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. **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" = 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, indicating compliance with 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'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-R104.1 & 2012 MBC-Chapter 33.**

### Grading Plans

Required for all new construction sites proposed for development and for any major grade change. See the Grading Plan Review Checklist for additional information. 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 and column support pad with layout.
- Beam size and column spacing.
- Size of support for all bearing walls and point loads above.
- Framing at stair, fireplace, cantilevers, etc.
- Floor joist direction, size, spacing and span **R502**



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## RESIDENTIAL NEW CONSTRUCTION PLAN REVIEW CHECKLIST

### Foundation Plan continued

- Basement floor thickness, vapor barrier and 4" 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 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, Attic Storage, Bonus Room, 1<sup>st</sup> and 2<sup>nd</sup> Floor
- Intended use of each room or space
- Floor joist direction, size, spacing and span. **R502**
- Roof framing direction, size, spacing and span. **R802**
- Size and location of all support for bearing walls and concentrated loads.
- Stairway locations with direction arrow and number of risers. **R311.7.4.1**
- 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/R408.4**
- Basements, habitable attics and every sleeping room shall have not less than one operable window or exterior door approved for emergency egress escape and rescue clearly shown on drawings. Basements with areas of habitable space and areas of sleeping rooms shall also meet emergency egress requirements. **R310**

### Garage

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



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## RESIDENTIAL NEW CONSTRUCTION PLAN REVIEW CHECKLIST

### 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 Details

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

- Footing and basement wall size, type and heights. **R401**
- Foundation wall damp proofing, **R406.1** waterproofing, pea stone, 4 inch sock 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.
- Interior finish drywall size and type including garage walls and ceiling. **R302.6 / R702**
- 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**



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## RESIDENTIAL NEW CONSTRUCTION PLAN REVIEW CHECKLIST

### 2015 Michigan Residential Code Chapter 11

- Provide documentation showing compliance 2015 MRC with 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. Chapter 11
- Fireplace doors to comply with Chapter 11

### Stair Details

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

- Footing
- Flue size and material



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## RESIDENTIAL NEW CONSTRUCTION PLAN REVIEW CHECKLIST

### Masonry Fireplace Detail continue

- 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**
- Fireplace doors to comply with **MUEC 402.4.3**

### 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.

**A separate permit is required for all ground-mounted mechanicals.**

**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 NEW CONSTRUCTION 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 NEW CONSTRUCTION PLAN REVIEW CHECKLIST

### How to establish building height.



#### 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

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.

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 – (including steel)
- 7 Foundation/basement walls with steel & drains – before backfill & requires Foundation Certificate
- 8 Open trench including steel (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](http://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.



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## GRADING PLAN REVIEW CHECKLIST

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.
- 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 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 compass.
- Drawn to 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 Bloomfield Township Ordinance NO. 42-3.1 & 3.6.



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## GRADING PLAN REVIEW CHECKLIST

### ELEVATIONS

- 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 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.
- 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.



## 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. 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.



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## GRADING PLAN REVIEW CHECKLIST

### NATURAL FEATURES

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

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 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 \_\_\_\_\_

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 Road  
Bloomfield Township, MI 48303-0489  
Phone (248) 433-7715 ■ Fax: 433-7729  
Inspection Line (248) 594-2818  
Website: <http://www.bloomfieldtp.org>

## Bloomfield Township Building Division Foundation As-Built Certification

Patti Voelker, Building, Planning & Ordinance Director

Prior to scheduling the backfill inspection, three (3) copies of the approved grading plan shall be provided to the Building Division for review and approval. This document, referred to as a Foundation as-built certification shall bear the seal, signature and date of the original design professional who prepared the document and shall also include as-built information regarding the following:

- TOP OF BASEMENT WALL ELEVATION
- TOP OF BASEMENT FOOTING ELEVATION
- BUILDING BRICKLEDGE ELEVATIONS
- BUILDING PERIMETER FOOTPRINT DIMENSIONS
- BUILDING SETBACK DIMENSIONS TO PROPERTY LINE

Once this document is received, an immediate review, comment, required revision, or approval will follow. Reasons for any deviation from the original approved plan shall be submitted in writing to the Building Division for consideration and approval, and is to be signed and dated by the permit holder. All engineering log reports shall be included for the Building Division record.

Additional review may be required by: Bloomfield Township Board of Trustees, Zoning Board of Appeals, and Bloomfield Township's Engineering consultant. Additional fees shall be required for the above mentioned reviews.

Once certification has been approved, the back-fill inspection may be scheduled through the Building Division. The following building site conditions will also be reviewed at the time of this inspection and must be met for inspection approval:

- Site address in clear view
- Soil erosion measures properly installed
- Street Surface maintained in a clean condition

---

Building Site Address

Building Permit Number

---

Print Permit Holder

---

Permit Holder Signature

Date



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## SURETY BOND

KNOW ALL MEN BY THESE PRESENTS: That we \_\_\_\_\_  
 \_\_\_\_\_ As principal, and \_\_\_\_\_

As sureties, are held and firmly bound unto the Township of Bloomfield, Oakland County, Michigan, a Municipal Corporation, in the sum of Ten Thousand (\$10,000) Dollars, lawful money of the United States of America, to be paid to said Township of Bloomfield Township, Oakland County, Michigan, or to its certain attorney or assignee, to which payment will and truly to be made, we bind ourselves, our heirs, executors, administrators or assigns, and each and every one of them firmly by these presents.

Sealed with our seals, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, WHEREAS: the above bonded  
 \_\_\_\_\_ has on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Applied to and received a license as Sewer Builder in connection with the installation of public or private sanitary sewer systems in said Township.

Now, therefore, if the said \_\_\_\_\_ shall honestly and faithfully perform and discharge all the singular obligations and requirements under the Michigan State Plumbing Code, or any amendment thereto, in the manner and time set forth in said Code governing construction of connections to sanitary and storm sewer systems, and also indemnify and hold harmless said Township of Bloomfield, and Township board of said Township of Bloomfield from all claims, damages, suits, and actions of any kind and description, on account of any act, or omission, or negligence of said obligors in carrying out said provisions of said Code whether resulting from the use of improper materials, faulty construction, or failing to properly protect said work, or in properly providing for the safety of their employees, or in any other way and will fully and in each and every particular job, carry out and perform each and every agreement and obligation in said Code, or any amendments thereto, then this obligation to be void, otherwise to remain in full force and effect.

### SIGNED, SEALED & DELIVERED in presence of:

*Please print names under Signature line*

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Insurance Company

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Excavation Company

\_\_\_\_\_  
 Contact Person

Expiration Date:  
**December 31, 20\_\_**  
 Driver's License # \_\_\_\_\_

\_\_\_\_\_  
 Address

Excavator/Company Owner  
 Signature of Excavation Owner

\_\_\_\_\_  
 Telephone Number

(X) \_\_\_\_\_





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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. Permanent vegetation must be installed per ordinance prior to the final building inspection.
- 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 Address

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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
		<b>\$35</b>
		<b>\$50</b>

**Application Fee (due with each application & non-fundable)**

**Base Fee (due with each application & non-fundable)**

**New Construction**

New Construction (one furnace, one A/C* w/duct work)	200	_____	_____
Each additional # ___ furnace and/or # ___ A/C*	80	_____	_____
Prefab fireplace (2 insp.)	100	_____	_____
Gas-line (Provide pressure test & final)	80	_____	_____

**Addition/Alteration/Replacement**

Single inspection (Description _____)	50	_____	_____
Installation of # ___ furnace and/or # ___ A/C* per unit	50	_____	_____
Duct/vet alterations (2 insp.)	100	_____	_____
Prefab fireplace (2 insp.)	100	_____	_____
Gas-line (Provide pressure test & final)	80	_____	_____
# ___ Air handlers or/and # ___ unit heater, per unit	50	_____	_____
Processed Piping	120	_____	_____
Boiler installation (over 500,000 BTU's boilers license required)	50	_____	_____
Re-inspection Fee	75	_____	_____
Mechanical Registration	15	_____	_____

**Commercial Fees** – Assessed at plan review by the inspector – per insp.

Description	Fee	No.	Amount
(Call 248-433-7715 for fees)	250	_____	_____
Self-contained HVAC units, per unit	50	_____	_____

**Total Due** \$ \_\_\_\_\_

\*Indicate NEW 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: 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.

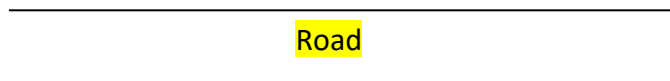
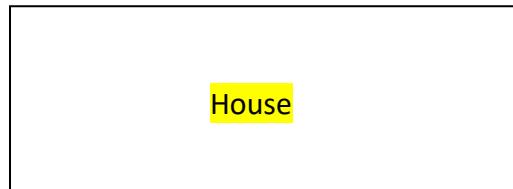
“Section 23a of the Michigan Construction Code Act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are able to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.”

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Company Name \_\_\_\_\_

**Draw the location of ground-mounted mechanical units below. Add any additional locations of roads as needed.**

**Replacement equipment ONLY: Contractor to submit a photograph showing the following: existing unit or equipment location in relation to the building, existing utility hook-up, and existing screening per Township Ordinance. If the photograph submitted is not clear, a pre-site inspection will be required and performed.**





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## PLEASE BE ADVISED

The following sealed and signed documents will be required as noted:

- Prior to Backfill Inspection (or Sand Inspection for slab-on-grade) – *Foundation Certification* identifying the location of the building on the property, as well as elevations for brick ledges, top of footing, and if applicable, top of foundation wall.
- Prior to Final Grade Inspection – *Grade Certification* identifying as-built grade elevations at all locations cited on the approved site plan.
- Prior to Final Building Inspection – *Landscape Certification* stating that all required landscaping has been installed in accordance with the approved landscape plan and/or Zoning Board of Appeals resolution.



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## 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 \_\_\_\_\_





## **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
-----------------------------------------------------	---------

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



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

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

(248) 433-7715

**Electrical Permits** **Effective date: July 1, 2021**

Application fee	\$35.00
Online application fee	\$2.00
Base fee	\$50.00
<b>Residential:</b>	
New construction residential over 3,500 sq. ft. (include 2 inspections)	\$650.00
New construction residential under 3,500 sq. ft. (include 2 inspections)	\$300.00
Additions, Alterations (include 2 inspections)	\$200.00
Single inspection (1 inspection)	\$50.00
<b>Commercial – inspector assessed during plan review:</b>	
New, Addition, Alteration (per inspection)	\$125.00
Fire, smoke alarm (plus Fire Department fees)	\$200.00
See Fire Alarm application for additional fees	
Swimming pool (includes 2 inspections)	\$150.00
Low-voltage (include 2 inspections)	\$120.00
Sign (sidewalk & final inspection required)	\$100.00
Re-inspection fee	\$75.00
Electrical Registration & Administration fee (annual)	\$25.00



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

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

(248) 433-7715

**Effective date: July 1, 2021**

**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	\$0.15 sq. ft.
Commercial New, Addition, Alterations	\$0.15 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 Minimum

Builders Registration and Administration fee (annual)	\$30.00
-------------------------------------------------------	---------

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.



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

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

(248) 433-7715

**Plumbing Fees** **Effective date: July 1, 2021**

Application fee	\$35.00
Online application fee	\$2.00
Base fee	\$50.00
<b>Residential:</b>	
New Construction – including two baths with shower pan (3 inspections)	\$200.00
Plus each additional bath	\$50.00
Cross connections	\$100.00
Water tap, water service, storm sewer	\$200.00
Water service or Sewer service, tap (2 inspections)	\$120.00
Sewer repair, Clean outs (2 inspections)	\$120.00
Addition, Alterations - up to 2 bathrooms (2 inspections)	\$100.00
Addition, Alterations - includes 2 bathrooms & shower pan (3 inspections)	\$150.00
Plus each additional bath	\$50.00
Lawn sprinkler, back flow preventer	\$30.00
Water heater replacement	\$50.00
Single inspection	\$50.00
Secondary water meter	\$50.00
<b>Commercial fees – inspector assessed during plan review:</b>	
New, Addition, Alteration (per inspection)	\$125.00
Sewer tap, water service, storm sewer	\$250.00
Swimming pool, spas (2 inspections)	\$100.00
Re-inspection fee	\$75.00
Master Plumbing Registration (duration of license)	\$15.00
Sewer contractors bond & Administration fee (annual registration)*	\$25.00

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