



City of Bloomfield Hills

45 E. Long Lake Road
Bloomfield Hills, Michigan 48304-2322
Phone (248) 644-1520 Fax (248) 644-4813
www.bloomfieldhillsmi.net

BUILDING PERMIT REQUIREMENTS FOR NEW CONSTRUCTION, ADDITONS AND RENOVATIONS

NEW CONSTRUCTION

- 5 SETS OF PLANS (INCLUDING GRADING PLANS)
 - All plans submitted for approval shall show square footage per floor, including lower level & garages, as computed by plan author. Complete structural plans are required at time of submittal.
- COMPLETED “ENERGY CODE WORKSHEET FOR NEW, SINGLE FAMILY HOME” (NEW CONSTRUCTION OR MAJOR ADDITION PROJECTS)
- **COMPLETED APPLICATION WITH COPY OF BUILDER’S & DRIVER’S LICENSES**

ADDITIONS

- 3 SETS OF PLANS (WITH SITE PLAN THAT DEPICTS EXISTING AND PROPOSED GRADES AT ALL NEW CORNERS AND INTERSECTIONS WITH THE EXISTING STRUCTURE)
- 3 ADDITIONAL SETS OF **FOLDED** GRADING PLANS (If the addition is greater than 600 square feet in size at grade level). Refer to the Grading Plan Checklist on our web site for plan requirements.
- **COMPLETED APPLICATION WITH COPY OF BUILDER’S & DRIVER’S LICENSES**

INTERIOR RENOVATIONS

- RESIDENTIAL 2 SETS OF PLANS COMMERCIAL 3 SETS OF PLANS
- **COMPLETED APPLICATION WITH COPY OF BUILDER’S & DRIVER’S LICENSES**

COMPLETE PACKETS ARE REQUIRED AT TIME OF SUBMISSION. PARTIAL SUBMISSIONS WILL NOT BE ACCEPTED

A sedimentation control permit is required for single family home construction and many larger addition projects. Verify this requirement with the City of Bloomfield Hills. This permit (or verification of a permit not being required) MUST be submitted prior to issuance of a building permit.

The permit is obtained from: City of Bloomfield Hills
45 E Long Lake Rd
Bloomfield Hills, MI 48304
Telephone # 248-644-1520

REQUIRED FEES AT TIME OF APPLICATION:

APPLICATION FEE: **\$50.00**

PLAN REVIEW DEPOSIT: **\$50.00** (BALANCE DUE WILL BE ON PERMIT)

CONTRACTOR REGISTRATION: **\$25.00** (ANNUALLY)

NEW HOMES & ADDITIONS OVER 600 SQ. FT.: **\$2,500.00** ESCROW PAID BY PROPERTY OWNER



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**BUILDING PERMIT AND
 PLAN REVIEW
 APPLICATION**

*****A copy of your builder's and driver's license
ARE required with every application submitted.*****

AUTHORITY: 1972 PA 230
 COMPLETION: MANDATORY TO OBTAIN PERMIT
 PENALTY: PERMIT WILL NOT BE ISSUED

Applicant to complete all items in Sections I, II, III, IV, V & VI

Note: Separate Applications Must Be Completed for Plumbing, Mechanical, and Electrical Work Permits

I. PROJECT TYPE/LOCATION (Please check)

PROJECT NAME	ADDRESS
<input type="checkbox"/> Accessory Structure <input type="checkbox"/> Additions under 600 Sq. Ft. <input type="checkbox"/> Additions over 600 Sq. Ft. <input type="checkbox"/> Basement Waterproofing <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> Fence <input type="checkbox"/> Interior Alterations <input type="checkbox"/> New Construction <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Roof <input type="checkbox"/> Siding/Veneer Replacement <input type="checkbox"/> Tennis/Sport Court <input type="checkbox"/> Window/Doorwall Replacement <input type="checkbox"/> Suite Build Out/Renovation <input type="checkbox"/> Other _____	
Is this Residential or Commercial/Institutional? _____	

DESCRIBE IN DETAIL PROPOSED WORK TO BE DONE.

II. IDENTIFICATION

A. OWNER OR LESSEE

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER ()

B. ARCHITECT OR ENGINEER

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER ()
LICENSE NUMBER			EXPIRATION DATE

C. CONTRACTOR

NAME		ADDRESS	
QUALIFYING OFFICER (IF CORPORATION):			
CITY	STATE	ZIP CODE	TELEPHONE NUMBER ()

CELL NUMBER ()	E-MAIL ADDRESS	FAX NUMBER ()		
BUILDER'S LICENSE NUMBER: QUALIFYING OFFICER LICENSE NUMBER:	EXPIRATION DATE:			
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION:				
REGISTERED AGENT NAME FOR CORPORATION OR LLC:				
REGISTERED AGENT ADDRESS IF DIFFERENT FROM LICENSEE:				
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION				
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION				
III. PLAN REVIEW REQUIRED				
A. REVIEW(S) TO BE PERFORMED (please circle)				
BUILDING	ELECTRICAL	MECHANICAL	PLUMBING	
IV. PROPOSED USE OF BUILDING				
A. RESIDENTIAL				
<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> DETACHED GARAGE	<input type="checkbox"/> OTHER ACCESSORY _____		
<input type="checkbox"/> TWO OR MORE FAMILY # OF UNITS _____	<input type="checkbox"/> ATTACHED GARAGE			
DESCRIBE IN DETAIL PROPOSED USE OF BUILDING.				

V. SELECTED CHARACTERISTICS OF BUILDING				
A. PRINCIPAL TYPE OF FRAME				
<input type="checkbox"/> MASONRY, WALL BEARING	<input type="checkbox"/> WOOD FRAME	<input type="checkbox"/> STRUCTURAL STEEL	<input type="checkbox"/> REINFORCED CONCRETE	<input type="checkbox"/> OTHER
B. PRINCIPAL TYPE OF HEATING FUEL				
<input type="checkbox"/> GAS	<input type="checkbox"/> OIL	<input type="checkbox"/> ELECTRICITY	<input type="checkbox"/> COAL	<input type="checkbox"/> OTHER
C. TYPE OF SEWAGE DISPOSAL				
<input type="checkbox"/> PUBLIC OR PRIVATE COMPANY		<input type="checkbox"/> SEPTIC SYSTEM		
D. TYPE OF WATER SUPPLY				
<input type="checkbox"/> PUBLIC OR PRIVATE COMPANY		<input type="checkbox"/> PRIVATE WELL OR CISTERN		
E. TYPE OF MECHANICAL				
WILL THERE BE AIR CONDITIONING? <input type="checkbox"/> YES <input type="checkbox"/> NO		WILL THERE BE FIRE SUPPRESSION? <input type="checkbox"/> YES <input type="checkbox"/> NO		

F. DIMENSIONS/DATA				
NUMBER OF STORIES _____	FLOOR AREA:	<u>EXISTING</u>	<u>ALTERATIONS</u>	<u>NEW CONSTRUCTION</u>
USE GROUP _____	LOWER LEVEL _____	_____	_____	_____
CONST. TYPE _____	1 ST & 2 ND Floor _____	_____	_____	_____
# OF OCCUPANTS _____	3 RD - 10 TH Floor _____	_____	_____	_____
COST OF CONSTRUCTION _____	11 TH -ABOVE _____	_____	_____	_____
	TOTAL AREA _____	_____	_____	_____

G. MUEC Energy Code Checklist (separate document) MUST be included with this Application (See Part IX)

H. Sedimentation Control Permit (check one): Not required Applied, delayed submittal Included, attached

VI. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

NAME _____		TELEPHONE NUMBER () _____	
ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____

FEDERAL I.D. NUMBER/SOCIAL SECURITY NUMBER _____

APPLICATION AND PLAN REVIEW FEE ENCLOSED: \$ _____

As the owner of record, I hereby authorize the proposed construction noted on this application.

Print Name _____ Signature _____ Date _____

HOMEOWNER AFFIDAVIT

I hereby certify the work described on this permit application shall be completed **by myself in my own home** in which I am living or about to occupy. All work shall be completed and/or installed in accordance with the State Building Code and **shall not be** put into use until it has been **inspected** and **approved** by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections.

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 residential building or a residential building or residential structure. Violators of Section 23a are subjected to civil fines.

VII. APPLICANT'S SIGNATURE

(Applicant acknowledges that information on this application is subject to verification by our code enforcement officer)

SIGNATURE (Homeowner signature indicates compliance with Homeowner Affidavit) _____	DATE: _____
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VIII. VALIDATION – FOR DEPARTMENT USE ONLY

USE GROUP _____	BASE FEE _____
TYPE OF CONSTRUCTION _____	NUMBER OF INSPECTIONS _____
SQUARE FEET _____	

APPROVAL SIGNATURE _____

BUILDING OFFICIAL _____	DATE _____
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Part IX- MUEC compliance Statement

In addition to the mandatory requirements, the energy code requires you to choose one of the three alternative compliance paths to demonstrate code compliance. Indicate the path you choose below by **checking one of the following boxes and completing the instructions.**

- Prescriptive (as prescribed by the code)

If you choose to use the prescriptive method of compliance, you may demonstrate compliance by completing the attached Prescriptive Compliance Report Form. **Sign the compliance statement below and attach a copy of the completed Prescriptive Compliance Report Form along with this form when submitting for a building permit.**

- Total UA Alternative (trade-off method)

Compliance with the Total UA Alternative method may be demonstrated by completing a compliance report using REScheck software provided free of charge at energycodes.gov. **Sign the compliance statement below and attach a copy of the completed compliance report with this form when submitting for a building permit.**

Please note that the building plans shall show the same materials and methods you use to complete the REScheck form. For example, if you use basement wall insulation in REScheck, such insulation should be clearly indicated on the building plans as well.

- Simulated Performance Alternative (performance analysis)

Certain commercially available compliance software (e.g. REM/RATE etc.) may be used to demonstrate that the proposed construction will have an annual energy cost that is less than or equal to the energy cost of the standard reference design. Please see Section 405 of the code for specific criteria. Such software shall generate a compliance report that documents that the proposed design complies and shall include information outlined in Section 405.4.2. **Sign the compliance statement below and attach a copy of the completed compliance report with this form when submitting for a building permit.**

Compliance Statement

I have read and completed the Energy Code Compliance Worksheet and will insure that the actual construction of this project complies with the Michigan Energy Code as adopted.

Applicant	Signature	Date
Address	Printed Name	

Prescriptive Compliance Report Form

(Please note that this form is only required if you have chosen the prescriptive compliance path.)

In the table below, indicate the proposed values of insulation, fenestration and other components in your proposed home. Please note that such components shall meet or exceed the performance of the prescribed values. If you have any clarifications, please note them in the comment section. Finally, the building plans shall show the same materials and methods you use to complete this form.

Component Description	Prescribed Value	Proposed Value	Comment
Fenestration U-Factor	0.35		
Skylight U- Factor (a)	0.60		
Ceiling R-Value	38		
Wood Frame R Value	20 or 13+5 (b)		
Mass Wall R-Value ©	13/17		
Floor R-Value	30 (d)		
Basement Wall R-Value (e)	10/13		
Slab R-Value & Depth (f)	10,2 feet		
Crawl space Wall R-Value	10/13		
Attic supply ducts R-Value	8		
Other supply ducts R-Value	6		
High efficacy lamps in permanently installed light fixtures-percentage	50%		

Attic access doors - Doors shall be weather-stripped and insulated to level of ceiling insulation. A wood frame or equivalent retainer is required around the access when loose fill insulation is used.

- (a) The fenestration U-factor excludes skylights
- (b) 13+5 means R-13 cavity insulation plus R-5 insulated sheathing. If structural covers 25% or less of the exterior, R-5 sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25% of exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2.
- (c) The second R-value applies when more than half the insulation is on the interior.
- (d) Or insulation sufficient to fill the framing cavity, R-19 minimum.
- (e) The first R-value applies to continuous insulation, the second to framing cavity insulation, either insulation meets the requirement.
- (f) R-5 shall be added to the required slab edge R-values for heated slabs.

This form is intended to provide a simple means to document prescriptive code compliance. Please see the full code context for exceptions, alternatives and other requirements that apply.