

Permit Application Requirements for the

City of Bloomfield Hills

45 E. Long Lake Rd.

Bloomfield Hills, MI 48304

Phone: (248)644-1520 Fax: (248)644-4813

www.bloomfieldhillsmi.net

In all instances, a completed application with all required fees, AND:

Residential Permit Applications:

- **Interior Alterations***
 - Two sets of plans and/or or project descriptions
- **Fences, generators, decks*, swimming pools***
 - Two sets of a site plan that shows proposed location on property
 - Two sets of complete building plans (decks and pools)
- **Additions under 600 Square Feet***
 - Three sets of a site plan that shows the proposed location on property
 - Three sets of a complete building plan
- **Additions over 600 Square Feet***
 - Soil Erosion Control permit issued by the DEQ (If the ground floor is affected) (See below.)
 - Four sets of a complete grading/site plan that shows the proposed location on property. (See the Grading Ordinance section of the City Code that provides details of what constitutes a complete grading plan.)
 - Four sets of a complete building plan with all construction details
- **New Homes***
 - Soil Erosion Control permit issued by the DEQ. (See below.)
 - Four sets of a complete grading/site plan that shows the proposed location on property. (See the Grading Ordinance section of the City Code that provides details of what constitutes a complete grading plan.)
 - Four sets of a complete building plan with all construction details

Commercial Permit Applications*

The following items must be submitted to the building department at time of application:

- 1) Two review sets of construction drawings, signed and sealed by a licensed design professional. Plumbing, Electrical, Mechanical, Fire Suppression and Fire Alarm drawings may be submitted later, but are required as part of those respective applications for permit.
- 2) For new construction, three site plans that were approved by the City of Bloomfield Hills City Commission.

***NOTE: Once plans for these projects have been approved, and prior to issuance of the Building Permit, the applicant shall provide a CD/ROM copy of the approved plans for City records. Hard copies of the approved plans will be returned to the applicant as part of the permit for site records. Substantial changes to the plans during the course of construction shall necessitate that the applicant provide as “as-built” set of plans in CR/ROM format. And, once the final as-built grading plan has been approved by the City, applicant shall provide a copy of the same in CD/Rom format. (This policy became effective December 8, 2007.)**

As of November 2003, the Oakland County Drain Commission requires that a sedimentation control permit be obtained before any building permit is issued. It is beneficial that you make application as soon as possible so that we may have it in this office when your Building Permit is ready.

The permit may be obtained from: Oakland County Drain Commission

**Soil Erosion Unit
Building #95 West
One Public Works Drive
Waterford, MI 48328-1907**

Telephone: 248-858-5389



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 AND
 PLAN REVIEW
 APPLICATION**

*****A copy of your builder's and driver's license
 is 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 & VII

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

I. PROJECT INFORMATION			
PROJECT NAME		ADDRESS	
CITY		ZIP CODE	
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. LICENSEE			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER ()
CELL NUMBER ()	E-MAIL ADDRESS		FAX NUMBER ()
BUILDER'S LICENSE NUMBER:	EXPIRATION DATE:		
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			
III. TYPE OF IMPROVEMENT AND PLAN REVIEW			
A. TYPE OF IMPROVEMENT			
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ALTERATION	
<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	
B. 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 _____		
<input type="checkbox"/> TWO OR MORE FAMILY # OF UNITS _____	<input type="checkbox"/> ATTACHED GARAGE			
DESCRIBE IN DETAIL PROPOSED USE OF BUILDING AND/OR WORK TO BE DONE. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.				

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</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. NUMBER OF OFF STREET PARKING SPACES (Commercial)				
ENCLOSED _____		OUTDOORS _____		
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 _____				

BUILDING PERMIT 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

SIGNATURE (Homeowner signature indicates compliance with Homeowner Affidavit)

DATE:

VIII. VALIDATION – FOR DEPARTMENT USE ONLY

USE GROUP _____

BASE FEE _____

TYPE OF CONSTRUCTION _____

NUMBER OF INSPECTIONS _____

SQUARE FEET _____

APPROVAL SIGNATURE

TITLE

DATE



Permit Information

Work Requiring a Permit

As described in the Michigan adopted codes, “Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure...shall first make application to the building official and obtain the required permit.” If there is any question as to the need for a permit, contact the Building Department at (248) 644-1520. Permits are required for many types of jobs, including, but not limited to, the following:

- New residential & commercial building construction
- Additions, alterations or modifications to existing buildings
- Decks
- Pools
- Sheds or similar accessory structures
- Fences (pool enclosures only)
- Air conditioning units
- Generators
- Retaining and screening walls
- Signage
- Window & door replacement (with structural modification or affecting areas requiring emergency escape or rescue openings)
- Piers, walls and fences in front yard areas
- Residential & commercial demolition
- All indoor and outdoor electrical work requires an electrical permit
- All indoor plumbing, water services, sanitary sewer services, storm sewer services, sprinkling systems and sump-pump installations require a plumbing permit
- Any work relating to heating, cooling and ventilation systems requires a mechanical permit.
- Low Voltage permits are no longer required; however, the low voltage work must still be in place at the time of electrical inspection.



Fee Schedules

(Revised June 9, 2009; Effective June 10, 2009)

Departmental Fee Schedules:

(Note: All square footage rates are based on finished/unfinished areas, basements, garages and decks.)

Residential Plan Review Fees:

- **Building Plan Reviews:**
 - **New Construction:**
 - Up to 8,000 s.f.: \$500.00
 - 8,000-12,000 s.f.: \$750.00
 - 12,001-20,000 s.f.: \$1,000.00
 - Over 20,000 s.f.: \$1,500.00
 - **Additions: \$500.00 Minimum (use new construction schedule).**
 - **Alterations:**
 - **Minor (No structural or foundation alterations): \$50/room**
 - **Major (With structural or foundation alterations): \$75/room, \$500 maximum.**
 - **Miscellaneous Reviews:**
 - **Accessory Structures: \$100.00**
 - **In-ground pools, fences: \$100.00**
 - **Revision fees (3rd review): \$100.00**
 - **Revisions After Permit: \$50.00**
 - **Consultant Review Escrow: \$750.00 (as required)**
- **Trade Review Fees:**
 - **New Construction:**
 - Up to 12,000 s.f.: \$100.00
 - Over 12,000 s.f.: \$150.00
 - **Additions/Alterations:**
 - Up to 12,000 s.f.: \$100.00
 - Over 12,000 s.f.: \$150.00

Commercial Plan Review Fees:

- **Building Plan Reviews:**
 - **New Construction: \$0.10 per square foot**
 - **Build Outs/Alterations:**
 - Up to 10,000 s.f.: \$0.08/s.f.
 - 10,001 to 20,000 s.f.: \$0.07/s.f
 - Over 20,000 s.f.: \$0.06/s.f.
 - **General Review Fee Information:**

- All fees are rounded up to the next \$50.00
- Minimum building review fee is \$500.00
- Trade Review Fees:
 - New Construction or Additions/Alterations:
 - Up to 10,000 s.f.: \$100.00 (each trade)
 - 10,001- 20,000 s.f.: \$200.00 (each trade)
 - Over 20,000 s.f.: \$300 (each trade)

Residential Building Permit Fees:

- Application Fee: (ALL) \$50
- Annual Registration: \$25
- New Construction Permit Fee: \$0.45/square foot
- Addition/Alteration/Accessory Structures Permit Fee: \$1.00/square foot
- Pool permit fee:
 - Dry Laid Deck: \$1.00/square foot of pool structure area
 - Poured Concrete Deck: \$1.00/square foot of pool and deck area combined.
- Minimum Permit Fee (ALL): \$150.00

Miscellaneous Fees:

- Additional Inspections: \$50.00
- Reinspection Fee: \$50.00
- Fence (pools) permit fee: \$150.00 (flat rate)
- Extend building permit- 6 months: \$150.00 (plus application fee)
- Extend mechanical, plumbing or electrical permit: \$75.00 (plus application fee)
 - Note: Extensions may be granted by the Building Official upon written application that clearly demonstrates a justifiable cause for the extension. Extensions MAY be granted for a period up to 180 days.
- Investigative fee for Failure to Obtain Permit Before Starting Work: \$175.00
- Tent Permit Fee: \$100
- Roofing Permit: \$150.00 (includes up to 2 inspections)
- Basement Waterproofing Permit: \$150.00 (Includes up to 2 inspections)
 - Plumbing permit for subsoil drains if required as part of waterproofing: \$75.00 (One inspection included)

(All fees listed are exclusive of application fees, contractor registration fees, building bonds and consultant review escrows.)

Commercial Building Permit Fees:

- Application Fee: (ALL) \$50
- Annual Registration: \$25
- New Construction Permit Fee: \$0.70/square foot
- Building Permit Fee for “Shell Only”:
 - Up to 10,000 s.f.: \$0.55/s.f.
 - 10,001 to 20,000 s.f.: \$0.50/s.f
 - Over 20,000 s.f.: \$0.45/s.f.

- **Building Permit Fee for Interior “Build Out” (from shell):**
 - Up to 10,000 s.f.: \$0.35/s.f.
 - 10,001 to 20,000 s.f.: \$0.30/s.f
 - Over 20,000 s.f.: \$0.25/s.f.
- **Building Permit Fee for Interior Renovations/Alterations:**
 - Up to 10,000 s.f.: \$0.70/s.f.
 - 10,001 to 20,000 s.f.: \$0.65/s.f
 - Over 20,000 s.f.: \$0.60/s.f.

Miscellaneous Fees:

- **Additional Inspections: \$50.00**
- **Reinspection Fee: \$50.00**
- **Wall sign permit fee: \$75.00**
- **Ground sign permit Fee : \$100.00**

(All fees listed are exclusive of building bonds and consultant review escrows. See the schedule below.)

Building Bond Schedule: (effective 10/16/07)

- **New, single-family residence: \$2,500.00**
- **Multiple and or Condominiums: \$2,500.00 (each unit)**
- **Residential Additions/Accessories: \$1,000.00**
- **Alterations:**
 - **Exterior alterations: \$1,000.00**
 - **Interior, MINOR: \$500.00**
 - **Interior, MAJOR: \$1,000.00**
- **New commercial/office building: \$5,000.00**
- **Alteration of commercial/office space: \$1,000.00**
- **Swimming Pools: \$1,000.00**

Consultant Escrow: (by Commission resolution of May 15, 2007)

(Amounts required as an escrow to reimburse City for Consultant Review Expenses)

- **Major Projects: \$5,000.00**
 - **Rezoning**
 - **Subdivisions**
 - **Site Condominiums**
 - **Commercial development**
 - **Commercial Re-development**
 - **Special Land Use**
- **Minor Projects: \$2,500.00**
 - **New, single family homes**
 - **Additions over 600 square feet**
 - **Other work requiring consultant reviews**
- **Administrative Reviews: \$750.00**

- **Pre-development Conferences**
- **Signs**
- **Front yard fence or gate**

Expiration of Permit: 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 six months after issuance of the permit or if the authorized work is suspended or abandoned

for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**