



**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 & PLAN REVIEW APPLICATION  
MINOR GRADING, DEMOLITION, DECK, SIGNS, TREES, DRIVEWAY, GENERATOR**

**Complete the checklist, the following is required upon submittal:**

**I. Applications**

- Completed Building Permit & Plan Review Application
- Completed Construction Schedule (Attach to Application)
- Completed Checklist

**II. Building plans (select one)**

- Minor Grading – (1) set of building plans, Building Permit Application, emailed to [building@bloomfieldhillsmi.net](mailto:building@bloomfieldhillsmi.net)
- Demolition, Deck, Signs, Trees, Driveway, Generator – (1) set of building plans, Building Permit Application, emailed to [building@bloomfieldhillsmi.net](mailto:building@bloomfieldhillsmi.net)

Plan Notes:

- Landscaped Open Space, Setback Formula and Yard Definition reference graphics are attached to the permit application to provide guidance when applying these ordinance requirements. All plans must include the Landscape Open Space Calculation. All plans for Residential New Construction and Additions must also include the setback formula calculation.

**III. Fees (cash or check made payable to City of Bloomfield Hills, credit card payments accepted, access fees apply)**

- Application fee - \$100
- Plan review deposit - \$100 (balance due upon permit issuance)
- Contractor registration - \$15 (good for the term of state license) Copy of builder's license and I.D.
- Minor Grading - \$1500 escrow

**IV. Estimated Date of Project Completion \_\_\_\_\_**



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<p align="center"><b>BUILDING PERMIT AND PLAN REVIEW APPLICATION</b> Minor Grading, Demolition, Deck, Signs, Trees, Driveway, Generator</p>
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<b>I. PROJECT INFORMATION</b>			
ADDRESS and PROPERTY ZONING DISTRICT			
<b>II. IDENTIFICATION</b>			
<b>A. OWNER</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	CELL NUMBER
EMAIL ADDRESS			
<b>B. ARCHITECT OR ENGINEER</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	CELL NUMBER
EMAIL ADDRESS			
LICENSE NUMBER		EXPIRATION DATE	
<b>C. CONTRACTOR</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	
EMAIL ADDRESS			
OFFICE NUMBER	CELL NUMBER		FAX NUMBER
FEDERAL EMPLOYER ID NUMBER		REGISTERED AGENT NAME IF DIFFERENT THAN LICENSEE	
WORKERS COMP INSURANCE CARRIER		MESC EMPLOYER NUMBER	
<b>III. TYPE OF IMPROVEMENT</b>			
<b>SELECT ONE:</b>			
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL		
<b>SELECT ONE:</b>			
<input type="checkbox"/> MINOR GRADING	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> DECK	<input type="checkbox"/> SIGNS
<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> TREES	<input type="checkbox"/> GENERATOR	

**DESCRIBE PROPOSED WORK:**

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**Total Cost of Construction for Project** \_\_\_\_\_

**IV. APPLICANT INFORMATION**

I certify the use of this property as proposed with this building permit application is compliant with the permitted zoning uses for this property and zoning district under the Bloomfield Hills City Code.

Signature of Applicant / Contractor \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**AS THE OWNER OF RECORD, I HEREBY AUTHORIZE THE PROPOSED CONSTRUCTION NOTED ON THIS APPLICATION.**

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**V. HOMEOWNER AFFIDAVIT (Sign only if permit is applied for by the homeowner)**

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.

Signature of Homeowner \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_



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## Construction Schedule

*Please draft a tentative construction schedule below, or attach a spreadsheet*



## 24-235 - Landscaped Open Space

All of the information below shall be provided and shown on the site plan, landscape plan, or be submitted as a separate sheet within the submittal package. All of the information below is required at the time of submittal for an application to be considered complete. Incomplete applications will not be accepted or reviewed. See the graphic on the following page for specific instructions on how the information must be displayed for the application to be considered complete.

Area (SF = square feet)	Existing SF	%	Change SF	Proposed SF	%
Total Lot area	0		[REDACTED]	[REDACTED]	100%
<b>Impervious Surface*</b>					
Home <sub>1</sub>		0.00%			0.00%
Driveway <sub>2</sub>		0.00%			0.00%
Patios <sub>3</sub>		0.00%			0.00%
Accessory buildings <sub>4</sub>		0.00%			0.00%
Accessory structures <sub>5</sub>		0.00%			0.00%
Other <sub>6</sub>		0.00%			0.00%
Total impervious		0.00%			0.00%
<b>Exempt Areas*</b>					
Driveway Allowance <sub>7</sub>					
Walkway allowance <sub>8</sub>					
Total exemption					
<b>Total Landscaped Open Space*</b>	<b>0</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0</b>	<b>100.00%</b>

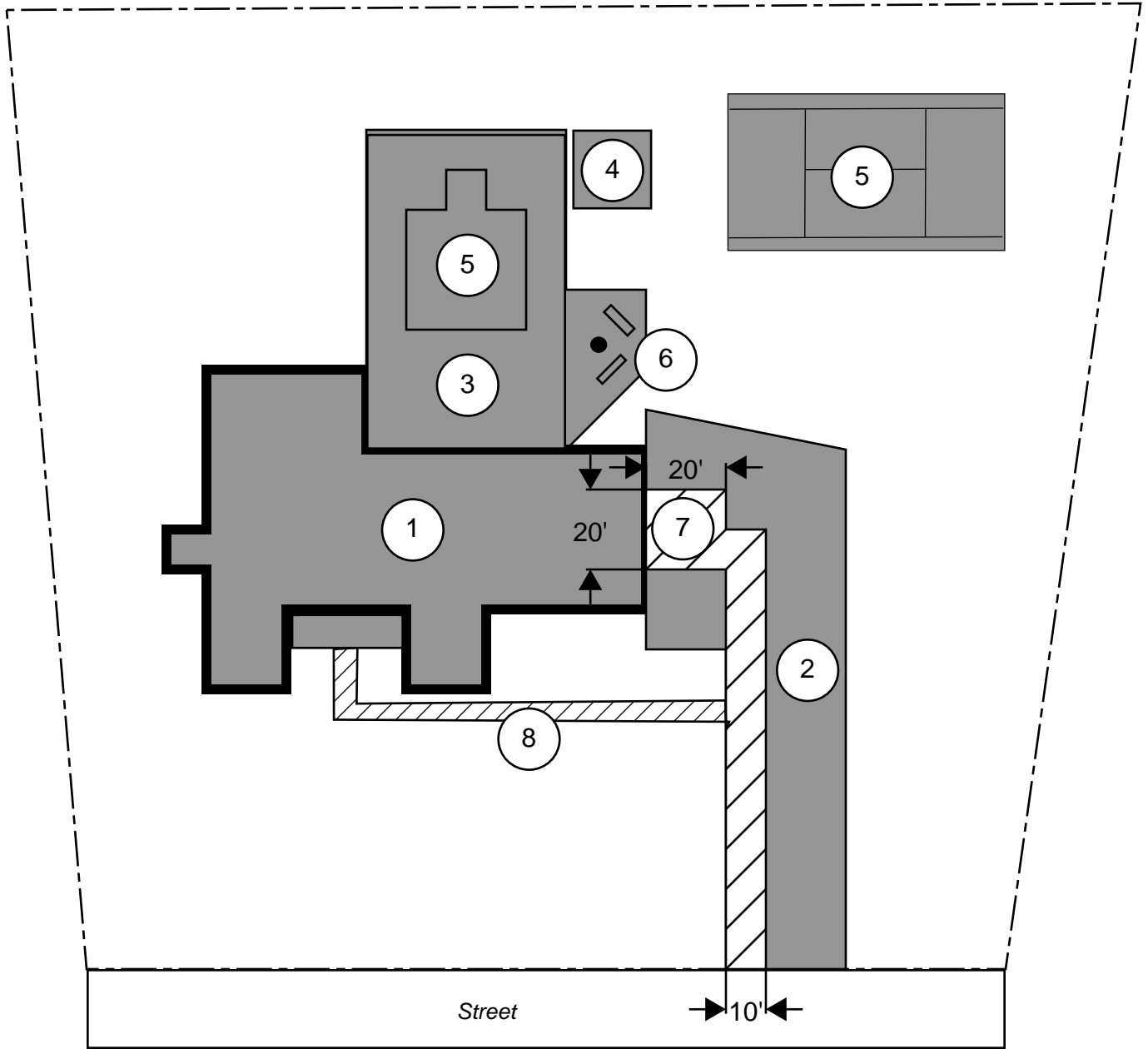
**The open space diagram should contain the information below. Please refer to the next page for a sample diagram.**

1. Includes home, covered porches and attached garages
2. Entire driveway area
3. All patio areas
4. All detached buildings such as sheds, garages and pool houses
5. All pools, sports courts, etc.
6. Any other impervious surfaces, such as fire pits
7. Permitted as a 10' wide path, the shortest distance from the ROW to the garage, with a 20' x 20' area in front of the garage (see graphic on back of page)
8. Includes only necessary sidewalks from driveways to the home, as determined by the City's building official or planning consultant
9. North arrow
10. Scale
11. Key
12. Page landscape open space plan is found on



# Open Space Diagram

(not to scale)

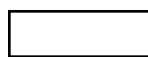
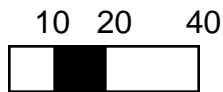
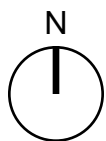


9

10

11

12



Open Space



Impervious surface



Exempt areas

Please indicate what page the landscape open diagram can be found on:

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