



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
NEW CONSTRUCTION, ADDITION, RENOVATION, ACCESSORY STRUCTURE, POOL, FENCE

Complete the checklist, the following is required upon submittal. Incomplete submittals will not be accepted.

I. Applications

- Completed Building Permit & Plan Review Application
- Completed Construction Schedule (Attach to Application)
- Completed New Construction, Addition, Renovation Checklist
- Completed Grading Checklist
- Completed Soil Erosion & Sedimentation Control Permit Application. Permit Holder is required to notify city via email when the work begins to start SESC inspections.

II. Building plans

- (1) complete set of electronic building plans, grading plan and site plan emailed to building@bloomfieldhillsmi.net

Plan Notes:

- All plans shall include square footage per floor, including lower level and garages, as calculated by the plan author. Complete structural plans are required at the time of submittal for New Construction permits.
- Signed and sealed plans are required for all projects where the primary structure usable square footage (including existing) is 3500 square feet or more.
- 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.
- Single Family Homes, Additions, Accessory Structure, Pool - \$2500 escrow

IV. Submit all applications, plans and checklists electronically to building@bloomfieldhillmi.net

V. Anticipated Start and Finish Date of Project _____



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| <p align="center">BUILDING PERMIT AND PLAN REVIEW APPLICATION New Construction, Addition, Renovation Accessory Structure, Pool, Fence</p> |
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|--------------------------------------|-------------------------------------|--|--|
| I. PROJECT INFORMATION | | | |
| ADDRESS and PROPERTY ZONING DISTRICT | | | |
| II. IDENTIFICATION | | | |
| A. OWNER | | | |
| NAME | | ADDRESS | |
| CITY | STATE | ZIP CODE | CELL NUMBER |
| EMAIL ADDRESS | | | |
| B. ARCHITECT OR ENGINEER | | | |
| NAME | | ADDRESS | |
| CITY | STATE | ZIP CODE | CELL NUMBER |
| EMAIL ADDRESS | | | |
| LICENSE NUMBER | | EXPIRATION DATE | |
| C. CONTRACTOR | | | |
| 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 | |
| III. TYPE OF IMPROVEMENT | | | |
| SELECT ONE: | | | |
| <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> COMMERCIAL | | |
| SELECT ONE: | | | |
| <input type="checkbox"/> RENOVATION | <input type="checkbox"/> ADDITION | <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> ACCESSORY STRUCTURE |
| <input type="checkbox"/> POOL | <input type="checkbox"/> FENCE | | |

DESCRIBE PROPOSED WORK:

TYPE OF FRAME:

MASONRY, WALL BEARING WOOD FRAME STRUCTURAL STEEL REINFORCED CONCRETE OTHER

TYPE OF HEATING:

GAS OIL ELECTRICITY COAL OTHER

TYPE OF SEWAGE DISPOSAL:

PUBLIC OR PRIVATE COMPANY SEPTIC SYSTEM

TYPE OF WATER SUPPLY:

PUBLIC OR PRIVATE COMPANY PRIVATE WELL OR CISTERN

WILL THERE BE AIR CONDITIONING? YES NO

WILL THERE BE FIRE SUPPRESSION? YES NO

Total Cost of Construction for Project _____

EXISTING SQ. FT.

ALTERATION SQ. FT.

NEW SQ. FT.

TOTAL AREA

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 to the completed application packet.



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] | | 100% |
| Impervious Surface* | | | | | |
| Home ₁ | | 0.00% | | | 0.00% |
| Driveway ₂ | | 0.00% | | | 0.00% |
| Patios ₃ | | 0.00% | | | 0.00% |
| Accessory buildings ₄ | | 0.00% | | | 0.00% |
| Accessory structures ₅ | | 0.00% | | | 0.00% |
| Other ₆ | | 0.00% | | | 0.00% |
| Total impervious | | 0.00% | | | 0.00% |
| Exempt Areas* | | | | | |
| Driveway Allowance ₇ | | | | | |
| Walkway allowance ₈ | | | | | |
| Total exemption | | | | | |
| Total Landscaped Open Space* | 0 | 100.00% | 0.00% | 0 | 100.00% |

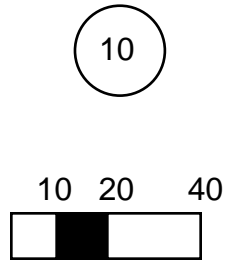
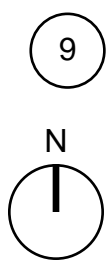
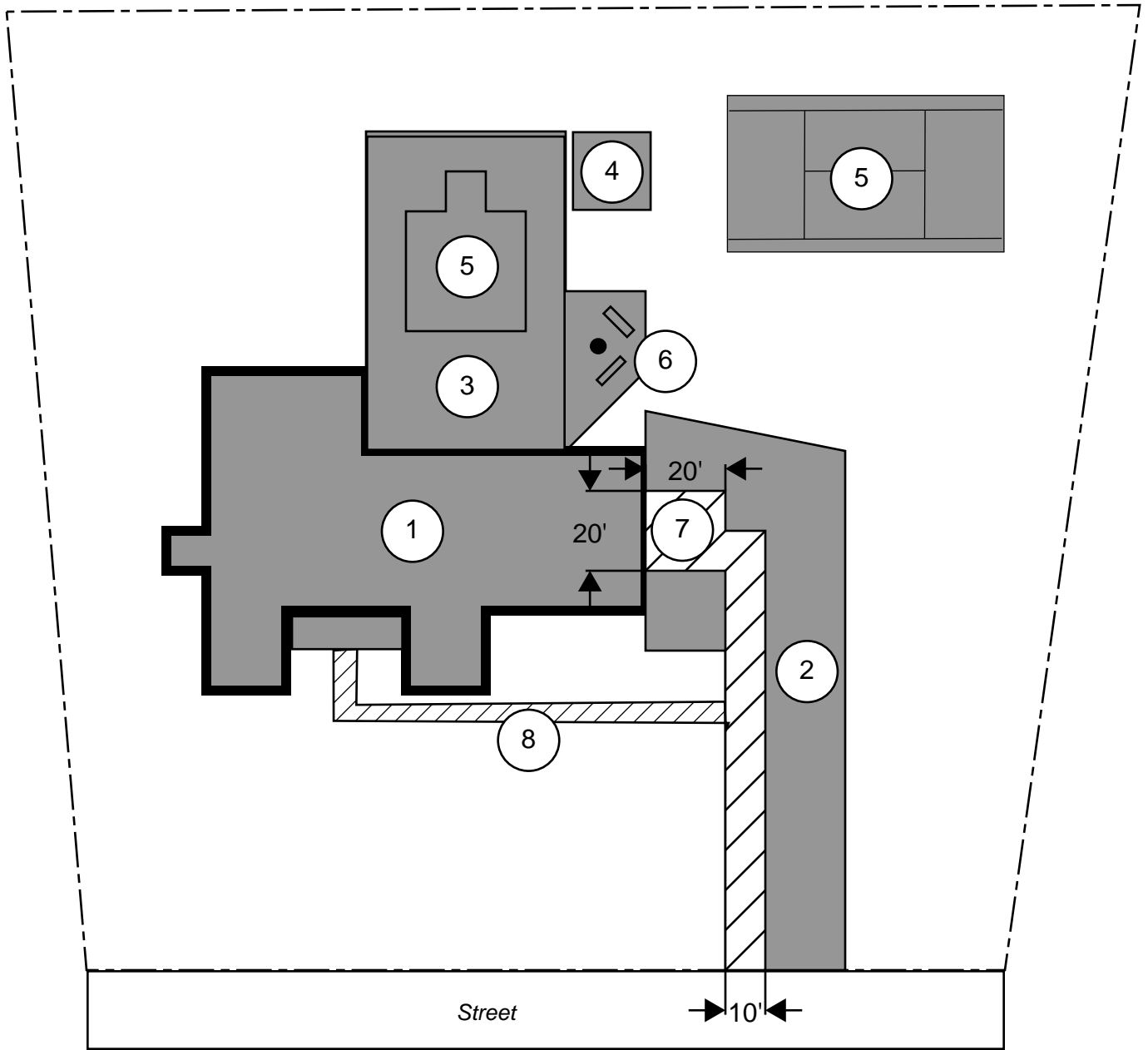
The open space diagram should contain the information below. Please refer to the next page for a sample diagram.

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

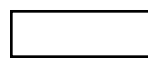


Open Space Diagram

(not to scale)



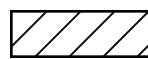
9 10 11



Open Space



Impervious surface



Exempt areas

12

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