



Bloomfield Township Building Division.  
P.O. Box 489, 4200 Telegraph Road  
Bloomfield Hills, MI 48303-0489  
Phone (248) 433-7715

Inspection Requests: [www.bsaonline.com](http://www.bsaonline.com)

Website: <http://www.bloomfieldtp.org>

## COMMERCIAL PLAN REVIEW CHECKLIST

This list is provided as a guide to help you understand the information that must be contained in the construction drawings for commercial building construction. This list is not all inclusive of all building codes but it is to be used as a general guide for plan review. An "X" will indicate the items on the construction documents that need to be addressed with revisions. NOTE all revisions must be clouded and dated accordingly.

### GENERAL

- Five sets of construction documents shall be submitted to the Building Division with a completed permit application.
- Drawings shall be submitted on a minimum 24"x36" sheet paper size
- Each sheet shall bear the original signature, seal and date of the State Licensed Architect or Engineer responsible for the design
- Plans shall be designed in accordance with the "Codes, Laws and Ordinances Currently In Effect" in this Charter Township of Bloomfield. **2015 MBC**

### CONSTRUCTION DRAWINGS

- Key plan identifying the location of proposed work and in relation to the occupants means of egress
- Site Plan identifying property lines, building location, setbacks, parking, and tree preservation survey per **ORDINANCE NO. 42-5.14** ect...(See Grading Plan Requirements)
- Use and Occupancy Classification
- Construction Classification
- Height and Area calculations including open perimeter
- Occupant Load and method used to determine Means of Egress requirements including exit signs and emergency lighting.
- Square Footage total area of building or tenant space
- Automatic Fire Protection Systems, fire alarm, suppression type. Shop drawings if required. Separate permits are required for suppression and alarm systems.
- Foundation Plan
- Demolition Plan indicating existing layout and existing Occupancy Use
- Floor Plan with full dimensions of all rooms and spaces including stairs, aisles, passageways, corridors and areas around counters and fixtures
- Indicate the use of all rooms and spaces

## CONSTRUCTION DRAWINGS continued

- ❑ Provide section details of floors, walls and roof assemblies identifying construction materials with dimensions
- ❑ Location and hourly rating of all fire doors, fire dampers and fire windows
- ❑ Location of all fire rated assemblies detailed on the floor plan and referenced as per current U.L. number listing, Directory Volume and page number
- ❑ Room finish schedule with flame spread and smoke development specifications for all materials
- ❑ Door, window and hardware schedule
- ❑ Fixture/Furniture Plan
- ❑ Reflective Ceiling Plan
- ❑ Stairway section details with construction materials, guardrails and handrail details
- ❑ Type and thickness of all safety glazing where required
- ❑ Structural Plan identifying all construction materials, design loads and other information pertinent to the structural design, i.e., live and dead loads for floors, roof, snow, wind, earthquake, concentrated, impact combination of loads and special loads.
- ❑ Concrete, masonry, steel and wood Design Standards
- ❑ Accessibility Plans with details of the accessible route from the accessible parking to the accessible entrances. Dimensions, slopes, accessible routes interior/exterior and toilet facilities
- ❑ Show compliance with 2012 Energy code ASHRAE 90.1
- ❑ Safeguarding the jobsite and protecting the general public. **Chapter 33**

## ELECTRICAL PLAN

- ❑ Electrical layout
- ❑ Service information and location
- ❑ Riser diagram
- ❑ Circuitry.
- ❑ Panel Schedule with loads.
- ❑ Fire and smoke alarm.
- ❑ Exit and Emergency lighting.
- ❑ Transformer ownership.
- ❑ Stand-by generator
- ❑ Available fault current at the service point

## **ELECTRICAL PLAN (CONTINUED)**

- Fixture schedule

## **PLUMBING PLANS**

- Plumbing layout
- Water Service/Water meter information and location
- Water line size
- Back-flow prevention
- Sanitary and venting layout

## **MECHANICAL PLANS**

- Distribution Plan
- Unit size
- Duct layout and sizes
- Diffuser locations
- Gas meter location and line size
- Provide Air Balance with fresh air calculations
- Exhaust system size and outlet locations
- Duct smoke detector (if required by equipment size) location of unit and enunciator (horn and strobe)
- Provide routing of gas lines

This list covers the most common requirements. Some items may not apply or additional information may be required depending on the complexity of your project as determined by division review or building inspection.

Special inspections conducted by independent engineering services shall be certified and original copies of all reports shall be submitted to the Building Division for review and record file.

Plans shall include all necessary notes detailing the entire project scope as it may pertain to each trade professional.

A complete set of construction plans containing all the necessary information will expedite the review process.

Please allow time for the plan review process, which varies depending on the Building Division workload.

If you have any questions, concerns or comments, please contact the appropriate inspector or division for assistance.

Application # \_\_\_\_\_



Bloomfield Township  
P.O. Box 489  
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Phone (248) 433-7715

Permit # \_\_\_\_\_

Application Date \_\_\_\_\_

Issue Date \_\_\_\_\_

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Website: <http://www.bloomfieldtp.org>

### APPLICATION FOR COMMERCIAL BUILDING PERMIT

***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 Township Ordinances.***

Please print or type

Building site address: \_\_\_\_\_ Zoned: \_\_\_\_\_

Sidwell # (19) \_\_\_\_\_ Lot/Subdivision: \_\_\_\_\_

Owner \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tenant: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Email: \_\_\_\_\_ (Architect must sign Architect Certification form)

Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Work \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Estimated cost: \_\_\_\_\_

New Building  Addition  Alteration (Interior)  Alteration (Exterior)  Demolition  Other \_\_\_\_\_

Change of Use:  Yes  No  
(May require parking calculations)

Change of Tenancy:  Yes  No

Proposed Use: \_\_\_\_\_ Previous Use: \_\_\_\_\_



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## APPLICATION FOR COMMERCIAL BUILDING PERMIT - 2

### Type of Building:

- Church, Religious     Restaurant     Office/Bank/Professional     Industrial
- Service Station     Tanks, Towers     School/Educational/Library     Store, Mercantile
- Other \_\_\_\_\_

### Indicate the items to be reviewed:

- Building     Electrical     Fire Alarm/Suppression     Mechanical
- Plumbing     Water & Sewer     Foundation

Zoning Board of Appeals?    Yes  No     Date granted \_\_\_\_\_

Design Review Board?    Yes  No     Date granted \_\_\_\_\_

Planning Commission?    Yes  No     Date granted \_\_\_\_\_

Soil Erosion Installed?    Yes  No     Permit # \_\_\_\_\_

Oakland County ROW Permit?    Yes  No     Permit # \_\_\_\_\_

Property identified by address at site? Yes  No

Does the property contain: Wetlands, floodplain or natural features? Yes  No

Does the structure to be removed 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 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 subject to civil fines."**

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

Application Fee \$ \_\_\_\_\_ Registration fee: \$ \_\_\_\_\_ Square footage: \_\_\_\_\_

Plan Review fee: \$ \_\_\_\_\_ Building Permit fee: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FOR COMMERCIAL BUILDING PERMIT - 3

## ARCHITECT OR ENGINEER CERTIFICATION

I, \_\_\_\_\_, architect or engineer certifies that the construction drawings that are submitted to the Building Division for permit are duplicates of those approved by the Bloomfield Township Board of Trustees and/or other Township Boards as applicable.

\_\_\_\_\_  
Signature of architect and date

All revisions submitted for review must be detailed below and clearly identified on the drawings through the use of "revision clouds." The revised plans shall indicate the date of the revision. Revisions shall be itemized by sheet number and description, including materials, as listed below:

Address of property: \_\_\_\_\_

- 
1. \_\_\_\_\_  
\_\_\_\_\_
  2. \_\_\_\_\_  
\_\_\_\_\_
  3. \_\_\_\_\_  
\_\_\_\_\_
  4. \_\_\_\_\_  
\_\_\_\_\_
  5. \_\_\_\_\_  
\_\_\_\_\_
  6. \_\_\_\_\_  
\_\_\_\_\_



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**APPLICATION FOR PERMIT**

Permit # \_\_\_\_\_

Issue Date \_\_\_\_\_

**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 required on site for all projects that has a issued building permit with electrical work.

Mechanical: A/C condenser location (**No Front Yard**):  Roof top (requires screening & roof plan)

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.

Number of Inspections requested \_\_\_\_\_

Work Description \_\_\_\_\_

Zoning Board of Appeals required for work being performed ? **YES / NO** Date granted: \_\_\_\_\_

**STATE OF MICHIGAN REQUIRED INFORMATION: (Must provide copies of licenses)**

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.

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



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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

	<b>Fee</b>	<b>No.</b>	<b>Amount</b>
<u>Application Fee</u>	\$35	<u>1</u>	<u>\$35</u>
<u>Base Fee</u>	\$50	<u>1</u>	<u>\$50</u>

New Construction

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

Addition/Alteration/Replacement

Single item inspection (Description _____)	50	_____	_____
Installation of # ___ furnace and/or # ___ A/C per unit*	50	_____	_____
Duct alterations	100	_____	_____
Prefab fireplace (includes rough and final)	100	_____	_____
Gas-line (includes pressure test)	80	_____	_____
Air handlers / Unit heaters	50	_____	_____
Processed Piping	120	_____	_____
Boiler installation (must provide boilers license for over 500,000 BTU's)	50	_____	_____
Re-inspection Fee	75	_____	_____
Mechanical Registration	15	_____	_____

Commercial Fees – Assessed at plan review by the inspector – per insp. 250 \_\_\_\_\_

**Description** \_\_\_\_\_

(Call 248-433-7715 for fees)

Self-contained HVAC units, per unit 50 \_\_\_\_\_

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

\*Indicate NEW exterior equipment location:  Rear Yard     Side Yard     Secondary Front Yard     Roof .

\***Ground Mounted Mechanical Location:**  **Ground**     **Wall/Mini Split**

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.

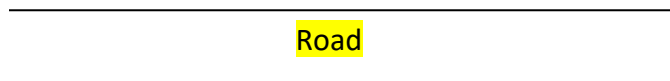
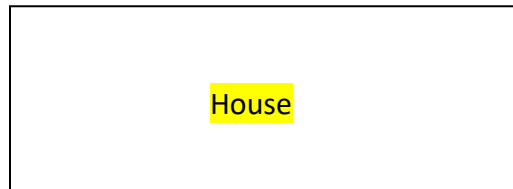
“Section 23a of the Michigan Construction Code Act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are able to perform work on a residential building or a residential structure. Violators of Section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

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

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

**Draw the location of ground-mounted mechanical or location of wall mounted unit/mini split below. Add any additional locations of roads as needed. Evergreen screening to be planted at the height of the unit at the time of planting is required for all units.**

**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.**





**Fire & Life Safety Division**  
**Bloomfield Township FD**  
**Peter Vlahos**  
Fire Marshal

I hereby acknowledge that I have received a copy of the review letters from the Office of the Fire Marshal, and the Building Department, in reference to the plans that I have submitted.

I also confirm that I have read and understand the content, conditions, and comments that are explained in these review letters.

Prior to the applicant's request for a "Certificate of Occupancy", all pertinent information related to this project must be provided, reviewed, and approved by the plan reviewers of Bloomfield Township. This information should be submitted electronically and in PDF format.

---

Contractor

---

Permit Number

---

Project Address

---

Signature

---

Date



**Fire & Life Safety Division**  
**Bloomfield Township FD**  
**Peter Vlahos**  
Fire Marshal

Plans must be submitted electronically and in PDF format. The following information must be included.

- Building Construction Type
- Building Dimensions
- Occupancy Type or Classification
- General Floor Plan
- Basic Site Plan with Hydrant Locations
- Location of Knox Box
- Location of Fire Alarm panel (if applicable)
- Location of Fire Suppression Riser Room (if applicable)
- Location of Utilities (electrical, gas, water etc.)
- Extinguisher Locations
- Contact Information (building owner and tenant)

Application # \_\_\_\_\_



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Permit # \_\_\_\_\_

Application Date \_\_\_\_\_

Issue Date \_\_\_\_\_

**APPLICATION FOR MECHANICAL FIRE SUPPRESSION PERMIT**

Address of Job \_\_\_\_\_ Suite # \_\_\_\_\_ Tenant Name \_\_\_\_\_

Applicant/Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

**Plan review required: Ord. No. 659, § 1, 6-24-2019**

The fire code official shall have the authority to require construction documents and calculations for all fire protection systems be submitted for review and approval and to require permits be issued for the installation, rehabilitation or modification of any fire protection systems. Construction documents shall be submitted for review and approved prior to system installation. When at the discretion of the fire code official plans and specifications are reviewed by an outside consultant, the person or firm submitting the plans and specifications shall be responsible for the total consulting fees and administrative charges as established by resolution of the board. The fire code official shall select the consultant. Consulting fees or charges shall be submitted prior to receiving the permit.

**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 \_\_\_\_\_

Section 23a of the State Construction Code Act of 1972, Act No. 230 of Public Acts of 1972, being Section 125.1523a of the Michigan Compiled laws prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on residential buildings or a residential structure. Violators of Section 23a are subject to the civil fines. This work may not be performed by an unlicensed individual.

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

**FOUR SETS OF PLANS ARE REQUIRED WITH SUBMISSION OF THIS APPLICATION  
A COPY OF YOUR CONTRACTOR LICENSE AND STATE APPROVED PHOTO ID ARE REQUIRED  
ALL FIELDS MUST BE COMPLETED**

COMPLETE APPLICATION ON THE NEXT PAGE

## Mechanical Fire Suppression Permit Fees

### ADMINISTRATION

Due when applying for permit.

	Fee
Application Fee	\$ 35
Base Fee	\$ 50
Fire Dept. Plan Review Fee	\$ 85
Online application fee	\$2

### OTHER

Fire Department will determine based  
on plans submitted

	Fee
3 <sup>rd</sup> Party Review Escrow (Any plans with hydronic calculations require 3 <sup>rd</sup> party review)	\$ 1000

### Fire Department Fees for SYSTEM COMPONENTS

Due when plan review is approved and  
permit is ready for issuance.

	Number (#)	Cost (each)	Fee
Sprinkler System 1-50 heads	_____	\$ 150	_____
51-100 heads	_____	\$ 225	_____
101-200 heads	_____	\$ 300	_____
201-300 heads	_____	\$ 400	_____
+ per head over 300	_____	\$ 1	_____
Fire or Jockey Pump (each)	_____	\$ 200	_____
Kitchen Hood System (each)	_____	\$ 150	_____
Special Hazard Suppression	_____	\$ 250	_____
Underground Flush (each)	_____	\$ 100	_____
Standpipe (each)	_____	\$ 80	_____
Other System/Equipment	_____	\$ 50	_____

Building Division Permit Fee

\$ 200

**FEES TOTAL**


# FIRE SUPPRESSION PERMIT GENERAL INFORMATION

1. The applicant should allow four (4) weeks for review of submitted plan documents.
2. Turnaround time begins when Bloomfield Township Fire Department receives the submitted plan documents, not at time of submittal.
3. Submitted plans may require a 3<sup>rd</sup> party review at the discretion of the fire code official. Plans subject to 3<sup>rd</sup> party review require a \$1,000 minimum escrow payment to start review.
4. 3<sup>rd</sup> party review may result in increased timeline.
5. Additional cost incurred by 3<sup>rd</sup> party review will be applicant's responsibility.
6. Plan Review Fee includes the initial review and one (1) subsequent review. Additional reviews will be \$85.
7. Permit Fee includes: one (1) initial inspection, one (1) rough inspection, and one (1) final acceptance inspection during normal business hours.
8. Inspections can be scheduled at [www.bsaonline.com](http://www.bsaonline.com). Inspections scheduled by 9pm can be done the next business day.
9. A partial inspection and/or re-inspection fee are \$75 per inspection.
10. Fire suppression systems and/or components shall not be installed without first submitting four (4) sets of plans to the Building Department and obtaining a permit.
11. A complete set of approved drawings shall be kept at the job site for all inspections.
12. All required tests must be witnessed by a Fire and/or Building Inspector.
13. All materials and products to be installed must be included in the permit application. This includes cut sheets, listings for products, etc.
14. Installation of the system without first obtaining approval of drawings and installation permits may result in a stop work order and any fines applicable by Bloomfield Township.
15. System installation permits will be issued only after review and approval of submitted drawings by Bloomfield Township.
16. The contractor must schedule a piping inspection prior to installation of ceilings, or the enclosure of concealed spaces. Should the Inspector encounter enclosed piping that has not been inspected, the Inspector will order the ceiling removed or concealed space opened. Again, 48 hour notice will be required to reschedule the inspection.
17. A separate plan review and permit may be required for systems requiring detection and notification devices.
18. All fees shall be paid in full to obtain final approval for completed system.
19. \*Application Fee, Base Fee and Plan Review Fees are non-refundable\*

Application # \_\_\_\_\_



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Permit # \_\_\_\_\_

Application Date \_\_\_\_\_

Issue Date \_\_\_\_\_

**APPLICATION FOR ELECTRICAL FIRE ALARM PERMIT**

Address of Job \_\_\_\_\_ Suite # \_\_\_\_\_ Tenant Name \_\_\_\_\_

Applicant/Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

**Plan review required: Ord. No. 659, § 1, 6-24-2019**

The fire code official shall have the authority to require construction documents and calculations for all fire protection systems be submitted for review and approval and to require permits be issued for the installation, rehabilitation or modification of any fire protection systems. Construction documents shall be submitted for review and approved prior to system installation. When at the discretion of the fire code official plans and specifications are reviewed by an outside consultant, the person or firm submitting the plans and specifications shall be responsible for the total consulting fees and administrative charges as established by resolution of the board. The fire code official shall select the consultant. Consulting fees or charges shall be submitted prior to receiving the permit.

**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 \_\_\_\_\_

Section 23a of the State Construction Code Act of 1972, Act No. 230 of Public Acts of 1972, being Section 125.1523a of the Michigan Compiled laws prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on residential buildings or a residential structure. Violators of Section 23a are subject to the civil fines. This work may not be performed by an unlicensed individual.

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

**FOUR SETS OF PLANS ARE REQUIRED WITH SUBMISSION OF THIS APPLICATION  
A COPY OF YOUR CONTRACTOR LICENSE AND STATE APPROVED PHOTO ID ARE REQUIRED  
ALL FIELDS MUST BE COMPLETED**

COMPLETE APPLICATION ON THE NEXT PAGE

## Electrical Fire Alarm Permit Fees

### ADMINISTRATION

Due when applying for permit.

	Fee
Application Fee	\$ 35
Base Fee	\$ 50
Electrical Plan Review Fee	\$ 50
Fire Dept. Plan Review Fee	\$ 85
Online Application Fee	\$2

### OTHER

Fire Department will determine based  
on plans submitted

		Fee
3 <sup>rd</sup> Party Review Escrow	\$ 500	_____

### Fire Department Fees for SYSTEM COMPONENTS

Due when plan review is approved  
and permit is ready for issuance.

	Number (#)	Cost (each)	Fee
Fire Alarm Control Panel	_____	\$ 50	_____
Annunciator Panel	_____	\$ 50	_____
Fire Alarm Circuit	_____	\$ 20	_____
Initiating Device	_____	\$ 15	_____
Notification Device	_____	\$ 15	_____
Supervisory Device	_____	\$ 15	_____
Electric Door Release	_____	\$ 15	_____
Elevator Recall Status	_____	\$ 15	_____
Other System/Equipment	_____	\$ 50	_____

Building Division Fee

\$ 200

**FEES TOTAL**

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# FIRE ALARM PERMIT GENERAL INFORMATION

1. The applicant should allow four (4) weeks for review of submitted plan documents.
2. Turnaround time begins when Bloomfield Township Fire Department receives the submitted plan documents, not at time of submittal.
3. Submitted plans may require a 3<sup>rd</sup> party review at the discretion of the fire code official. Plans subject to 3<sup>rd</sup> party review require a \$500 minimum escrow payment to start review.
4. 3<sup>rd</sup> party review may result in increased timeline.
5. Additional cost incurred by 3<sup>rd</sup> party review will be applicant's responsibility.
6. Plan Review Fee includes the initial review and one (1) subsequent review. Additional reviews will be \$135.
7. Permit Fee includes: one (1) initial inspection, one (1) rough inspection, and one (1) final acceptance inspection during normal business hours.
8. Inspections can be scheduled at [www.bsaonline.com](http://www.bsaonline.com). Inspections scheduled by 9pm can be done the next business day.
9. A partial inspection and/or re-inspection fee are \$75 per inspection.
10. Fire alarm systems and/or components shall not be installed without first submitting four (4) sets of plans to the Building Department and obtaining a permit.
11. A complete set of approved drawings shall be kept at the job site for all inspections.
12. All required tests must be witnessed by a Fire and/or Building Inspector.
13. All materials and products to be installed must be included in the permit application. This includes cut sheets, listings for products, etc.
14. Installation of the system without first obtaining approval of drawings and installation permits may result in a stop work order and any fines applicable by Bloomfield Township.
15. System installation permits will be issued only after review and approval of submitted drawings by Bloomfield Township.
16. All fees shall be paid in full to obtain final approval for completed system.
17. \*Application Fee, Base Fee and Plan Review Fees are non-refundable\*



Bloomfield Township  
P.O. Box 489, 4200 Telegraph Road  
Bloomfield Township, MI 48303-0489  
Phone (248) 433-7715  
Website: <http://www.bloomfieldtwp.org>

## 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.



Bloomfield Township  
P.O. Box 489, 4200 Telegraph Road  
Bloomfield Hills, MI 48303-0489  
Phone (248) 433-7715  
Inspection Requests: [www.bsaonline.com](http://www.bsaonline.com)  
Website: <http://www.bloomfieldtwp.org>

## 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 preventer (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 5pm 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 Requests: [www.bsaonline.com](http://www.bsaonline.com).

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.

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.



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



**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
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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 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 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.