



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

REGULATIONS FOR TENTS/CANOPIES/TEMPORARY STRUCTURE

Building permits and Special Event permits are required for the installation of tents/canopies/temporary structures which are used for a commercial use and located on commercial or residential property.

By making application for and accepting a permit, the applicant/permittee acknowledges and accepts full responsibility for the proper installation and maintenance of the subject tent or temporary structure. The applicant/permittee further acknowledges, understands, and agrees that the Township disclaims and bears no responsibility for the proper installation and maintenance of the subject tent or temporary structure or for the safety or security of same from and against any and all causes including, but not limited to, wear and tear, defective materials or workmanship, vandalism, fire, or weather, and the applicant/permittee agrees to indemnify and to hold the Township, and its elected and appointed officials, officers, and employees harmless against any claims, suits, liabilities, damages, expenses, or losses in connection therewith.

APPLICATION PROCESS

Please submit the following items for review:

1. A completed Commercial Building Permit Application
2. \$30.00 Plan Review Fee
3. Five copies of a site plan indicating:
 - The placement and distance to the lot lines of each tent or canopy. Note: tents and canopies should be located a minimum of 16' away from the property lines.
 - The distance separating each tent or canopy from any structure.
 - The distance from each structure to any open-flame cooking apparatus. Note: Fire Code requires that any open flame cooking apparatus be a minimum of 20' away from any structure.
4. Flame retardant treatment documentation for each tent and/or canopy.
5. Manufacture specifications for recommended anchoring method.
6. Wind/snow load design calculations
7. Means of egress information:
 - Occupant load
 - Number and sizes of doors
 - Width of exterior stairs (if applicable)
 - Furniture placement and/or seating layout
 - Emergency lighting/exit signage

DEFINITIONS

Canopy – A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75% or more of the perimeter.

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except air of the contents that it protects with sidewalls or drops on 75% or more of the perimeter.



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

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. **2021 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
4200 Telegraph
Bloomfield Hills, MI 48303-0489
Phone (248) 433-7715

Permit # _____

Application Date _____

Issue Date _____

Inspection Requests: www.bsaonline.com
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: _____



Bloomfield Township
P.O. Box 489
Bloomfield Hills, MI 48303-0489
Phone (248) 433-7715

Inspection Requests: www.bsaonline.com
Website: <http://www.bloomfieldtwp.org>

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. _____



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
---	---------

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 rd review request)	\$100.00
Special Engineering Review Deposit (if applicable)	\$300.00 Minimum

Builders Registration and Administration fee (annual)	\$30.00
---	---------

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
Residential:	
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
Commercial – inspector assessed during plan review:	
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
Residential:	
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
Commercial fees – inspector assessed during plan review:	
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.