



**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](http://www.bloomfieldhillsmi.net)

**ADDITION – RESIDENTIAL  
BUILDING PERMIT & PLAN REVIEW APPLICATION**

**The following are required for submittal:**

**I. Documents**

- Completed Building Permit & Plan Review Application
- Completed Construction Schedule (Attached to Application)
- Completed Grading Checklist
- Completed Soil Erosion & Sedimentation Control Permit Application
- Completed Escrow Acknowledgment
- Copy of Contractor's License and photo I.D.

**II. Building plans**

- (1) complete set of electronic building plans, grading plan and site plan emailed to [building@bloomfieldhillsmi.net](mailto: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)
- Escrow - \$5,000

**IV. Submit all applications, plans and checklists electronically to [building@bloomfieldhillmi.net](mailto:building@bloomfieldhillmi.net)**

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



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**BUILDING PERMIT AND PLAN  
REVIEW APPLICATION  
ADDITION – RESIDENTIAL**

<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	

**DESCRIBE PROPOSED WORK:**

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**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       PUBLIC OR PRIVATE COMPANY       PRIVATE WELL OR CISTERN

WILL THERE BE AIR CONDITIONING?       YES       NO**TYPE OF WATER SUPPLY:**WILL THERE BE FIRE SUPPRESSION?       YES       NO**DIMENSIONS/DATA**

NUMBER OF STORIES \_\_\_\_\_

USE GROUP \_\_\_\_\_

CONST. TYPE \_\_\_\_\_

# OF OCCUPANTS \_\_\_\_\_

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 \_\_\_\_\_



C

To be completed by City:

Job Address: \_\_\_\_\_

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

City of Bloomfield Hills 45 E. Long Lake Rd. Bloomfield Hills, MI 48304 Phone (248) 644-1520

## GRADING ORDINANCE CHECKLIST

Please address the following items with an "x" to indicate compliance.

Applications for New Construction, Additions, Accessory Structures, Landscaping Walls and Patios, and Retaining Walls must provide a grading plan and provide a completed grading ordinance checklist at the time of application.

### 1. Grading Plan with Building Permit Application: PRE-CONSTRUCTION

#### Ordinance Section 7.5-2 - General grading requirements

- Improvements should fit existing site conditions.
- Grade changes should be limited to two (2') feet.
- Drainage properly discharged offsite.
- Upstream drainage not restricted.
- Drains without standing water. (unless specifically designed for detention/retention)
- Proposed grading meets abutting property lines elevations.
- Sump pumps, roof conductors, gutters, and downspouts discharge to established water course or to storm drain. *If established water course or storm drain not available, may discharge onto ground no closer than 25 feet from the nearest property line. Existing drainage lines that connect to the sanitary sewer must be disconnected. Downspouts cannot connect to footing drains or sump pump system*
- Side yard swales must be at least one and one-half (1½') feet below adjacent building.
- Rear-to-front drainage may drain the lot in question when rear yard drainage is not practical.
- Retaining walls shall be no higher than three (3') feet.
- Patios shall be a minimum of (6") inches higher than surrounding grades.
- Easements shall be provided and existing easements shown over existing and proposed public utilities, roads, or drainage courses.
- Properties served by on-site septic system are required to connect to sanitary sewer if available.

#### Ordinance Section 7.5-3 - Specifications of grading plans

- The plan shall be submitted on 24" x 36" sheet paper
- All construction documents should be submitted in sets of 4.
- Use a scale of not less than one inch equals fifty feet (1"=50'). The scale of one (1) inch equals twenty feet (1"=20') is preferred.



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- Plans must be drawn to scale
- Show the date, north arrow, scale and location map shown.
- List the name, address and telephone number of the owner and the engineer.
  
- Specify the bench mark description and location used for the development on United States Geological Survey (USGS) datum.
- Provide the legal description of the property and include a statement affirming that the property has been surveyed and the boundary corners of the property have been located and marked.
- Show the dimensions of all property lines.
- Show the location and widths of right-of-way of all abutting streets and any driveway locations abutting the street.
- Properly show and label all required zoning setbacks.
- Provide the location of all existing and proposed structures on the subject property and all existing structures within (50') feet of the subject property with tie dimensions.
- Provide the location and elevation of all existing and proposed driveways, parking areas, fences, landscape walls, retaining walls, pools, patios, decks, wetlands, ponds, streams, woodlots, floodplains, sidewalks, signs, lighting, and easements on the property.
- Note existing features to be removed or demolished.
- Show the existing and proposed ground elevations to the nearest tenth of a foot on a twenty-five foot by 25 ft. grid or by contours at one-foot intervals, including surrounding properties within 50' of subject property. *Mass grading of site is not permitted. Limited to area necessary for construction of structure and related utility and drainage improvements.*
  
- Provide the elevation data, to the tenth of a foot, for the proposed structure. *Finished floor elevation for new structure set within two (2') feet off finished floor elevation for existing structure. Finished floor elevation of new structure not to exceed average finished floor elevation from adjacent homes except when highest/lowest house on street.*
  
- Provide the Finished floor, finished grade, brick ledge, basement floor, and garage elevations for the existing structure.
- Show the brick ledge elevations around proposed structure.
- Detail the proposed method of drainage shown for property. *Elevations shall be shown for swales and size, length, slope, inverts, and elevations provided for storm sewer.*
  
- Show the direction of overland yard drainage indicated with arrows.



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- Show the location, top and bottom grades, and detail of any existing and proposed retaining or landscape walls.
- Provide volumetric calculations shown for any required detention or retention.
- Show the location and size for all utility (water, sanitary, sump pump, and downspouts). *Include the location, size, and material and the location of any gas, electric, cable, telephone, etc. on the property.*
- Show the location, type, and provisions for the installation and maintenance of the on-site soil erosion control measures.

## **2. Foundation Certificate: During Construction**

### **Ordinance Section 7.5-4 - Foundation Certificate**

- After placement of the foundation and prior to backfilling, a written certification from a licensed, registered surveyor or engineer, shall be submitted to the City. The foundation certification should include a general statement certifying that the first floor, basement floor, walkout, garage floor, and brick ledge elevations and horizontal placement of the foundation are properly set and conform to the approved grading plan.

## **3. As-Built Plans: Upon Completion of Construction**

### **Ordinance Section 7.5-6 - Final grading approval**

- As-built plans shall be submitted to the City prior to request for a final grading inspection. The as-built grading plan shall include all information as required for grading plan approval as noted above.

Upon completion of the work in accordance with the approved grading plan, the owner or developer shall request a final approval of the site. *City Ordinance requires that the final grading plan be approved before a Certificate of Occupancy may be issued.*



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*To be completed by City:*

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I certify the above is complete and accurate and I understand it is the policy of the City of Bloomfield Hills that incomplete applications shall not be accepted.

Architect or Engineer Signature \_\_\_\_\_ Date \_\_\_\_\_

Architect or Engineer Name (Printed) \_\_\_\_\_ Phone \_\_\_\_\_

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

Applicant Email \_\_\_\_\_

Job Address \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner Email \_\_\_\_\_



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## **SOIL EROSION AND SEDIMENTATION CONTROL PLAN REQUIREMENTS**

Pursuant to Rule 1703 promulgated under Part 91, all SESC plans must contain, at a minimum, the following information:

1. A soils survey or a written description of the exposed land area contemplated for the earth change including predominant land features and soil types.
2. Details for proposed earth changes, including:
  - A. A description and the location of the physical limits of each proposed earth change.
  - B. A description and the location of all existing and proposed on-site drainage and dewatering facilities.
  - C. The timing and sequence of each proposed earth change.
  - D. A description and the location of all proposed permanent or temporary soil erosion and sediment control measures.
  - E. A program proposal for the continued maintenance of all temporary and permanent soil erosion and sediment control facilities that remain after project completion, including the designation of the person responsible for the maintenance. Maintenance responsibilities shall become part of any sales or exchange agreement for the land on which the permanent soil erosion control measures are located.
3. A boundary line survey or legal description of the land on which the work is to be performed.
4. A plan of the site at a scale of not more than 40 feet to the inch showing:
  - A. Name, address, and telephone number of the landowner or designated agent.
  - B. Name and contact information of individual who prepared the soil erosion and sedimentation control plan.
  - C. Legal description of the site.
  - D. Existing topography at a maximum of five (5) foot contour intervals.
  - E. Identify soil type and data information on the plan.
  - F. Identify ultimate drainage outlet.
  - G. Proposed topography at a maximum of five (5) foot contour intervals.
  - H. Location of any structure or natural feature on site.
  - I. Location of any structure or natural feature on the land adjacent to the site within 50 feet of the site boundary line.
  - J. Location of any proposed additional structures or development on the site.
  - K. The proximity of any proposed earth change to lakes, drains, wetlands or streams.
5. Other information as requested, including but not limited to, the location of stockpiles, access to site, tracking protection, location of storm inlets and traffic routes.

**AT TIME OF APPLICATION FOR YOUR PROJECT, SUBMIT THREE SETS OF PLANS THAT MEET THE REQUIREMENTS ABOVE. INCLUDE WITH YOUR APPLICATION THE APPLICATION FEE OF \$100 AND A PLAN REVIEW FEE DEPOSIT OF \$50.**



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## **SITE PRIORITIZATION MATRIX**

This matrix is intended to provide an overview for how sites are prioritized for SESC Inspections in the City of Bloomfield Hills. The City does reserve the right, however, to use additional criteria (such as soil type, slope, type of resource at risk, and past performance of the permit holder) as mitigating circumstances when deciding whether a site is Major, Minor or Very Low priority.

At a minimum, ALL sites will be inspected prior to permit issuance and prior to permit termination or expiration. Site Prioritization Matrix:

- (1) **MAJOR DEVELOPMENT**: Involves earth disturbance of 5 acres or greater or has a direct connection to (immediately adjacent to or point source discharge to) surface waters or adjacent property. Inspection conducted at least one time every two weeks of an open permit.
- (2) **MINOR DEVELOPMENT**: Involves earth disturbance one acre of land up to five acres of land or is within 500 feet of Waters of the State. Inspection conducted at least one time every month of an open permit.
- (3) **MINOR PROJECTS**: Involves earth disturbance under ONE acre and there is no direct connection to surface water or adjacent property. Inspections conducted at least one time every two months of an open permit.
- (4) **VERY LOW PRIORITY**: Earth disturbance is under 0.5 acres with no highly erodible soils or slopes. There is no direct connection to surface water or adjacent property. There is greater than 100' of dense vegetation between the earth disturbance and the property boundary. Inspections conducted prior to permit issuance and at termination only.

**Note: Inspection frequency may also increase at the enforcing agency's discretion, especially when necessitated by rain events.**



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# **Soil Erosion & Sedimentation Control Permit Application for Part 91**

**Applicant to complete all items in Sections I, II, III, IV, V, VI & VII**

<b>I. APPLICANT</b> (Circle one: Landowner Registered Agent )			
NAME	ADDRESS		
CITY		STATE	ZIP CODE
TELEPHONE NUMBER (      )			
<b>II. LOCATION</b>		<b>COUNTY: OAKLAND</b>	
SECTION	TOWN	RANGE	CITY OF BLOOMFIELD HILLS
SUBDIVISION		LOT #	PARCEL ID
STREET ADDRESS			
<b>III. PROPOSED EARTH CHANGE</b> (Circle one: Residential Commercial/Business Institutional )			
DESCRIBE THE PROJECT			
SIZE OF PROJECT (PLEASE SPECIFY THE NUMBER OF ACRES OR SQUARE FEET)			
NAME AND DISTANCE TO CLOSEST LAKE, STREAM OR DRAIN			
PROJECT START DATE		ESTIMATED COMPLETION DATE	
<b>IV. SOIL EROSION &amp; SEDIMENTATION CONTROL PLAN</b> (REFER TO RULE 323.1703)			
<b>SUBMIT THREE (3) SETS OF PLANS WITH THIS APPLICATION</b>			
ESTIMATE COST OF CONTROLS			
PLAN PREPARER'S NAME		TELEPHONE NUMBER (      )	
<b>V. PARTIES RESPONSIBLE FOR EARTH CHANGE</b>			
LANDOWNER		ADDRESS	
CITY		STATE	ZIP CODE
TELEPHONE NUMBER (      )			



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RESPONSIBLE PARTY ON SITE	COMPANY NAME		
CITY		STATE	ZIP CODE
TELEPHONE NUMBER (        )	EMAIL ADDRESS		
<b>VI. PERFORMANCE DEPOSIT (IF REQUIRED BY PERMITTING AGENCY)</b>			
AMOUNT \$        .00	CASH	CERTIFIED CHECK	IRREVOCABLE LETTER OF CREDIT
NAME OF SURETY COMPANY			
ADDRESS			
CITY		STATE	ZIP CODE
TELEPHONE NUMBER (        )	FAX NUMBER (        )		
<b>I (WE) AFFIRM THAT THE ABOVE INFORMATION IS ACCURATE AND THAT I (WE) WILL CONDUCT THE ABOVE DESCRIBED EARTH CHANGE IN ACCORDANCE WITH PART 91, SOIL EROSION AND SEDIMENTATION CONTROL, OF THE NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT, 1994 PA 451, AS AMENDED, APPLICABLE LOCAL ORDINANCES, AND THE DOCUMENTS THAT ACCOMPANY THIS APPLICATION.</b>			
LANDOWNER SIGNATURE – PROVIDE COPY OF STATE APPROVED PHOTO ID			
LANDOWNER'S PRINTED NAME		DATE	
DESIGNATED AGENT'S SIGNATURE – PROVIDE COPY OF STATE APPROVED PHOTO ID			
AGENT'S PRINTED NAME		DATE	
<b>AS LANDOWNER OF RECORD, I (WE) AUTHORIZE THE DESIGNATED AGENT SHOWN ABOVE TO SECURE A PERMIT IN MY (OUR) NAME</b>			
LANDOWNER SIGNATURE – PROVIDE COPY OF STATE APPROVED PHOTO ID			
LANDOWNER'S PRINTED NAME		DATE	
<b>VII. APPLICATION APPROVED BY CERTIFIED PLAN REVIEWER</b>			
SIGNATURE			
PRINTED NAME		DATE	



## CITY OF BLOOMFIELD HILLS

### \*PROPERTY OWNER ESCROW ACCOUNT ESTABLISHMENT\*

Property Location: \_\_\_\_\_ Date: \_\_\_\_\_

The City has established an ordinance requiring the payment of monies to reimburse the City for review expenses. Person(s) making application for reviews, approvals or other beneficial grants from the City are required to establish an escrow account to defray the costs and expenses of the City for reviews reasonably required to respond to such applications.

The City incurs considerable expenses for planning, engineering and legal reviews, and, consistent with the policy of the City, as established in the ordinance to secure payment for such reviews from the persons or entities seeking the special and singular benefit therefrom.

A single fee, adopted by resolution, shall be deposited and shall be used to defray the expenses with respect to all consultant reviews. In the event the fee is depleted due to the on-going nature of the project, additional fees shall be required in order to proceed with further reviews. In the event that the project is finalized and review fees have not been depleted, the remaining fees will be returned to the applicant in accordance with the provisions of Sections 2-601 and 2-602 of the Ordinance Code.

The following fees have been set by the City Commission and must be paid at time of application to the City:

- \$10,000.00 – Commercial projects
- \$5,000.00 – Residential projects

By signing below you hereby grant the establishment of an escrow account for the project for which you or an authorized agent are applying for. You further agree to the above terms regarding the established fees and procedures for incurring additional fees and the refund of any remaining fees upon approved completion of the project.

Failure to maintain adequate fees in this account shall place your project “on hold” until the required fees have been successfully added to your account.

The City prefers the escrow account fee be paid by the property owner as there will be several separate companies and or parties involved with the project. By having the property owner establish this account the City is able to use current software and accounting practices to monitor the account for debits and credits for invoices received by the City for your project.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Printed Name)

Present Address (if different from above): \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cash Amount: \$ \_\_\_\_\_