



To be completed by City:
Job Address: _____
Permit #: _____

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

COMMERCIAL PLAN REVIEW CHECKLIST

A goal of the City of Bloomfield Hills' Building Department is to efficiently administer permit applications through the proper review process to provide the highest level of service to our residents. While this list is not all-inclusive of all building codes, it is used as a guide for plan review. Please address the following items by marking with an "x" in the box to ensure plans submitted for review are complete. If plans do not include an item below, explain the exception near the associated requirement.

General

- All construction documents shall be submitted in sets of 4.
- All drawings shall be completely dimensioned
- Plans should be drawn to scale not less than $1/8" = 1'0'$
- Plans must be clear and legible
- Plans shall be prepared on sheet paper no larger than 24"x36"
- Complete scope of work must be clearly identified for all phases of construction, indicated compliance with 2015 Michigan Residential Code
- Each sheet shall bear the original signature, seal and date of the State Licensed Architect or Engineer responsible for the design

Grading

Grading plans are required for all new construction and for any project requiring major grade change. See the Grading Plan Review Checklist for additional information. Grading plan and architectural proposed elevation must match. Grading plan review is not required for Interior Commercial Renovations.

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 survey per the Woodlands Ordinance
- Use and Occupancy Classification
- Construction Classification
- Occupant Load and method used to determine means of egress requirements including exit signs and emergency lighting
- Sq. Footage total area of building or tenant space
- Automatic fire protection systems, fire alarm, suppression type. *Separate permits are required for suppression and fire alarm systems.*
- Foundation Plan
- Demolition Plan, if applicable, indicating exiting layout and existing Occupancy Use
- Floor plan with full dimensions of all rooms and spaces including stairs, aisles, passageways, corridors and area around counters and fixtures.
- Indicate the use of all rooms and spaces
- 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



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- Location of all fire related 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 Paint
- 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 Energy Code

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
- Fixture schedule

Plumbing Plan

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

Mechanical Plan

- Distribution Plan
- Unit size
- Duct layout and sizes
- Diffuser locations



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- 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)
- Provide routing of gas lines

Verify the following items are included on the plans, some items may require approval from the Planning Commission or Zoning Board of Appeals:

- Setbacks
- Natural features
- Open space / Lot coverage
- Building height
- Retaining walls
- Patio / Deck space
- Fences / Gates / Pillars
- Accessory structure: AC & Generators

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 _____