



City of Bloomfield Hills
45 E Long Lake Rd
Bloomfield Hills, MI 48304
Phone: (248) 644-1520 | Fax: (248) 644-4813

**BUILDING AND
CONSTRUCTION
REQUIREMENTS**

Required Building Inspections for Additions, Alterations, and New Construction

The following is a list of all building inspections we conduct. It is the responsibility of the permit holder to know which inspections apply to the project, when they are required to be made, schedule them on time and be ready for the inspector when he/she arrives:

- Pre-construction conference (see permit conditions)
- Rail/Pad Footing (steel per plan supported in place)
- Trench Footing (steel per plan supported in place)
- Deck Post Hole-Open holes to depth for frost protection
- Deck Post Holes-Concrete base (min. 6")
- Foundation Wall Steel (steel per plan supported in place)
- Underpinning
- Backfill (as-built brick ledge certification must first be approved, if required, and walls properly braced per code)
- Foundation Anchors (sill plate in place) before plywood deck; can be same time as open joist and crawl space slab before pour
- Sub-soil before pour (identify areas)
- Open Rafter (if not readily visible at time of rough)
- Masonry Flashing
- Truss Bracing (submit electronic copies of truss plan details and layout to this office for review at least three (3) days prior to rough frame inspection)
- Rough Building (all trade approvals must be complete)
- Insulation
- Drywall Fasteners
- Damper
- Final Building (residential and commercial)
- Final Grade (submission of as-built plans/field verification)
- Special Inspections
- Informational Inspections (\$100 per inspection)

Inspection Notes

1. The original, red-stamped site copy of all approved plans must be available on site for all inspectors, whether or not they request or need it for their inspection. It is the permit-holder's responsibility to see that a permanent, safe storage system is on site that maintains these plans in his/her absence. If a lockbox is used to secure these plans, the combination must be provided each time an inspection is scheduled.
2. Your permit weather card must be posted so that it is clearly visible from the road.
3. Rough Building inspections and Final Building Inspections are scheduled once trade inspections have passed.
4. Inspections that are not approved will be charged a \$100 re-inspection fee. All re-inspection fees shall be paid before the re-inspection may be scheduled.
5. The permit holder is responsible for coordinating the parking of all construction related vehicles, on site or otherwise. Construction machinery not in use must be removed from the site in accordance with City Ordinance No. 229.
6. City Code requires that proper signs be posted on the site that advises the workers of the permitted working hours: M-F, 7-5, Sat. 9-5, No Sundays or Holidays.

General Notes and Conditions

1. All construction in the City of Bloomfield Hills is governed by the provisions of the current versions of the codes as adopted by the State of Michigan.
2. Residential smoke alarms shall be installed in accordance with the provisions of the code, section R314.
3. All new, single family home construction must include carbon monoxide devices, per Act 230, 125.1504d.
4. Manufacturer's installation instructions for each window and door-wall shall be available on site at the time of rough inspection.
5. Manufacturer's installation instructions for all multi-ply, engineered lumber (i.e. LVL's, micro-lams) must be on site and available at the time of inspection.
6. Proper house identification (address) shall be in place before any inspections. It must be permanent and on the house and visible from the road. If this is not possible, then the address may be placed on a permanent structure (i.e. wall or landscape column) that is on the property and visible from the road.

Scheduling Inspections

Inspections are conducted Monday through Friday. Permit-holders may call the office between 9:00 a.m. and 9:30 a.m. to determine an approximate time for your scheduled inspection. We recommend the permit holder or a qualified representative be present at the time of inspection.

Trade inspectors are contract employees and generally schedule their inspections in the morning. For approximate inspection times, request that the inspector call that morning. Our Trade Inspectors may be reached at the following numbers:

Electrical (Bill Hyder): 248-953-1963

Mechanical (Charlie Ford): 248-644-1520

Plumbing (George Beattie): 248-644-1520

All inspection requests must be made by 4:00 p.m. the day before and work is required to be ready at the time of inspection. Inspection requests can be made by calling our 24 HOUR INSPECTION REQUEST LINE (248-593-9350).

It is the responsibility of the permit holder to apply with the Building Department for a Certificate of Occupancy or Certificate of Compliance, as applicable.

Building Official Office Hours:

The Building Official/Building Inspector is generally in the office between 8:30 a.m. to 10:00 a.m. as well as 3:00 p.m. to 4:30 p.m. each day and by appointment. Prior to coming in to the office, it is suggested that you check with the Official for specific availability to avoid conflicts with scheduled administrative meetings or other appointments.

Important Phone Numbers:

Office: (248) 644-1520

Fax: (248) 644-4813

24 Hour Inspection Line: (248) 593-9350

Building Official: (248) 530-1408

Building Clerk: (248) 530-1409

Email: Building@bloomfieldhillsmi.net

Received by: _____ Printed Name: _____

Date: _____