



COMMUNITY DEVELOPMENT DEPARTMENT CHARTER TOWNSHIP OF WEST BLOOMFIELD

COMMERCIAL TENANT FINISH/ALTERATION APPLICATION CHECKLIST

- Completed and signed Building Permit Application with estimated cost of construction
 - Application Fee - \$150.00
 - Minimum Plan Review Fee - \$150.00
 - Construction Plans – Two (2) sets signed and sealed by MI architect/engineer
 - Architectural
 - Structural
 - Electrical
 - Plumbing
 - Mechanical
 - A letter from the owner/tenant describing the business and its operation
 - Two sets of Michigan Uniform Energy Code, Part 10a (ANSI/ASHRAE/IESNA Standard 90.1-1999) – clarify whether compliance with applicable sections have been met.
 - Existing Buildings – Section 4.1.2
 - Alterations – Section 4.1.2.2
 - Envelope – Section 4.1.2.2.1
 - Alterations – Heating, Ventilating, and Air-conditioning – Section 4.1.2.2.2
 - Alterations – Power and Lighting Alteration - Section 4.1.2.2.4 and 4.1.2.2.5
 - Specifications Manual (if applicable)
 - Special calculations or product specification sheets for special equipment
 - Address request form (if applicable)
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- The Architect may sign & seal the cover sheet/index only as long as all sheets are listed on it.
 - The Architect may submit a letter describing the business and its operation.