



## COMMUNITY DEVELOPMENT DEPARTMENT CHARTER TOWNSHIP OF WEST BLOOMFIELD

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### COMMERCIAL NEW BUILDING APPLICATION CHECKLIST

- Completed and signed Building Permit Application with estimated cost of construction
  - Application Fee - \$300.00
  - Minimum Plan Review Fee - \$150.00
  - Construction Plans—Two (2) sets signed and sealed by MI architect/engineer
    - Architectural
    - Structural
    - Electrical
    - Plumbing
    - Mechanical
  - Number of Buildings (One (1) application required per building)
  - A letter from the owner/tenant describing the business & its operation.
  - Soils report – Two (2) copies
  - Energy Calculations – Two (2) copies
  - Structural Calculations – Two (2) copies
  - Truss Drawings – Two (2) copies (deferred submittal)
  - Specifications Manual (if applicable)
  - Non-residential request for water and sewer charges (if separate water tap)
  - Statement of Special Inspection from architect or contractor stating what needs special inspection, (i.e., welding, high-strength bolts, special materials, etc.)
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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.