



## COMMUNITY DEVELOPMENT DEPARTMENT CHARTER TOWNSHIP OF WEST BLOOMFIELD

---

### COMMERCIAL SHELL APPLICATION CHECKLIST

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