

GENERAL INFORMATION ON WEST BLOOMFIELD BUILDING PERMITS PROCEDURES:

RESPONSIBILITY

Make certain that you should be the one to get the permit. By obtaining the permit, you are assuming legal responsibility for the work. If corrections are required, we must hold the permit holder responsible. If you are hiring a licensed contractor to do the work, he should obtain the permit. This is also true of electrical, plumbing, heating and refrigeration work. If you are hiring a contractor to do the work through the rough stages only, he can take out a permit for his portion of the work, but you will be required to obtain a permit to finish.

PLANS

Building plans should include a floor plan, a typical cross section and a plot plan. The plot plan must be drawn to scale and show the correct dimensions of the lot and building and its location in relationship to the lot lines. It must also indicate the location of street(s), woodlands and any water such as a lake, river, canal, pond or wetlands. You should notify your Subdivision Association with your intentions of any exterior construction for any and all deed restrictions. All new single family construction and additions will require engineered grading/sesc plans for new construction over 750 square feet. Please contact the Engineering Department for further details. If the living area is 3500 square feet or more of habitable space, an Architects/Engineers Seal is required on structural building plans.

PERMITS

Any detached accessory structure less than 50 square feet does not require a building permit, but must comply with all setbacks and zoning regulations. A building permit is valid for 2 years from date of issuance. Permits may be renewed at the discretion of the Building Department Director. When the permit is ready to be issued, you will have to pay the permit fee, certificate of occupancy fee, performance bond and any sewer and water fees which are due. The performance bond for a new residence, commercial alterations and demolition permits is \$500. The performance bond for residential additions and alteration permits is \$200. The performance bond is an escrow to assure that all construction is in compliance with all Township Codes. If you are doing electrical, heating/cooling or plumbing work, a separate permit is required for each trade. If you hire a licensed contractor he must obtain those permits, per state law.

INSPECTIONS

The permit fees that you pay cover the administrative cost and inspections for the work. No inspections will be made without the required permits being obtained. We require 24 hour notice on inspections. Inspections are made Monday through Friday between 9:00 am and 3:00 pm. To request an inspection, call 248-451-4858 between 8:00 am and 3:00 pm for the following day. You will need the lot number, subdivision, street address, type of inspection and permit number to request an inspection. If the job is not ready, a \$50.00 re-inspection fee will be charged. If you are unsure what inspections are required, a list is available at the Building Department. If you have to make contact with the individual inspector, they can be reached between 8:00 - 9:00 am and 4:00 - 4:30 pm, Monday through Friday.

CERTIFICATES OF OCCUPANCY

The structure cannot be occupied until all final inspections are approved and a certificate of occupancy issued. If your building site is ready for a final grade/sesc inspection prior to the actual building being ready, you may schedule that inspection early and thus expedite the certificate of occupancy process. If a temporary certificate of occupancy is requested, additional bonds will be required for correction of code violations, grading or environmental deficiencies. Following approval of all inspections and 3 days processing time, a certificate of occupancy will be issued. Please allow at least 1 week for a commercial certificate of occupancy to be issued. A \$25.00 fee is required for all temporary or final certificates of occupancy.

DRIVE APPROACH AND CULVERT PERMITS

Any driveway or culvert on a public road in the township requires a permit from the Oakland County Road Commission before the building permit may be issued. You must notify the Road Commission for an inspection of the driveway or culvert when it is finished. The Building Department has the required forms for requesting an inspection by the OCRC.

PERFORMANCE BOND RELEASE

Any unpaid balance on permits, re-inspection fees, must be paid before the bond can be released to you. Final site, environmental and grade inspections must be done and approved before the bond can be released. The Oakland County Road Commission must approve the driveway or culvert as specified by their permit. Your bond will be returned to you in the mail automatically, around the second or third week of each month.

PERMIT APPLICATION

1. Application Fees: \$100 for new single family residence, \$50 for addition/alterations, \$30 for decks, pools, siding, strip/reroof & windows, \$100 for commercial alteration, \$200 for new commercial (NON-REFUNDABLE);
2. Plot plans required (2);
3. Grading application (\$200 fee) and plans (4);
4. Residential Building Plans (2 sets) - Commercial Plans (4 sets) sealed;
5. Soil Erosion Permit from West Bloomfield Township Engineering Department;
6. Driveway permit from Oakland County Road Commission;
7. Zoning Board of Appeals case number if it applies;
8. Wetland or Woodland approval case number if required.

REVISED 3/1/06