

BUILDING PERMIT APPLICATION

Bonds:

New Construction - Single Family Residence	\$ 200.00
New Multiple Family Buildings	\$ 500.00
Commercial interior alterations & tenant finishes	\$ 150.00
All other new construction	\$1,000.00
Residential accessory buildings, structures and alterations	\$ 50.00
Swimming Pools (Contractors)	\$ 500.00
Swimming Pools (above ground - Homeowners)	\$ 50.00
All demolitions and house moves	\$1,000.00
Tents and temporary exhibits	\$ 150.00

Application for New Construction:

COMMERCIAL: (After Site Plans have been approved by the Planning Department)

1. Three (3) sealed sets of plot, structural and mechanical plans.
2. \$1,000.00 bond and plan review fee (which is based on cost of job X .0018 with a minimum of \$150 & maximum of \$7200.)
3. Application.
4. Six (6) sealed sets of drainage plans.

RESIDENTIAL: (After Site Plan & Tree Survey have been submitted to and approved by the Planning Department - 248-796-4150)

1. Two (2) sets of plot, structural, heating and Michigan Energy Code Calculations (ASHRE 90-75).
2. \$200.00 bond and \$75.00 plan review fee.
3. Application.
4. Six (6) sealed sets of drainage plans and a \$150.00 Engineering Department fee.

We also require drainage approval from Public Services Department for both Commercial and Residential before any building permits can be issued.

Prior to issuance of the Building Permit, the approved Site Plan, Landscaping Plan (if required), Tree Removal Permit, Wetlands Study and Drainage Plan must be on file in the Building Department.

ALL WATER DEPARTMENT FEES MUST BE PAID BEFORE THE BUILDING PERMIT CAN BE ISSUED.

When plans are approved, we must have the name of your Master Plumber who is registered in Southfield as sewer and water taps will have to be taken out at the time the Building Permit is issued.

Please contact the Homeowner Association in your neighborhood to check for possible deed restrictions regarding fencing, sheds, etc. To find the correct Association for your neighborhood, contact the Housing & Neighborhood Center @248-796-5140.

Before a Certificate of Occupancy can be issued:

1. A sealed final Grading Certificate must be submitted (3 copies).
2. A prorated rubbish fee is charged from the date you take occupancy through June 30 of the following year.
3. The front, side & rear yard must be seeded or sodded if weather permits. If the weather does not allow for landscaping then a performance bond will be required.

Application for Alteration Permits:

COMMERCIAL:

1. Three (3) sealed sets of plot and structural plans if outside dimensions will be changed.
2. Two (2) sealed sets of plans for interior alterations.
3. \$150.00 bond and plan review fee (which is based on cost of job X .0018 with a minimum of \$150 & maximum of \$7,200.)
4. Application.

RESIDENTIAL:

1. Two (2) sets of plot and structural plans. If no plans, a copy of the contract.
2. \$50.00 bond and \$25 plan review fee (excluding SHIP, gutters, siding, re-roofs)
3. Application.
4. Pools are considered an alteration permit.

DEMOLITION:

1. Cut off letters from utilities.
2. Letter from owner granting permission to demolish structure.
3. \$1,000.00 bond and Certificate of Insurance.
4. Application.

An \$18.00 administrative fee is added to all building permits issued.

**WATER & SEWER DEPARTMENT
WATER & SEWER DEPARTMENT NOW LOCATED AT: 25501 CLARA LANE
TELEPHONE NUMBER 248-796-4850**

How to Obtain a Water & Sewer Tap Permit

You must provide the Water Department With the following information:

1. The size of the water meter and water service.
2. If City sewer is to be connected, the name, address & telephone number of the contractor who will be performing the sewer connection.
3. Water meter templates are available for pick-up at the Water & Sewer Department.

ALL WATER DEPARTMENT FEES MUST BE PAID BEFORE THE BUILDING PERMIT CAN BE ISSUED.