

**CITY OF SOUTHFIELD**  
**Department of Building & Safety Engineering**  
**Building Permit Application Requirements**

**BONDS:**

**New construction other than single family residential based on value of work:** Includes exterior alterations

Construction value up to \$250,000	\$1,000.00
Greater than \$250,000 up to \$1,000,000	\$2,500.00
Over \$1,000,000	\$3,500.00

**Commercial interior alterations based on value of work:**

Construction value up to \$250,000	\$250.00
Greater than \$250,000 up to \$1,000,000	\$500.00
Over \$1,000,000	\$1,000.00

Parking lot repaving, systems furniture, cellular colocation / replacement,	
commercial interior tenant demolition, dumpster enclosures	\$150.00
Special events, tents, fireworks, food trucks, sidewalk sales	\$150.00
New single family dwellings	\$500.00
Single family additions, garage greater than 200 sq. ft. and alterations	\$150.00
Residential accessory buildings, sheds, fences, generators, decks,	
roofs, gutters, siding, insulation, windows and similar work	\$50.00
Above ground swimming pools	\$150.00
In-ground swimming pools	\$500.00
Moving of buildings	\$3,500.00

**Demolition completion bond amount shall be calculated and charged as follows:**

- (1) One and two family residential demolition bond: \$500.00
- (2) Multifamily residential, commercial, industrial demolition bond: \$5,000.00 (minimum)
  - 5,000 to 100,000 square feet: \$5,000.00 plus \$.10 per square foot
  - 100,001 to 250,000 square feet: \$10,000.00 plus \$0.05 per square foot
  - 250,001 to 1,000,000 square feet: \$12,500.00 plus \$0.02 per square foot
  - Over 1,000,001 square feet: \$20,000.00 plus \$0.01 per square foot

Sign contractor/erector license deposit – (surety bond acceptable) \$5,000.00

**Work not listed or of a minor nature - bond fees shall be determined by the Building Official**

**Application for New Construction and Additions:**

**Commercial** - Planning Department approval required prior to permit issuance: (248) 796-4150

- 1. Three (3) sealed sets of plot, structural and mechanical plans.
- 2. Bond (per schedule) and Plan Review Fee (\$250.00 + .0018 x Cost of Construction)
- 3. Application Fee \$40.00
- 4. [Engineering Approval](#)

**Residential** - Site Plan/Tree Survey requires approval by the Planning Department's Landscape Design Coordinator for tree removal for new construction.

Tree removal permit may be required for additions. Contact Planning (248) 796-4156

- 1. Two (2) sets of Plot, Structural, Heating plans and Michigan Energy Code Calculations
- 2. Bond (per schedule) and Plan Review Fee (**NEW HOME** \$150 + .0018 x Cost of Construction)  
 (**ADDITIONS** \$75.00 + .0018 x Cost of Construction)
- 3. Application Fee \$40.00
- 4. [Engineering Approval](#)

**Prior to issuance of the Building Permit:**

1. All relevant Planning Department approvals must be obtained and all conditions of said approvals (i.e. landscape plan, tree removal permit, lot split/combinations, tree protection fencing inspection, etc.) must be completed.
2. All Water Department fees must be paid before the Building Permit can be issued (See Page 2).
3. **Residential applicants** – Contact the Homeowner Association in your neighborhood to verify deed restrictions regarding fencing, sheds, etc. To find the correct Association contact the Housing & Neighborhood Center @ (248) 796-5140.

**Before a Certificate of Occupancy can be issued:****Commercial**

1. A sealed final grading certificate must be submitted to Engineering.
2. Site inspection must be completed by Planning, Landscaping, Fire, Water and Engineering Departments
3. If weather does not allow for Planning or Landscaping requirements to be complete, a performance bond will be required. Decision regarding what can be completed is made by the Planning Department.

**Residential**

1. A sealed grading certificate must be submitted and an inspection done by the Engineering Department.
2. A prorated rubbish fee charged from the date you take occupancy through June 30 of the following year will be assessed.
3. The front, side and 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** - Interior & Exterior Alterations

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. Bond (per schedule) and Plan Review Fee (\$250 + .0018 x Cost of Construction)
3. Application Fee \$40.00

**Residential** - Interior & Exterior Alterations and Garage over 200 square feet

1. Two (2) sets of Plot and Structural Plans. If no Plans are required, (2) copies of the contract, signed by both the Contractor and the Owner are required.
2. Bond (per schedule) and Plan Review Fee (\$75.00 + .0018 x Cost of Construction) Excluding roof, siding and gutters.
4. Application Fee \$40.00

**Demolition Permits:**

1. Cut off letters from utilities.
2. Letter from owner granting permission to demolish structure.
3. Bond (per schedule) and Certificate of Insurance – Naming the City of Southfield as party assured.
4. Application Fee \$40.00, Plan review: Commercial \$100.00, Residential \$25.00
5. Permit Fees – [See: 8.170 Ordinance 1663](#).

**WATER & SEWER DEPARTMENT****25501 Clara Lane (248) 796-4850****How to Obtain a Water & Sewer Tap Permit**

1. You must provide the Water Department with the size of the Water Meter and Water Service
2. Water Meter Templates are available for pick-up at the Water & Sewer Department.
3. Contact Water Department for Water Tap Fees.