



BUILDING DEPARTMENT CITY OF ROCHESTER HILLS



Homeowner Applying For A Permit Online

Document # 2.2.8430

Revised 11/19/2020

Created 11/19/2020

A Homeowner whose name is listed as the property owner with the City may apply for their own permits. These permits include interior remodeling, additions, decks, accessory structures, etc. A homeowner may also apply for a permit to construct a new home provided they own the property and they intend to occupy the home as their primary residence for a period of minimum one year.

A property owner listed as an LLC cannot obtain their own permits and must retain a licensed residential contractor to perform any work on the property.

Contact the Building Department Customer Service Staff at 248-656-4615 for any questions you may have.

Step 1: Select a Property

Enter the address of the property and click search.



ATTENTION ALL CUSTOMERS

CITY HALL IS CURRENTLY CLOSED DUE TO THE EXECUTIVE ORDER 2020-21 ISSUED BY GOVERNOR WHITMER, TO SUSPEND ACTIVITIES THAT ARE NOT NECESSARY TO SUSTAIN OR PROTECT LIFE. WITH THIS ORDER IN PLACE, WE WILL NOT BE PERFORMING INSPECTIONS, SO PLEASE DO NOT SCHEDULE INSPECTIONS ONLINE THROUGH APRIL 13TH, 2020.

WE UNDERSTAND EMERGENCIES DO ARISE, SO PLEASE CONTACT OUR MAIN LINE AT (248)656-4615 IF YOU HAVE A QUESTION OR CONCERN. THIS LINE IS BEING ANSWERED REMOTELY AND WE WILL MAKE SURE WE HAVE SOMEONE CONTACT YOU AS SOON AS POSSIBLE.

WE ARE STILL ACCEPTING RESIDENTIAL & COMMERCIAL BUILDING PERMIT AND TRADE PERMITS ONLINE.

THANK YOU FOR YOUR UNDERSTANDING AND STAY SAFE.

Welcome to the City of Rochester Hills online permit application web page. We are now accepting ALL types of permit online. If a Building permit is required for your project the Building Permit MUST be issued prior to any Trade Permit issuance.

Once your application has been submitted, it will be reviewed and processed by the Building Department Staff. You will receive an email once the application has been accepted which will provide you with a link to the City of Rochester Hills online payment web page. If you have any questions regarding this process you may contact the Building Department staff at 248-656-4615. [Rochester Hills - Building Department Forms & Applications](#)

Select a Property	Enter Permit Details	Enter Applicant Information	Estimate Fees	Submit Application
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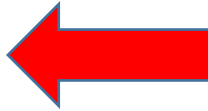
Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

Property Search

Search By:

Search For:



Click on the property address

Step 1: Select a Property

Property Search

Search By:

Search For:

Owner Name	Address	Parcel Number
CITY OF ROCHESTER HILLS	1000 TEST DR, ROCHESTER HILLS, MI 48309-3034	70-15-00-000-001

Displaying items 1 - 1 of 1



Next

Confirm that the address is correct and click next to continue

Step 1: Select a Property

Property Search

Address: 1000 TEST DR
Owner Name: CITY OF ROCHESTER HILLS
Parcel Number: 70-15-00-000-001

Next



Step 2: Enter Permit Details

From the dropdown menu select the type of permit type you are apply for.

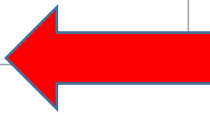
Select a Property 1000 TEST DR	Enter Permit Details	Enter Applicant Information	Estimate Fees	Submit Application
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Step 2: Enter Permit Details

★ Enter the permit type for which you wish to apply:

<None Selected>

- <None Selected>
- COM-ADDITION
- COM-ALTER EXTERIOR
- COM-ALTER INTERIOR
- COM-DEMO
- COM-NEW BUILDING
- COM-NEW STRUCTURE
- Electrical
- Mechanical
- Plumbing
- RES-ACCESSORY STRUCTURE



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Enter a brief description of the project.

Enter the construction value.

Click next to continue

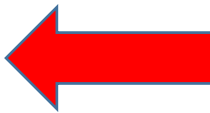
Select a Property 1000 TEST DR	Enter Permit Details	Enter Applicant Information	Estimate Fees	Attach Documents	Submit Application
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Step 2: Enter Permit Details

★ Enter the permit type for which you wish to apply:

RES-WOOD DECK

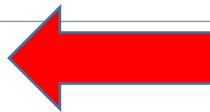
★ Please describe the work to be done in detail:



☐ Application Details:

☐ Construction Details

★ Construction Value: 0.00



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Step 3: Enter Applicant Information

Confirm Contact information and enter any missing information.

You must also certify that you are the homeowner.

Click next to continue

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

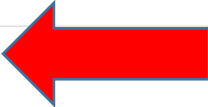
Your contractor's license must be registered with the City of Rochester Hills. Please see website for Contractor Registration form.

Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

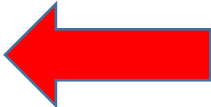
Name: CITY OF ROCHESTER HILLS
 Address: 1000 ROCHESTER HILLS DR
 Phone: (248) 656 4663
 Email: BUILDING@ROCHESTERHILLS.ORG

I certify that I am the owner of the property listed above.



Contact Information

★ Name:
 ★ Phone Number:
 ★ Email Address:
 ★ Confirm Email:



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Step 4: Enter Applicant Information

A permit application fee is due when submitting online. You will receive an email with a link to the City of Rochester Hills online payment website once your application has been accepted.

Plan review and permit fees will be due prior to issuance of the permit.

Click next to continue.

Select a Property 1000 TEST DR	Enter Permit Details RES-WOOD DECK: 12 x 12 wood...	Enter Applicant Information Craig D McEwen 2483203070	Estimate Fees	Attach Documents	Submit Application
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Step 4: Estimate Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

Once your permit application has been processed and accepted, you will receive an email with a link to the City of Rochester Hills online payment site for application and / or permit fees. A processing fee of 2.8% will be charged for all credit card payments or you may pay by e-check with no processing fee.

Fee Description	Details	Quantity	Total Fee
No fee items found.			
APP FEE DECK			\$100.00
Total Estimated Fees:			\$100.00

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Step 5: Attach Documents

Attach PDFs of the documents that pertain to the project. File names should only include alphanumeric characters, underscores or dash.

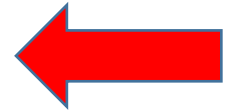
Once all documents are uploaded click next to continue.

Select a Property 1000 TEST DR	Enter Permit Details RES-WOOD DECK: 12 x 12 wood...	Enter Applicant Information Craig D McEwen 2483203070	Estimate Fees Estimated Amount: \$100.00	Attach Documents	Submit Application
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Step 5: Attach Documents

Attach Documents

Document Title	Attachment Required	Description	File Name		
PLOT PLAN	No			✓	<input type="button" value="Attach File"/>
CONSTRUCTION DRAWINGS	Yes			⚠	<input type="button" value="Attach File"/>
STRUCTURAL CALCULATION (SIGNED AND SEALED FOR STEEL DECK)	No			✓	<input type="button" value="Attach File"/>



Step 5: Submit Application

Verify that all the information entered is correct.

Read and accept the disclaimers, then click submit to complete the online application process.

Select a Property 1000 TEST DR	Enter Permit Details RES-WOOD DECK: 12 x 12 wood...	Enter Applicant Information Craig D McEwen 2483203070	Estimate Fees Estimated Amount: \$100.00	Attach Documents 1 Document Attached	Submit Application
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Step 6: Submit Application

Property and Application Details

Property Address	1000 TEST DR	Permit Type	RES-WOOD DECK
Parcel Number	70-15-00-000-001	Owner Name	CITY OF ROCHESTER HILLS
Work Description	12 x 12 wood deck with rail		

[View Application Details](#)

Contact Information

Contact	Craig D McEwen	Email	craigmcewen@gmail.com
Phone	2483203070		

[View Additional Names](#)

Estimated Fees

Fee Description	Quantity	Total Fee
No fee items found.		
APP FEE DECK		\$100.00
Total Estimated Fees:		\$100.00

Attached Documents

Document Title	Description	File Name	
CONSTRUCTION DRAWINGS		EPSON001.PDF	View Attachment

Disclaimers

Disclaimer	Accept
I UNDERSTAND THAT I MUST SUBMIT A PERMIT APPLICATION FOR EACH PROJECT.	<input type="checkbox"/>
I UNDERSTAND THAT THE PLAN REVIEW WILL NOT PROCEED UNTIL THE PERMIT APPLICATION FEES HAVE BEEN PAID.	<input type="checkbox"/>
I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE I AM THE LICENSE OWNER.	<input type="checkbox"/>
SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, 1972 PA 230, MCL 125.15239, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL BUILDING OR A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23A ARE SUBJECT TO CIVIL FINES.	<input type="checkbox"/>
I UNDERSTAND THAT PLAN REVIEW AND PERMIT FEES WILLBE AN ADDITION TO THE PERMIT APPLICATION FEE. THESE FEES WILL BE DETERMINED DURING THE REVIEW PROCESS AND WILL BE DUE PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.	<input type="checkbox"/>

Accepted By:

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