

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 ANASWERED 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 and 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. <u>Rochester Hills - Building Department Forms & Applications</u>

<u>Select a Property</u>	Enter Permit Details	Enter Applicant Information	Estimate Fees	Submit Application

Step 1: Select a Property

Click here if you are a contractor/design professional



Click on the property address

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ep 1: Select a Pro	operty				
O Property Search					
Search By: Ar	ddress 💌				
Search For: 10	000 test				
	Search				
Owner Name		Address		Parcel Number	
CITY OF ROCHESTER HILLS	5	1000 TE	ST DR, ROCHESTER HILLS, MI 4830	9- 70-15-00-000-001	
					Displaying items 1 - 1 of 1

Next

Confirm that the address is correct and click next to continue

ep 1: Select a Property Property Search Address: 1000 TEST DR Owner Name: CITY OF ROCHESTER HILLS Parcel Number: 70-15-00-000-001	<u>elect a Property</u>	Enter Permit Details	Enter Applicant Information	Estimate Fees	Submit Application
Property Search Address: 1000 TEST DR Owner Name: CITY OF ROCHESTER HILLS Parcel Number: 70-15-00-000-001	ep 1: Select a Pr	operty			
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Next					Next

Step 2: Enter Permit Details

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

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<u>s</u>	elect a Property 1000 TEST DR	<u>Enter Perm</u>	<u>it Details</u>	Enter Applicant Information	Estimate Fees	Submit Application
St	ep 2: Enter Perm	it Details				
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	Plumbing RES-ACCESSORY STRUCTI	URE	•			Back Next

Enter a brief description of the project.

Enter the construction value.

Click next to continue

Select a Property 1000 TEST DR	<u>Enter Permit</u> <u>Details</u>	Enter Applicant Information	Estimate Fees	Attach Documents	Submit Application
Step 2: Enter Per	mit Details				
🛱 Enter the permit type for	r which you wish to apply:				
RES-WOOD DECK	•				
Please describe the work	α to be done in detail:			•	
Application Details	:				
Construction Det	tails				
😭 Constr	Value: 0.00				
					Back Next

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

s a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not the building department to correct the issue.
must be registered with the City of Rochester Hills. ntractor Registration form.
on on File
ow is incorrect, please contact the municipality to resolve the issue.
CITY OF ROCHESTER HILLS
1000 ROCHESTER HILLS DR
(248) 656 4663
BUILDING@ROCHESTERHILLS.ORG
e owner of the property listed above.
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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	<u>Submit</u> <u>Application</u>
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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.

	Bacl	k N	ext
	Total Estimated Fees:	\$1	00.00
APP FEE DECK		\$1	00.00
No fee items found.			
Fee Description	Details	Quantity	Total Fee

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.

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STRUCTURAL CA DECK)	ALCULATION (SIGNED AND S	EALED FOR STEEL	No			V	At	tach File		
						Ac	ld Additio	nal Document		
								Back	Next	

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.

Step 6: Submit Application Property and Application Details Property Address 1000 TEST DR Parcel Number 70-15-40-000-001 Work Description 12 x 12 wood deck with rail View Additional Details City OF ROCHESTER HILLS Contact Information Email Contact Information Email Contact Information Email Statistical Names Statistical Names Statistical Names Statistical Names Statistical Fees Statistical Names Procent Title Quantity Total Fees Document Title Description File Name Statistical Names Occurrent Title Description File Name Construction PROF Obsciclaimers Epsiclaimers Attached Documents Statistical Names (Statistical Names) Disclaimers Statistical Construction PROFED UNIT: Internation PROCED UNIT: Internation Proceed UNIT: Internatinternation Proceed UNIT: Internation Proceed UNIT: Internatintere		Enter Permit Details RES-WOOD DECK: 12 x 12 wood	Enter Appli Informati Craig D McEv 248320307	icant ion wen 0	Estimate For Estimated Amo \$100.00	es Attach	Documents ment Attached	<u>Subn</u> <u>Applica</u>	n <u>it</u> ntion
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