



# BUILDING DEPARTMENT CITY OF ROCHESTER HILLS



## **Parking Lot Maintenance Permit Application Guide**

The City of Rochester Hills has gone digital and now the permit process is done electronically. Applications for permits are now made online following the procedures outline below.

### 1. Applications

- a. Contractors, architects, or owners can submit for a permit using the online application at [www.rochesterhills.org](http://www.rochesterhills.org).
- b. The applicant will first be asked to create a BS&A Online account if they do not already have one. Since many municipalities utilize BS&A Online, we suggest creating an account and password that can be used by anyone in your organization.
- c. The first time you log on to the City of Rochester Hills' BS&A Online account you will be asked to provide a PIN to link your account to a name record within the City. Please call a member of our customer staff at 248-656-4615 to obtain your PIN and be linked to our system.
- d. Complete the five steps of the online application. An [Online Permit Application Guide](#) is available.
- e. New site lighting will require a separate electrical permit which can be applied for once the parking lot maintenance permit has been issued.

### 2. Fees

- a. Refer to the [Parking Lot Maintenance Permit Fee Schedule](#) for current application, plan review and permit fees.
- b. The application fee shall be paid before the permit application can be fully processed and the review process begins. Applicants may pay in person at City Hall or online by following the link to the online payment portal they receive in an email when the permit application is accepted. Fees can be paid online by credit card or eCheck.
- c. Plan review and permit fees will be determined during the plan review process and shall be paid prior to issuance of the permit. When the permit is ready to be issued, the applicant will receive an email with a link to the online payment portal.

### 3. Required Attachments

- a. All online submittal documents shall be provided in PDF format using the City of Rochester Hills' [Standards for Electronic Plan Review Submission Guide](#).
- b. Site plan
  - i. The need for a signature and seal from a State of Michigan licensed design professional will be determined after the permit application has been submitted.

4. Document Requirements

- a. Information contained within the application documents should include but not be limited to the following:
  - i. Site plan showing limits of resurfacing or sealing
  - ii. Striping plan with dimensions of parking spaces.
  - iii. Location of accessible parking with dimensions and signage.