City of Rochester Hills
Building Department
1000 Rochester Hills Dr.
Rochester Hills, MI 48309
(248) 656-4615 Phone
(248) 656-4623 Facsimile

BUILDING PERMIT APPLICATION

IAS ACCREDITED Building Department

Project # _____

Permit # _____

App Fee $_____

Clerk _____

I. LOCATION OF BUILDING

ADDRESS	CITY	ZIP CODE
SUBDIVISION	LOT #	
SIDWELL #	ZONING DISTRICT	

II. IDENTIFICATION

A. OWNER OR LESSEE — *REQUIRED EMAIL ADDRESS — FAX NO.

NAME			TELEPHONE NO.
ADDRESS	CITY	STATE	ZIP CODE

B. ARCHITECT OR ENGINEER — EMAIL ADDRESS — FAX NO.

NAME			TELEPHONE NO.
ADDRESS	CITY	STATE	ZIP CODE
LICENSE NUMBER			EXPIRATION DATE

C. CONTRACTOR — EMAIL ADDRESS — FAX NO.

NAME			TELEPHONE NO.
ADDRESS	CITY	STATE	ZIP CODE
BUILDERS LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			

III. TYPE OF IMPROVEMENT

ESTIMATED COST OF CONSTRUCTION $_____

1 ☐	NEW BUILDING	4. ☐	INTERIOR AALTERATION	7. ☐	EV STATION	10 ☐	IN GROUND POOL
2 ☐	ADDITION	5. ☐	EXTERIOR ALTERATION	8. ☐	FOUNDATION ONLY	11 ☐	MOBILE HOME
3 ☐	ACCESSORY STRUCTURE	6. ☐	DEMOLITION	9. ☐	ABOVE GROUND POOL	12 ☐	OTHER (SPECIFY)_____

IV. PROPOSED USE OF BUILDING

A. RESIDENTIAL

1. ☐	MODEL	3. ☐	TWO OR MORE FAMILY (NO. OF UNITS _____)	5. ☐	ATTACHED GARAGE	7. ☐	OTHER _____
2. ☐	ONE FAMILY (PLAN NO. _____)	4. ☐	HOTEL, MOTEL (NO. OF UNITS _____)	6. ☐	DETACHED GARAGE		

B. NON-RESIDENTIAL

8. ☐	AMUSEMENT	11. ☐	PARKING GARAGE	14. ☐	OFFICE, BANK, PROFESSIONAL	17. ☐	STORE, MERCANTILE
9. ☐	CHURCH, RELIGION	12. ☐	SERVICE STATION	15. ☐	PUBLIC UTILITY	18. ☐	TANKS, TOWERS
10. ☐	INDUSTRIAL	13. ☐	HOSPITAL, INSTITUTIONAL	16. ☐	SCHOOL, LIBRARY, EDUCATIONAL	19. ☐	OTHER

☐ **I Understand that I need to contact the City Clerk's Office to confirm whether or not I need to apply for a Liquor License if I intend to serve alcoholic beverages**

NON-RESIDENTIAL – DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT, IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

_____

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FOUNDATION SYSTEM

1 ☐	CONCRETE SLAB/FOOTING	3. ☐	BASEMENT WALL/FOOTING	5. ☐	WOOD FOUNDATION	7. ☐	PILE FOUNDATION
2 ☐	CRAWL SPACE/FOOTING	4. ☐	MASONRY UNIT FOUNDATION	6. ☐	PIER FOUNDATION	8. ☐	OTHER _____

B. PRINCIPAL TYPE OF FRAME

9 ☐ MASONRY WALL BEARING 10. ☐ WOOD FRAME 11. ☐ STRUCTURAL STEEL 12 ☐ REINFORCED CONCRETE 13 ☐ OTHER _____

C. TYPE OF SEWAGE DISPOSAL

14. ☐ PUBLIC 15. ☐ SEPTIC SYSTEM

D. TYPE OF WATER SUPPLY

16. ☐ PUBLIC 17. ☐ PRIVATE WELL

E. TYPE OF MECHANICAL

18. WILL THERE BE AIR CONDITIONING? ☐ YES ☐ NO
19. WHAT IS THE INPUT RATING OF THE HEATING SYSTEM IN THIS BUILDING? _____ BTU's
20. WILL THERE BE AN ELEVATOR? ☐ YES ☐ NO
21. WILL THERE BE A FIRE SUPPRESSION SYSTEM? ☐ YES ☐ NO

F. ELECTRICAL

22. WHAT IS THE RATING OF THE SERVICE OR FEEDER IN AMPERES? _____
23. WILL THERE BE A FIRE ALARM SYSTEM? ☐ YES ☐ NO

G. NUMBER OF OFF-STREET PARKING SPACES

24. ENCLOSED _____ 25. OUTDOORS _____

H. DIMENSIONS

26. NUMBER OF STORIES _____ 27. BUILDING HEIGHT _____ 28 BUILDING LENGTH _____ 29 BUILDING WIDTH _____
30. TOTAL SQUARE FOOTAGE OF BUILDNG (ALL FLOORS EXCEPT UNFINISHED BASEMENT) _____

VI. PLAN REVIEW

A. REVIEW(S) TO BE PERFORMED – SEE SECTION B, C, D BELOW BEFORE COMPLETING THIS SECTION

1. BUILDING	2. PLUMBING	3. MECHANICAL	4. ELECTRICAL	5. ENERGY
☐ PLAN SUBMITTED	☐ PLANS NOT REQUIRED ☐ PLANS REQUIRED & SUBMITTED	☐ PLANS NOT REQUIRED ☐ PLANS REQUIRED & SUBMITTED	☐ PLANS NOT REQUIRED ☐ PLANS REQUIRED & SUBMITTED	☐ WORKSHEET SUBMITTED

B. PLUMBING

PLANS ARE NOT REQUIRED FOR THE FOLLOWING:
1. One or two-family dwellings containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the plumbing official to be of a minor nature.
3. Assembly, business, mercantile and storage buildings with a required plumbing fixture count less than 12.
4. Work completed by a governmental subdivision or state agency costing less than $15,000.00.

C. MECHANICAL

PLAN ARE NOT REQUIRED FOR THE FOLLOWING:
1. One and two-family dwellings when the total building heating/cooling system input rating is 375,000 BTU's or less.
2. Alterations and repair work determined by the mechanical official to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than $15,000.00.

D. ELECTRICAL

PLANS ARE NOT REQUIRED FOR THE FOLLOWING:
1. When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
2. Work completed by a governmental subdivision or state agency costing less than $15,000.00.

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer, licensed pursuant to Act No. 299 or the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.

VII. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

PRINT NAME TELEPHONE NO.

ADDRESS CITY STATE ZIP

FEDERAL I.D. NUMBER

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.

SECTION 23a OF THE STATE CONSTRUCTION CODE ACT OF 1972, 1972 PA 230, MCL 125.1523A, 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.

NAME (PRINT)_____ EMAIL_____

SIGNATURE OF APPLICANT _____ DATE _____