BUILDING DEPARTMENT
CITY OF ROCHESTER HILLS

Residential Roof Repair Permit Application Guide

The City of Rochester Hills has digitized the building permit process. Applications for permits are now submitted online following the procedures outline below.

Roof repairs shall follow the requirements of the Residential Re-roofing – Re-Shingle Only Guide. Roof repairs involving replacement of more than 10 percent of the roof sheathing or replacement or repair any structural members will require a building permit application and a construction drawing plan review.

1. Online Application

- **Residential Contractors:** Must register with the City of Rochester Hills Building Department before applying for a building permit.
  - Registration can be done in person or by emailing a completed Contractor Registration form to Building@rochesterhills.org with "Contractor Registration" in the subject line.
  - The registration fee is paid with the permit application fee.
- **Contractors, Architects, and Owners:** Can submit building permit applications online at Rochesterhills.org.
  - **BS&A Online Account:** Applicants will need to create a BS&A Online account (if they don't have one) and obtain a PIN by calling customer service at 248-656-4615.
  - BS&A Online Permit Application Tutorial: Available to assist with the five-step online application process.
- **Mechanical, Electrical, and Plumbing Permits:** Can be applied for online after the building permit is issued.

2. Fees

- **Fee Schedule:** Refer to the Building Permit Fee Schedule for current fees.
- **Payment:**
  - The application fee and the base plan review portion of the building permit fee are due before the review process begins.
  - The final plan review and permit fees will be determined during the review process.
  - Payments can be made in person at City Hall or online via credit card or eCheck using the link provided in the email received when the permit application is accepted.
  - The remaining permit fee balance is due when the permit is ready to be issued; applicants will receive an email with a payment link.

3. Required Attachments (PDF Format)

- **All documents must adhere to the City's Standards for Electronic Plan Review Submission Guide.**
- If the house is within a Historic District, provide a copy of the Certificate of Appropriateness.