

## 4. Excerpts

### **Part 9a. Mechanical Code, 106.3**

Application for permit. Each application for a permit with the required fee, shall be filed with the code official on a form furnished for that purpose and shall contain a general description of the proposed work and its location. The contractor who is performing the work shall sign the application. The permit application shall indicate the proposed occupancy of application. The permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure and shall contain the information required by section 10 of 1972 PA 230, MCL 125.1510.

### **Act 733 of 2002, 338.3551 Sec. 41(2)**

Except as otherwise provided in subsection (3) and section 15(2), (3), (4), and (5), the state or a governmental subdivision shall issue a plumbing permit only to a licensed plumbing contractor. The state or a governmental subdivision shall require the plumbing contractor to record his or her current plumbing contractor license number on the permit application. A licensed plumbing contractor shall designate 1 or more licensed master plumbers employed full-time who directly supervise the installation of plumbing to obtain permits using the license number of the plumbing contractor. The master plumber's license number must also be recorded on the permit application.

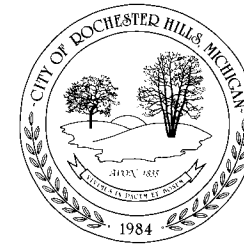
### **Part 8. Electrical Code, R408-30818, 80.19.1(1-3)**

- (1) To whom permits are issued: (1) To obtain an electrical permit, an applicant shall be 1 of the following:
- (a) A holder of an electrical contractor license or the qualifying master for the electrical contractor when authorized by the electrical contractor to secure a permit.
  - (2) To obtain a permit for a fire alarm system, as defined in section 1a (1) of 1956 PA 217, MCL 338.881a (1), an applicant shall be 1 of the following:
    - (a) A holder of an electrical contractor license.
    - (b) A holder of a fire alarm specialty contractor license or the qualifying fire alarm specialty technician qualifying the fire alarm specialty contractor when authorized by the fire alarm specialty contractor to secure a permit.
  - (3) To obtain a permit for an electrical sign or outline lighting, as defined in section 1b(1) and (2) of 1956 PA 217, MCL 338.881b(1) and (2), an applicant shall be 1 of the following:
    - (a) A holder of an electrical contractor license.
    - (b) A holder of a sign specialty contractor license or the sign specialty technician qualifying the sign specialty contractor when authorized by the sign specialty contractor to secure a permit.



# Contractor Registration

*A guide to  
registering a license  
in the City of Rochester Hills*



Contractors who wish to perform work or obtain permits in the City of Rochester Hills must first register their license with the Department of Building and Ordinance Compliance.

## 1. Registration Requirements

The following information is required at the time of registration:

- Registration Form signed by Contractor (must be notarized unless submitted in person by the contractor named on the license)
- Registration Fee (see section 2. Registration Fees)
- Copy of Contractor's License
- Copy of Master's / Specialist's License (if applicable)
- Copy of Licensee's Driver's License or other government issued photo identification
- Certificate of Insurance (sign contractors only)

## 2. Registration Fees

Mechanical Contractor.....	\$15.00 until end of license
Boiler Installer .....	\$15.00 until end of license
Electrical Contractor.....	\$15.00 until end of license
Plumbing Contractor.....	\$15.00 until end of license
Fire Alarm Contractor.....	\$25.00 until end of license
Sign Contractor.....	\$50.00 until end of year
Building Contractor .....	\$45.00 for 1 year
Building Contractor .....	\$65.00 for 2 years

Registration fees are not prorated.

## 3. Authorized Signatures

The following may sign permit applications under the Contractor's License (does not apply to homeowners):

### ***Building Permits***

The Contractor listed on the license or anyone whose name is listed as an authorized signer on the Contractor Registration Form.

### ***Plumbing Permits:***

The Plumbing Contractor listed on the license and the Master (if authorized by the Plumbing Contractor).  
*Act 733 of 2002, 338.3551 Sec. 41(2)*

### ***Mechanical Permits (not including Boilers):***

The Mechanical Contractor listed on the license.  
*Part 9a. Mechanical Code, 106.3*

### ***Mechanical Permits (Boilers):***

The Boiler Installer listed on the license.  
*Part 9a. Mechanical Code, 106.3*

### ***Fire Suppression Permits:***

The Mechanical Contractor listed on the license.  
*Part 9a. Mechanical Code, 106.3*

### ***Electrical Permits (all):***

The Electrical Contractor listed on the license and the Master (if authorized by the Electrical Contractor).  
*Part 8. Electrical Code, R408-30818, 80.19.1(1)*

### ***Electrical Permits (sign connections only):***

The Electrical Contractor listed on the license and the Master (if authorized by the Electrical Contractor). Also, the Sign Specialty Contractor listed on the license and the Sign Specialist (if authorized by the Contractor).  
*Part 8. Electrical Code, R408-30818, 80.19.1(3)*

### ***Fire Alarm Permits:***

The Fire Alarm Contractor listed on the license or the technician listed on the license and authorized by the Fire Alarm Contractor. Also, the Electrical Contractor listed on the license and the Master (if authorized by the Electrical Contractor).  
*Part 8. Electrical Code, R408-30818, 80.19.1(2)*

### ***Sign Permits (does not include electrical sign connection):***

The Contractor listed on the license or anyone whose name is listed as an authorized signer on the Contractor Registration Form.