



# Residential Demolition

May 2010

*A City of Rochester Hills  
Building Department  
guide to  
demolishing a residential structure*



## 1. Permits Required

A demolition permit from the City of Rochester Hills Building Department is required and shall be issued prior to the demolition or removal of a structure.

## 2. Utilities

All utility companies serving the structure shall be notified by the applicant that the building is going to be demolished and their services are to be removed. See Building Permit Application requirements below.

### *Common contacts for utilities include:*

|   |                |
|---|----------------|
| Ameritech (telephone) .....                       | 1-800-244-4444 |
| Comcast Cablevision (formerly AT & T Cable) ..... | (248) 334-1144 |
| Wide Open West (formerly Americast Cable) .....   | 1-800-848-2278 |
| Consumers Energy .....                            | 1-800-477-5050 |
| Department of Public Service.....                 | (248) 656-4685 |
| DTE Energy.....                                   | 1-800-477-4747 |
| MISS DIG .....                                    | 1-800-482-7171 |

## 3. Building Permit Application

Items needed in order to submit a residential demolition permit to the City of Rochester Hills Building Department include:

- A completed Building Permit Application
- \$75.00 Application Fee
- Contractor Registration (if applicable)
- Shutoff notices for gas and electric services
- Shut off notice from the City of Rochester Hills for the water and sewer services. To apply for the necessary Capping Permits, contact the Department of Public Service at 248-656-4685. Water and sewer leads shall be disconnected in an approved manner and inspected by the Department of Public Service **prior to issuance of a demolition permit.**
- If the property has a well, a copy of the Well Abandonment Permit is required from the Oakland County Health Department Environmental Division (248-858-1312).
- Plot Plan (3 copies) with the following information:
  - Clearly indicate and identify all buildings on the site and which are proposed for demolition.
  - Indicate the location, square footage and dimensions of all buildings to be demolished.

## 4. Permit Fees

|  |          |
|--|----------|
| Application Fee .....                                  | \$75.00  |
| Per structure, up to 1,000 sq. ft. of floor area ..... | \$120.00 |
| Each additional 1,000 sq. ft. of floor area .....      | \$25.00  |
| Plan Review.....                                       | \$75.00  |
| Bond .....   | \$500.00 |

Our complete fee schedule can be found online at [www.rochesterhills.org](http://www.rochesterhills.org) or can be obtained from the Building Department.

## **5. Inspections**

**Please Note: Burning of demolition materials and debris is strictly prohibited.**

The following inspections are required for each demolition project:

1. Open Hole Inspection
  - This inspection shall be requested and approved prior to any backfilling operations.
  - All foundation shall be removed to at least 2 feet below grade.
  - All basement floors shall be broken up to allow for proper drainage.
  - All septic tanks shall be pumped, crushed and inspected by the Building Department before the filling of earth.
  - In ground swimming pools shall be removed to at least 2 feet below grade and the bottom shall be broken up to allow for proper drainage.
2. Final Inspection
  - All basements or excavations shall be filled with earth. The earth shall be free from any organic material.
  - Building materials and debris shall be properly removed from the property.

The land shall be left clean, graded and level free from all hazards and debris. The lot shall be graded to allow for proper drainage.

**In order for us to serve you better, all inspection requests must be called in on our inspection line at 248-656-4619. Please remember this line is for inspection requests only. (If you have a question or would like to speak to an inspector, call our main line at 248-656-4615.)**

The telephone recorder will ask you the following information:

- The street address of the job site
- The permit number
- The type of inspection requested

Inspections called in before 8:00 a.m. that have been verified will be scheduled for that same day between 9:00 a.m. and 4:00 p.m. Inspections may be done earlier or later depending on the assigned Inspector's workload. Inspections will be performed Monday through Friday.

**To cancel an inspection, please call the Building Department at 248-656-4615 prior to 9:00 a.m. the day of the requested inspection.**

The information in this guidebook refers to some of the common issues that may cause delays in the permit and inspection process. If your project is beyond the scope of this guide, additional requirements may be necessary. Please call the Building Department at 248-656-4615 if you have any questions.