



BUILDING DEPARTMENT

CITY OF ROCHESTER HILLS



Contractors Applying for Permits Online


Contractor Registration

All Contractors must be registered with the City to be eligible to apply for any type of residential or commercial permit. A Contractor Registration form is attached for your convenience.

Contact the Building Department Customer Service Staff at 248-656-4615 for any questions you may have.

BS&A Account

If you already have a BS&A account sign in to continue.

 **Sign In**
Sign in with your existing account or create a new account.

I Have an Account

If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password.

Please note that passwords are case-sensitive.

☆ User Name:

☆ Password:

Keep me signed in.
(Clear this check box if you're on a shared computer.)

Sign In Help

Forgot your User Name/Password? [Click here for help.](#)

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

Create a New Account

Yes, I would like to create a new BS&A Online account. [Click Here to create an account.](#)

If you do not already have a BS&A online account you will need to create one. This account can be used for any municipality that utilizes BS&A.



Create an Account

Please provide the information requested below to create an Account.

Already Registered? [Click here to Sign In](#)

Create a New Account

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

☆ User Name:

Your **User Name** is what you will use to log into the site in the future. Please make note of your User Name.

☆ My e-mail address is:

☆ Confirm e-mail:

Protect your account and information with a password.

☆ Enter a new Password:

☆ Re-enter password:

Once logged in, contact the Building Department to obtain a pin number that will link your account to the property where you will be doing work.

Your account is not currently linked to a name record in this municipality. Please obtain your PIN from the municipality to allow viewing of your full history, as well as the ability to apply for permits online.

Enter the PIN provided to you by the municipality:

PIN:

Submit

Step 1: Select a Property

Enter the address of the property.



Contractor Application for Permit
Submit a permit application online.

[Contractor Learning Center](#)

ATTENTION ALL CUSTOMERS

CITY HALL IS CURRENTLY CLOSED DUE TO THE EXECUTIVE ORDER 2020-21 ISSUED BY GOVERNOR WHITMER, TO SUSPEND ACTIVITIES THAT ARE NOT NECESSARY TO SUSTAIN OR PROTECT LIFE. WITH THIS ORDER IN PLACE, WE WILL NOT BE PERFORMING INSPECTIONS, SO PLEASE DO NOT SCHEDULE INSPECTIONS ONLINE THROUGH APRIL 13TH, 2020.

WE UNDERSTAND EMERGENCIES DO ARISE, SO PLEASE CONTACT OUR MAIN LINE AT (248)656-4615 IF YOU HAVE A QUESTION OR CONCERN. THIS LINE IS BEING ANSWERED REMOTELY AND WE WILL MAKE SURE WE HAVE SOMEONE CONTACT YOU AS SOON AS POSSIBLE.

WE ARE STILL ACCEPTING RESIDENTIAL & COMMERCIAL BUILDING PERMIT AND TRADE PERMITS ONLINE.

THANK YOU FOR YOUR UNDERSTANDING AND STAY SAFE.

Welcome to the City of Rochester Hills online permit application web page. We are now accepting ALL types of permit online. If a Building permit is required for your project the Building Permit MUST be issued prior to any Trade Permit issuance.

Once your application has been submitted, it will be reviewed and processed by the Building Department Staff. You will receive an email once the application has been accepted which will provide you with a link to the City of Rochester Hills online payment web page. If you have any questions regarding this process you may contact the Building Department staff at 248-656-4615. [Rochester Hills - Building Department Forms & Applications](#)

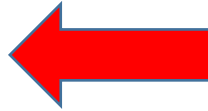
Select a Property	Enter Permit Details	Enter Applicant Information	Estimate Fees	Submit Application
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Step 1: Select a Property

Property Search

Search By:

Search For:



Click on the property address

Select a Property	<u>Enter Permit Details</u>	<u>Enter Applicant Information</u>	<u>Estimate Fees</u>	<u>Submit Application</u>
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Step 1: Select a Property

Property Search

Search By:

Search For:

Owner Name	Address	Parcel Number
CITY OF ROCHESTER HILLS	1000 TEST DR, ROCHESTER HILLS, MI 48309-3034	70-15-00-000-001

Displaying items 1 - 1 of 1



Next

Confirm that the address is correct and click next.

Select a Property	<u>Enter Permit Details</u>	<u>Enter Applicant Information</u>	<u>Estimate Fees</u>	<u>Submit Application</u>
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Step 1: Select a Property

Property Search

Address: 1000 TEST DR
Owner Name: CITY OF ROCHESTER HILLS
Parcel Number: 70-15-00-000-001

Next



Step 2: Enter Permit Details

From the dropdown menu select the type of permit type you are apply for.

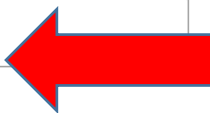
Select a Property 1000 TEST DR	Enter Permit Details	Enter Applicant Information	Estimate Fees	Submit Application
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Step 2: Enter Permit Details

Enter the permit type for which you wish to apply:

<None Selected>

- <None Selected>
- COM-ADDITION
- COM-ALTER EXTERIOR
- COM-ALTER INTERIOR
- COM-DEMO
- COM-NEW BUILDING
- COM-NEW STRUCTURE
- Electrical
- Mechanical
- Plumbing
- RES-ACCESSORY STRUCTURE



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Enter a brief description of the project.

If this permit application relates to a project that is already been permitted select the project.

Enter the construction value.

Select a Property 1000 TEST DR	Enter Permit Details	Enter Applicant Information	Estimate Fees	Attach Documents	Submit Application
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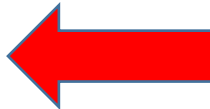
Step 2: Enter Permit Details

Enter the permit type for which you wish to apply:

COM-NEW BUILDING

For Commercial New Buildings you can submit all documents online. If the plan reviewer requires a hard copy we will contact you and you can drop of the hard copy with us.

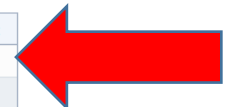
Please describe the work to be done in detail:



Projects

If this permit relates to one of the following projects, select it in the list below.

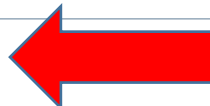
Project Number	Filed As	Status	Date Started	Select
JCB2018-0004	17-310.12 AUBURN HOTEL	In Progress	4/23/2018	<input type="checkbox"/>
JNRNB2018-0011	TEST	In Progress	8/27/2018	<input type="checkbox"/>
JNRNB2020-0003	NON RES NEW BUILDING	In Progress	1/17/2020	<input type="checkbox"/>



Application Details:

Construction Details

Construction Value: 0.00



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Step 3: Enter Applicant Information

Confirm Contact information and enter any missing information.

Add any the emails for any addition parties that should be notified regarding permit updates.

Select a Property 1000 TEST DR	Enter Permit Details COM-NEW BUILDING: Big Box S...	Enter Applicant Information	Estimate Fees	Attach Documents	Submit Application
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Step 3: Enter Applicant Information

Enter your contact information and select the licensee who will be doing work on the permit (if necessary).

Your contractor's license must be registered with the City of Rochester Hills. Please see website for Contractor Registration form.

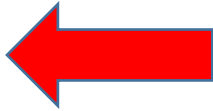
Contact Information

☆ Name:

☆ Phone Number:

☆ Email Address:

☆ Confirm Email:



Contractor Information

Name: RHBD

Address: 1000 ROCHESTER HILLS DR

Phone: (248) 656 4615

Federal ID: No Data to Display

A valid licensee is not required for this permit type.

Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

<input type="button" value="Add new record"/>		
Name	Email Address	Select
craig	mcewenc@rochesterhills.org	<input type="checkbox"/>



Step 4: Enter Applicant Information

Only permit application fees are due when submitting online. You will receive an email with a link to the City of Rochester Hills online payment web site once your application has been accepted.

Plan review and permit fees will be due prior to issuance of the permit.

Click next to continue.

Select a Property 1000 TEST DR	Enter Permit Details COM-NEW BUILDING: Big Box S...	Enter Applicant Information Craig D McEwen 2483203070	Estimate Fees	Attach Documents	Submit Application
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Step 4: Estimate Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

Once your permit application has been processed and accepted, you will receive an email with a link to the City of Rochester Hills online payment site for application and / or permit fees. A processing fee of 2.8% will be charged for all credit card payments or you may pay by e-check with no processing fee.

Fee Description	Details	Quantity	Total Fee
No fee items found.			
APP FEE NEW NON-RES			\$750.00
Total Estimated Fees:			\$750.00

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[Next](#)

Step 5: Attach Documents

Attach PDFs of the documents that pertain to the project. File names should only include alphanumeric characters, underscores or dash.

Once all documents are uploaded click next to continue.

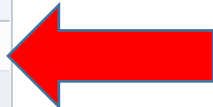
Select a Property 1000 TEST DR	Enter Permit Details COM-NEW BUILDING: Big Box S...	Enter Applicant Information Craig D McEwen 2483203070	Estimate Fees Estimated Amount: \$750.00	Attach Documents	Submit Application
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Step 5: Attach Documents

Please check for forms , application and checklist for editable pdf that you need to attach to the Attach Document on our following link:[Forms, Applications and Check Lists Commercial](#)

Attach Documents

Document Title	Attachment Required	Description	File Name	
CONSTRUCTION DRAWINGS	No			✓ Attach File
TRUSS DIAGRAMS	No			✓ Attach File
SOIL REPORT	No			✓ Attach File
STRUCTURAL CALCULATIONS	No			✓ Attach File
ENERGY CALCULATIONS	No			✓ Attach File
SPECIFICATION MANUAL (IF APPLICABLE)	No			✓ Attach File
LETTER FROM OWNER, TENANT OR ARCHITECT DESCRIBING BUSINESS AND ITS OPERATION	No			✓ Attach File
NON - RESIDENTIAL REQUEST FOR WATER AND SEWER CHARGES (IF SEPARATE WATER TAP)	No			✓ Attach File
STATEMENT OF SPECIAL INSPECTION FROM ARCHITECT OR CONTRACTORS STATING WHAT NEEDS SPECIAL INSPECTION (I.E., WELDING, JOGJ-STRENGTH BOLTS, SPECIAL MATERIALS, ETC.)	No			✓ Attach File



Add Additional Document

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Step 5: Submit Application

Verify that all the information entered is correct.

Read and accept the disclaimers, then click submit to complete the online application process.

Select a Property 1000 TEST DR	Enter Permit Details COM-NEW BUILDING: Big Box S...	Enter Applicant Information Craig D McEwen 2483203070	Estimate Fees Estimated Amount: \$750.00	Attach Documents 0 Documents Attached	Submit Application
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Step 6: Submit Application

Property and Application Details

Property Address	1000 TEST DR	Permit Type	COM-NEW BUILDING
Parcel Number	70-15-00-000-001	Owner Name	CITY OF ROCHESTER HILLS
Work Description	Big Box Store.		

[View Application Details](#)

Contact Information

Contact	Craig D McEwen	Email	craigmcewen@gmail.com
Phone	2483203070		

[View Additional Names](#)

Contractor Information

Name	RHBD	Address	1000 ROCHESTER HILLS DR
Phone	(248) 656 4615	Federal Id Number	No Data to Display

Estimated Fees

Fee Description	Quantity	Total Fee
No fee items found.		
APP FEE NEW NON-RES		\$750.00
Total Estimated Fees:		\$750.00

Disclaimers

Disclaimer	Accept
I UNDERSTAND THAT I MUST SUBMIT A PERMIT APPLICATION FOR EACH PROJECT.	<input type="checkbox"/>
I UNDERSTAND THAT THE PLAN REVIEW WILL NOT PROCEED UNTIL THE PERMIT APPLICATION FEES HAVE BEEN PAID.	<input type="checkbox"/>
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. I ACKNOWLEDGE I AM THE LICENSE OWNER.	<input type="checkbox"/>
SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, 1972 PA 230, MCL 125.15239, 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.	<input type="checkbox"/>
I UNDERSTAND THAT PLAN REVIEW AND PERMIT FEES WILL BE AN ADDITION TO THE PERMIT APPLICATION FEE. THESE FEES WILL BE DETERMINED DURING THE REVIEW PROCESS AND WILL BE DUE PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.	<input type="checkbox"/>

Accepted By:

CONTRACTOR REGISTRATION



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



License Issued To (person) _____

Company Name _____

Address _____ Telephone# _____

City, Zip: _____ Fax # _____

Federal I.D. # _____ Cell Phone# _____

Contractor License# _____ Ask us about online permits and inspections

BS&A online User ID _____ E-mail _____

Workman's Comp Ins. Carrier (or reason for exemption): _____

MESC Employer # (or reason for exemption): _____

FOR BUILDING & SIGN CONTRACTORS ONLY:

Authorized Signatures – please print (only the contractor and the following names will be allowed to obtain permits):

FOR ELECTRICAL, PLUMBING, FIRE ALARM & SIGN CONTRACTORS ONLY:

Master/Specialist authorized to obtain permits – please print (copy of master's/specialist's license(s) must be attached)

Name: _____ Master/Specialist/Fire Alarm Tech License #: _____

Please be advised that the State of Michigan licensing regulations allow only licensed Electrical/Plumbing Contractors and Authorized Master to obtain Electrical/Plumbing permits.

I, the undersigned, hereby certify that the information herein is true and correct to the best of my knowledge.

Signature of Licensee: _____ **Date:** ____/____/____

has signed this form in person, or in front of a Notary Public whose stamp and signature is also on this form.

Did you remember to include:

- Copy of driver's license, current Contractor's license and current Masters/Specialist license(s)
- Registration fee (see fee schedule)
- Signature of licensee (contractor) on this form **(must be notarized if form is not being submitted in person by contractor)**

Subscribed and sworn to me on this

_____ day of _____, in the year _____

(print)

(signature)

_____, Notary Public
_____ County, Michigan

Acting in _____ County, Michigan

My commission expires: _____

Office Use Only:

Reg. # _____

Expires: ____/____/____

Driver License Verified

Initials: _____

Fee Schedule:

- Building Contractor \$30.00 until end of license
- Sign Contractor with or without Sign Specialist \$30.00
- Fire Alarm Contractor with Technician \$30.00 until end of license
- All other Trades.....\$15.00 until end of license