



BUILDING DEPARTMENT

CITY OF ROCHESTER HILLS



Commercial New Building Application Checklist

- Application Fee - \$750.00
- Completed and signed Building Permit Application with estimated cost of construction
- Construction Drawings - Four Sets signed and sealed by Michigan Architect or Engineer (may sign & seal only the title page as long as each page is listed on title page)
 - Architectural
 - Structural
 - Electrical
 - Plumbing
 - Mechanical
- Truss Diagrams – three sets
- Soils Report – three sets
- Structural Calculations – three sets
- Energy Calculations – three sets
- Specifications manual (if applicable)
- Address Request Form
- Letter from owner, tenant or architect describing business and its operations
- Non-residential request for water and sewer charges (if separate water tap)
- Statement of Special Inspection from Architect or Contractors stating what needs special inspection (i.e., welding, high-strength bolts, special materials, etc.)