



NEW HOME CONSTRUCTION

December 2019

*A City of Rochester Hills
Building Department
Guide to Building
a New Home*



Rochester Hills Building Department
1000 Rochester Hills Dr.
248-656-4615



INTRODUCTION

New Home Construction Guidebook

The City of Rochester Hills Building Department has prepared this Guidebook to assist you in the process of building a new home within our City. We recognize that in order for your project to be a success, all parties involved need to work together towards the final goal; a safe, well-built home. We take great pride in being part of your success story and encourage you to keep all lines of communication open from the start to the finish. We want to know how we can help!

Included in this Guidebook is important information to help you understand the Building Permit and construction process, from application to completion. We have included details for areas that have generated confusion or construction delays in the past.

When your Building Permit application is submitted, it will go through a three-step review process:

1. **Grading Review:** This review covers work related to the property, including drainage, sidewalks, driveways, utility locations and connections. We also check for wetlands, steep slopes, watercourses, flood plains and other outside agency permits that may be required.
2. **Zoning Ordinance Review:** This review is performed to verify that your new home will meet the lot coverage, setback, height, and size requirements for your Zoning District. This review will also determine if a Tree Removal Permit or Right-of-Way Tree Permit is required.
3. **Building Plan Review:** This review covers the Michigan Residential Code requirements that apply to your proposed project.

Submitting a complete set of plot plans and construction drawings containing all the necessary information will expedite the plan review process. Details of submittal requirements are included in this Guidebook. The permit applicant will be notified if the information submitted does not meet the City of Rochester Hills Zoning Ordinance, grading requirements or Michigan Residential Code requirements.

This Guidebook is set up to allow you to quickly reference specific areas of interest.

Please Note: This Guidebook is only intended to be a guide and is not all inclusive of the Michigan Residential Code or City Ordinances. For complete details of all requirements, please refer to the Michigan Residential Code. The guidelines in this Guidebook are subject to change without notice.

We hope this Guidebook is helpful and we encourage you to provide us with any suggestions you may have as we continue to work toward improving our permitting process.

Thank you!

The City of Rochester Hills Building Department

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- Address Request Form	
- Residential Request for Water, Sanitary Sewer & Sump Line Charges	
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BEFORE YOU BUILD

New Home Construction

The following should be checked at the beginning of your project. Any of these items can affect the type, location, cost and length of time it takes to build your home.

Permit Process – Please remember to allow time for the Building Permit process. Plan review time varies depending on the Building Department’s work load and the completeness of your submittal.

County or State Roads – If your new home will be located on a County or State Road, a Drive Approach Permit is required from the Oakland County Road Commission (RCOC) or the Michigan Department of Transportation (MDOT), depending on your location. These Permits need to be obtained before a Building Permit can be issued.

Flood Plains – Flood plains are usually associated with lakes, streams, rivers and drainage courses. They are areas designated as “prone to flooding” during times of rain. Building in these areas is strictly regulated. If you are proposing to build a home in a floodplain, it may require a Licensed State of Michigan Engineer’s design and a Floodplain Use Permit prior to your Building Permit approval. Please call Rochester Hills Engineering Services at (248) 656-4640 for more information.

Historic District – If your home will be built in a Historic District, it shall first be approved by the Historic District Commission (HDC). The Planning Department can help you understand the process and explain what you need to provide to seek approval from the HDC. Please call (248) 656-4660 for more information.

Setbacks – The City of Rochester Hills Zoning Ordinance contains minimum dimensions required between your home and the property lines. Please see “Setback Requirements” (page 24). Additional setbacks are required for properties with regulated steep slopes.

Steep Slopes – Conservation practices have been established to prevent disturbance of existing steep slopes to protect public health, safety, and general welfare. Effective protection of steep slopes is regulated by City Ordinance. Please contact the Building Department at (248) 656-4615 for more information.

Sump Line – A storm sewer or other approved drainage system is required for the connection of a sump line. Please contact our Plumbing Inspector at (248) 656-4615 if you have any questions.

Trees – A Tree Removal Permit is required for parcels regulated by the Tree Conservation Ordinance and for trees located in the Public Street Right-of-Way. Please refer to “Tree Requirements” (page 23).

Water and Sewer – You may check to see if City water and sanitary sewer are available by contacting the Department of Public Service at (248) 656-4685. When water and/or sanitary sewer are not available, a well and/or septic complying with Oakland County standards shall be installed. Additional permits and inspections are required from the Oakland County Health Department if you need to install a well or a septic system.

Wetlands – These areas have been determined to be indispensable and are to be protected as a natural resource. They provide numerous beneficial factors including wildlife habitat, water quality, flood controls, pollution reduction, erosion controls, open spaces, recreation areas and aesthetics. If your home will be close to or in regulated wetlands, additional paperwork, including permits, may be required from the City or State of Michigan prior to your Building Permit approval. Please contact the Building Department at (248) 656-4615 for more information.

Deed Restrictions - Your subdivision may have Deed Restrictions that apply. The City of Rochester Hills cannot enforce Deed Restrictions, however, we encourage you to check for any restrictions that may apply to your project.

PHONE DIRECTORY CITY OF ROCHESTER HILLS

Common City of Rochester Hills telephone numbers to refer to as needed during the review, permitting, and building processes.

Office Hours: Monday – Friday (except holidays) 8:00 a.m. – 5:00 p.m.
Please note: Building Department Inspector Hours 8:00 a.m. – 4:30 p.m.

CITY DEPARTMENT:	<u>PHONE</u>	<u>FAX</u>
Accounting	(248) 656-4632	(248) 608-8178
Assessing	(248) 656-4605	(248) 841-2585
Building	(248) 656-4615	(248) 656-4623
Inspection Request Line	(248) 656-4619	
City Clerk	(248) 656-4630	(248) 656-4744
Engineering	(248) 656-4640	(248) 656-4758
Facilities	(248) 656-4658	(248) 656-4670
Fire Prevention	(248) 656-4717	(248) 656-4726
Mayor	(248) 656-4664	(248) 656-4603
Parks, Forestry Division	(248) 656-4673	(248) 841-2576
Planning	(248) 656-4660	(248) 841-2576
Public Service	(248) 656-4685	(248) 656-4758
Water/Sewer Billing	(248) 656-4688	(248) 608-8178

City Website: www.rochesterhills.org

OUTSIDE AGENCIES, PERMITTING AGENCIES:

AT&T (telephone)	1-800-244-4444
Cable:	
Comcast Cablevision.....	1-800-266-2278
Wide Open West.....	1-800-848-2278
Consumers Energy	1-800-477-5050
DTE Energy	1-800-477-4747
Michigan Department of Environmental Quality	1-800-662-9278
Michigan Department of Transportation	(248) 483-5100
Michigan Department of Natural Resources	(734) 953-0241
MISS DIG	1-800-482-7171
Oakland County Customer Service	(248) 858-0720
Oakland County Water Resource Commissioner.....	(248) 858-1105
Oakland County Health Department	(248) 858-1280
Pontiac, City of (Drain Layer License Information)	(248) 857-5670
Road Commission for Oakland County	(248) 858-4804

BUILDING CONSTRUCTION

Important Information

New Home Construction

The Building Construction Section of this Guidebook contains important information to help you understand the process of building a new home in the City of Rochester Hills.

The following information is presented in a start-to-finish sequence to guide you as you progress through your project:

Codes Currently in Effect – A list of the current Codes that will apply to your project.

From Application to Completion – Your general guide through the entire process. These pages provide information on application requirements, permits, inspections and Certificates of Occupancy.

Building Permit Fees – A list of standard fees related to building a new home.

Plan Review Checklist – A guide to help you understand the information that is required on your construction drawings. This information should be given to the person preparing your plans. Please take time to make sure your drawings are complete. Construction drawings that contain all the necessary information and details will help expedite the plan review process.

Inspection Requests – This Section contains details required for requesting an inspection, making sure your job is ready for inspection, the time inspections are done and what the inspection tags mean.

Building and Trade Inspections – Explanation of the standard Building and Trade Inspections required and some of the common items the Inspector checks for during an inspection. This should be used as a guide for Builders, Superintendents and Homeowners to verify the project is ready before calling for an inspection.

Sample Roof Truss Schematic – A sample roof truss layout from a truss manufacturer.

It is very important to include the property address on all documents submitted to the Building Department. The use of lot numbers without addresses may cause a delay in responding to your request.

Please take the time to review this information. It may save you valuable time in building your new home.

CODES CURRENTLY IN EFFECT

City of Rochester Hills

February 8, 2016

Building:

Residential: MRC 2015 (Michigan Residential Code 2015)
Effective February 8, 2016

Plumbing:

Residential: MRC 2015 (Michigan Residential Code 2015)
Effective February 8, 2016

Mechanical:

Residential: MRC 2015 (Michigan Residential Code 2015)
Effective February 8, 2016

Electrical:

Residential: MRC 2015 (Michigan Residential Code 2015)
Effective February 8, 2016

Fire Suppression:

Residential: NFPA 13D (2013)
Effective February 8, 2016

Energy Code:

Residential: MRC 2015 (Michigan Residential Code 2015)
Effective February 8, 2016

Code books can be purchased by going to the Michigan Department of Labor & Economic Growth, Bureau of Construction Codes & Fire Safety, Lansing MI 48909, or their website at: www.michigan.gov/bcc - Codes and Standards.

The codes noted above are adopted by the City of Rochester Hills Codified Ordinance Section 18-41 and 18-136.

FROM APPLICATION TO COMPLETION

New Home Construction

A General Guide Through the Entire Process

1. Information required for a Building Permit application.

The following shall be submitted with the application. Please note that all forms need to be filled out completely.

- A. **Building Permit Application** *- The Applicant's signature is required.
- B. **Application Fee \$250.00** – Please see “Building Permit Fees” – page 7.
- C. **Plot Plan – Three Sets Signed and Sealed** – Please see “Plot Plan Requirements” – pages 28-30.
- D. **Construction Drawings – Two Complete Sets** – Including braced wall design information – Please see “Plan Review Checklist” – pages 8-10.
- E. **Roof Truss Layout – Two Complete Sets** – Please see sample drawing – page 20.
- F. **Energy Worksheet for New Single-family Residential Buildings** *- indicating which method of energy compliance will be used, along with supporting documents.
- G. **Address Request Form** *
- H. **Residential Request for Water, Sanitary Sewer and Sump Line Charges** *
- I. **Soil Erosion Control Permit or an Exemption Letter** from the Oakland County Water Resource Commissioner is required for all new home permits.
- J. **General Liability Insurance** – When you are building in a subdivision that has sidewalks, a copy of your general liability insurance shall be submitted and accepted before the Building Permit can be issued. Please contact the Building Department at (248) 656-4615 for insurance and certificate requirements.

Per State of Michigan Law, Owners may submit a permit application for work on property that is, or will be, on completion, their place of residence.

Please note: Any contractor, hired by the Owner for a contract price of \$600.00 or more, shall be licensed in accordance with the State of Michigan Residential Builders Laws.

*Forms are available online at www.rochesterhills.org or at the Building Department counter.

2. Registration of Builders License

- Builders shall be registered with the City of Rochester Hills to be able to submit a Building Permit application.
- All registrations expire on May 31st.
- Builders not currently registered can register at the time of application by providing the following information:
 - The original or a copy of your Builder's License.
 - A copy of the license holder's Driver's License, if not present in person. This will be returned to the Applicant.
 - A registration fee of \$30.00 through the expiration date of license.
 - A completed Contractor Registration Form with an original signature by the license holder.
 - The Form shall be notarized (if not presented to the Building Department by license holder).

A Contractor Registration form is available online at www.rochesterhills.org or at the Building Department Service counter.

3. Plans Reviewed and Approved

- Building and plot plans are reviewed for compliance with the Michigan Residential Code and City Ordinances.
- Plans are reviewed in the order they are received based on the application date. Plan review time varies depending on the Building Department's work load.
- Plans and construction documents that contain all the necessary information and details will help speed up the review process.
- The Permit Applicant will be notified if the information provided does not meet the City of Rochester Hills Zoning Ordinance, grading requirements, or Michigan Building Code requirements, or if any other information is required.

4. Permit Ready

- The Permit Applicant will be called when the Building Permit is ready to be picked up.
- Building Permit fees are due at the time of the Permit issuance. Permit fees can be paid by cash, credit card (excluding VISA), debit card or check.
- The Building Permit shall be secured within 6 months of the application date or the application will be canceled.
- Issued Permits that have no activity for more than 6 months will be canceled.

5. Additional Fees – Water, Sanitary Sewer & Sump Line

- Water, sanitary sewer and sump line fees can be paid to the Department of Public Services (DPS) when you pick up your Building Permit. These fees shall be paid prior to Water and Sanitary Sewer Open Trench Inspection Permits being issued. (Please see page 32)

6. Trade Permits – Plumbing, Mechanical & Electrical

- These types of Permits are required and can be applied for and obtained **after** the Building Permit has been issued.
- All items to be installed shall be listed on the appropriate Permits.
- Items not listed can be added to the appropriate Permits prior to the Final Inspection.
- Please note: A Certificate of Occupancy cannot be issued until all fees have been paid.

Forms and fee schedules are available at the Building Department Service counter or online at www.rochesterhills.org

7. Additional Permits – Water and Sanitary Sewer Open Trench

- Contractors that are registered with the Department of Public Service (DPS) may obtain Water and Sanitary Sewer Open Trench Inspection Permits (\$70.00 each). A list of currently registered contractors is available by contacting DPS at (248) 656-4685. Contractors wishing to register shall meet the "Contractor Registration Requirements" (Please see page 33). A Homeowner's permit is also available from DPS.

When the Building Permit has been obtained, construction may begin. Trade permits may be secured after the Building Permit has been issued. Revisions to the building or grade after issuance of the Building Permit will require re-submittal of revised plans, approval from the Building Department, and the payment of any additional review and Permit fees.

- The following items shall be installed and maintained throughout the construction process:
 - The Street Address and lot number shall be posted and clearly visible from the street.
 - The Street shall be kept clean at all times.
 - Temporary soil erosion control shall be in place and maintained.
 - All construction materials and debris shall be contained on the property.
 - Tree protection (if required) shall be in place and maintained.

8. Water Taps

- When your Water and Sewer Open Trench Inspections have been approved, your home will automatically be scheduled for a water tap. The time it takes to get a water tap varies, based on the Department of Public Services' work load, weather conditions, etc. The work area where the water tap is to be installed shall be clear of all construction materials, debris, and equipment.

9. Inspections – Please refer to pages 12-19 for details regarding Inspections.

- Water & Sanitary Sewer Open-Trench
- Open Rail
- Backfill
- Footings
- Pre-Masonry
- Rough Plumbing
- Rough Mechanical
- Rough Electrical
- Rough Fireplace – Both Masonry Fireplaces and Pre-fab Fireplaces
- Rough Building
- Energy Code Compliance / Insulation
- Basement Stone
- Garage Sand
- Sump Line
- Sidewalks and Drive Approaches

10. Water Meter Installations

- You may schedule a water meter installation by calling the Department of Public Service at (248) 656-4685.
- Scheduling varies depending on workload. Please allow time for your scheduling.

11. Final Inspections – Please refer to pages 12-19 for details regarding Inspections.

- Final Plumbing
- Final Mechanical
- Final Electrical
- Final Fireplace – Both Masonry Fireplaces and Pre-fab Fireplaces
- Final Building and Final Masonry
- Final Grade
- Final Tree – Contact the Planning Department at (248) 656-4660

12. Project Close Outs

- All special bills shall be paid, including:
 - Street cleaning
 - Tap repair
 - Debris removal
 - Any other fees or bills due

13. Certificates of Occupancy (C of O)

- A Certificate of Occupancy (C of O) is required before a new home can be used or occupied.
- A C of O can be requested by calling the Building Department at (248) 656-4615.
- All inspections shall be completed and approved before a C of O is requested.
- Please allow time for processing a C of O. State Law allows 5 business days from the time the request is received to the issuance of a C of O. Our normal processing time is 24 hours.

14. Temporary Certificates of Occupancy (TCO)

- A TCO is required before the new home can be used or occupied and is issued **only** when a Certificate of Occupancy cannot be issued as determined by the Building Department.
- A TCO can be requested by calling the Building Department at (248) 656-4615.
- A TCO is issued for a limited length of time for uncompleted grading issues **only**, when, in the opinion of the Building Official, weather conditions prevent the work from being completed.
- There is a fee of \$250.00 for each request for a TCO or for an extension.
- All outstanding items shall be completed and approved by the expiration date indicated on the TCO.
- Proper drainage away from the building is required.
- Temporary soil erosion control shall be installed. Please see the Temporary Erosion Control section of "Building Inspections" on page 19 for details.
- Two off-street parking spaces usable in all weather conditions are required on site before a TCO can be issued.

This itemized list is provided as a guide to help you understand the process for building a new home in the City of Rochester Hills. It covers the most common types of projects. If your new home is beyond the scope of this Guidebook, it may require additional information, Inspections or Permits. Please call the Building Department at (248) 656-4615 if you have any questions on how to apply this Guidebook to your specific project.

BUILDING PERMIT FEES

New Home (Effective 12/09/19)

1. **Application Fee** \$250.00
 - Non-refundable
 - Due when permit application is submitted

2. **Building Permit Fee**
 - Based on the construction value of the project, excluding site work
 - \$10,001.00 and over \$283.00
 - Plus \$7.00 for each additional \$1,000.00 or part over \$10,001.00

3. **Zoning Review Fee**..... \$85.00

4. **Building Plan Review Fee**
 - \$1.62 per \$1,000.00 of project value, minimum fee \$85.00

5. **Certificate of Occupancy** No Fee
 - Temporary Certificate of Occupancy (for each request or extension) \$250.00

6. **Registration Fees for Residential Builder Licenses** (until end of license).....\$30.00
7. **Re-inspection Fee** \$85.00

8. **Grading Plot Plan Review and Inspection Fees:**
 - With master grading and drainage plan \$280.00
 - Without master grading and drainage plan \$300.00
 - Additional fee for each review after the second review\$85.00
 - Approach Permit \$170.00
 - Sidewalk Inspection Fee \$102.00

9. **Water, Sewer and Sump Line Fees** – Please see “Department of Public Service Fees” page 32.

10. **Tree Removal Permit Fees** – Please see “Tree Requirements” page 23.

The Plumbing, Mechanical and Electrical Fee Schedules are available at the Building Department counter or online at www.rochesterhills.org.

PLAN REVIEW CHECKLIST

New Home Construction

This list is provided as a guide to help you understand what information is required on your new home construction drawings. Please share this information with the person preparing your plans for their use.

New Home construction documents submitted for plan review shall contain the following information:

1. **Two complete sets of construction drawings** meeting the following requirements.
 - Drawn to scale in a draftsman-like manner, scale not less than 1/8" = 1'0".
 - Drawing shall be clear, readable and understandable.
 - Drawing sets shall consist of a single sheet size no larger than 24" x 36".
- Drawings for homes with over 3,500 square feet of habitable space shall include complete construction and plumbing plans. All plans for these sizes of homes shall have the original signature, seal and date of a State of Michigan licensed Architect or Engineer.
- Electrical plans are required when the electrical system rating exceeds 400 amps.
- Mechanical (HVAC) plans are required for **all** new homes, regardless of the size. Mechanical (HVAC) plans shall include the following information:
 - Equipment sizing and efficiencies.
 - An indication that all ducts shall be sealed.
 - An indication showing R-values for duct insulation and methods of installation.
 - Manual J calculation.
- Detailed Electrical, Plumbing and Mechanical requirements are available from the Building Department upon request.
2. **Two complete copies of the Michigan Residential Code Energy Worksheet for New Single-family Residential Buildings** (available online or at the Building Department counter), along with all supporting documents, signed and dated by the Builder.
3. **Two complete sets of pre-engineered roof truss schematics** (if applicable) with the following information:
 - The location of all bearing walls and point loads for both interior and exterior walls.
 - The location, direction, span and spacing of all trusses including girder trusses (if trusses are being used). Please see "Sample Roof Truss Schematic" - page 20. Please note – These schematics may be provided to the Building Inspector during the Rough Frame inspection – see page 15.
4. **Three sets of plot plans** that match your construction drawings.
5. **A Foundation Plan** that contains the following information:
 - Footing and column pad sizes with all layout dimensions.
 - Sizes and spacing of beams and columns.
 - First floor joist direction, size, spacing and span.
 - Size of support for all bearing walls and point loads from above.
 - Framing details at stair and fireplace openings.
 - Basement floor thickness, type of vapor barrier and a 4-inch sand or gravel base shall be indicated.
 - Basement wall types and thickness, and reinforcing steel sizes and spacing (if applicable).
 - Location and sizes of all emergency egress windows and window wells or doors leading directly to the exterior.
 - Sizes and types of sill plates and size, type, and spacing of anchorage shall be indicated.
 - Energy requirements, if applicable to the foundation. Provide a completed Michigan Residential Code Energy Worksheet and submit supporting documentation.
 - Wall bracing anchor requirements, if applicable (other than typical foundation anchors).

6. **Provide 1st & 2nd Floor Plans** (as applicable) that contain the following information:
 - Full dimensions and use of all rooms.
 - Ceiling height of all rooms.
 - 2nd floor joist direction, size, spacing and span.
 - Roof framing direction, size, spacing and span.
 - Sizes and locations of all support for bearing walls and concentrated loads.
 - Sizes of all doors and windows. Please note on the drawings any second floor windows greater than 72" above grade & less than 24" above the finished floor.
 - Sizes and types of all headers indicated for every opening.
 - Operable emergency egress windows or exterior doors in all sleeping rooms.
 - Details of the separation required between the attached garage and home.
 - Locations of all smoke and carbon monoxide alarms on every floor.

7. **Provide a Roof Framing Plan** (if applicable) indicating the location, direction, size, spacing and span of all roof and ceiling framing members. Indicate support for all bearing walls and concentrated loads from ends of hip and valley rafters, ceiling joists, rafters, trusses and girder trusses. Indicate the roof pitch for all portions of the roof.

8. **Provide Building or Wall Sections** showing the following information: (Depending on the complexity of your project, more sections or details may be required.)
 - Footing and basement wall sizes, type and height, and any required reinforcing.
 - Basement wall waterproofing/damp-proofing and drain tile with stone.
 - 1st and 2nd floor ceiling heights.
 - Location of finish grade.
 - All basement egress windows or doors.
 - Insulation types and R-values being used.

9. **Provide Wall Construction Details** including the following information:
 - Interior finishes.
 - Type of exterior sheathing.
 - Anchor bolt size and spacing.
 - Type and thickness of subfloor.
 - Size and spacing of wall studs.
 - Insulation with R values for all areas per the Michigan Residential Code Energy Worksheet for Single-family Residential Buildings.
 - Truss & rafter connectors to plates.
 - Roof construction details with thickness and type of sheathing, felt paper, snow and ice shield, and type of roof covering. Include type and amount of attic ventilation.
 - Brick veneer (if applicable):
 - Base course flashing.
 - Weather-resistant membranes.
 - Lintels and flashing.
 - Brick wall ties and flashing.
 - Weep holes (33 inches on center maximum)
 - Provide details for all walls over 10 feet in height and any walk-out walls. These walls shall be designed to resist wind load and support all other imposed loads.
Please note: Details may be required to be signed and sealed by a Structural Engineer as determined by the Plan Reviewer.

10. **Provide Crawl Space Details (if applicable)** including the following:
 - Ventilation indicated within 3 feet of each corner.
 - A minimum 18" x 24" access if in the floor, a 16" x 24" access if in a foundation wall.
 - Clearance between ground and floor joists – at least 18 inches required for untreated wood.
 - Clearance between ground and wood beams – at least 12 inches required for untreated wood.

11. **Provide Stair Details** with all tread, riser, guardrail and handrail sizes, heights, spacing, and materials indicated. Indicate headroom height.
12. **Provide Building Elevations** – Front, sides and rear.
 - Elevations shall be provided that include the location of proposed grades and clearly indicate all emergency egress windows.
13. **Provide Braced Wall Details** – For each floor
 - Details shall clearly indicate the type, size and location of all braced walls, braced wall lines and all related dimensions.
 - Details shall be provided for all portal frame openings, including garage door openings.
 - References shall be provided showing Michigan Residential Code requirements for each braced wall line vs. what is proposed for each braced wall.
 - Any special requirements, including tie-downs, strapping, etc., shall be clearly indicated.

Please note: This is not an all-inclusive list. Depending on the type and complexity of your project, more details or engineering by a State Licensed Architect or Engineer may be required.

INSPECTION REQUESTS

New Home Construction



The Building Department offers three convenient methods to allow you to request inspections:

- **24-hour Inspection Request Line** – An Inspection may be requested by calling our Inspection Request Line at (248) 656-4619 and providing the following information:
 - **The Street Address of the job site.**
 - **The Permit Number.**
 - **The type of Inspection you are requesting.**
- **Please Note:** This 24-hour Inspection Request Line is for Building Department Inspection Requests only.
- **Online Inspection Requests** – Inspections may also be requested by visiting the Building Department’s website at www.rochesterhills.org. At the bottom of the page, click on “Permits & Property Data Look up”. Register with BSAonline and call us at 248-656-4615 to link your username. Once linked, you will be able to schedule your inspections online.
- **QR Code Inspection Scheduling**– Scanning the QR Code at the top of this page will gain you direct access to the same Online Inspection Request Form as mentioned above. You will find the QR Code for scheduling inspections on many of our Building Department documents for your convenience.

Inspections scheduled before 3:00 p.m. that have been verified by the Building Department Staff will be scheduled for the next business day between 9:00 a.m. and 4:00 p.m. Inspections may be done earlier or later depending on the Inspector’s workload. Inspections will be done Monday through Friday. Inspections may be available outside the normal business hours by special arrangement. Additional fees for “After Hours” inspections shall be paid in advance of the inspection.

A request to cancel an Inspection needs to be called in to the Building Department at (248) 656-4615 before 9:00 a.m. on the day of the requested Inspection.

Please make sure your project is ready for your inspection. If your project is not ready for an inspection, the inspection will not be done and an \$85.00 re-inspection fee may be charged. The following items shall be completed or in place at the time of the inspection:

- Safe access to the job site and throughout the area to be inspected.
- Approved plans and truss drawings on site.
- The job ready for inspection.
- The Street address and lot number posted and visible from the street.
- Temporary soil erosion control properly installed.
- The street kept clean.
- All construction materials and debris contained on the project property.
- Any required tree protection properly installed and maintained.

Inspection results will be left on site after each inspection has been completed.

Green Tag	Your Inspection has been approved.
Inspector’s Report	Your Inspection has not been approved. The Report will contain a list of items that need to be addressed before calling for a re-inspection. An \$85.00 re-inspection fee will be charged for any items not corrected at the time of the second inspection. Inspections shall be approved before proceeding with the next phase of your construction project.

It is your responsibility as the permit holder to check the job site for the inspection results. Please read the information on all Inspection Reports. If you have any questions regarding this information, call (248) 656-4615 between 8:00 a.m. and 9:00 a.m. and ask to speak with the Inspector that wrote the Inspector’s Report.

BUILDING AND TRADE INSPECTIONS

New Home Construction

This list is intended to help you understand the standard inspections and some of the common items the Inspectors look for during an inspection. This is not intended to be an all-inclusive list. Additional inspections may be required depending on the type and complexity of your project.

A safe access shall be provided to the inspection site and through all areas to be inspected.

Water & Sanitary Sewer Open-Trench Inspections – Prior to covering any pipes.

- Requested by calling Department of Public Service at (248) 656-4685.
- Proper type of pipe and fittings will be verified.
- Proper depth, location and installation of pipe will be verified.
- A list of details and requirements is available from the Department of Public Service.

Open Rail Inspections – After the rails are formed for spread footings. This is done to verify:

- Footing sizes.
- That the footings match the approved plot plan.
- That the footings are being placed on solid undisturbed virgin soil.
- That any required reinforcing steel (rebar) is in place.
- Special footings that may require additional inspections prior to pouring are being inspected.
- Any walkout type footings in the basement are properly installed.
- That ground conditions indicate proper soil.
- That any engineered foundation system is being properly installed.
- That any engineered pile foundation system is being properly installed.
- That tree protection is being maintained as required.
- Electrical bonding is in place.

Backfill Inspections – These occur before backfilling, and after drain tile, stone and waterproofing or damp-proofing have been completed.

Note: A preliminary “As-Built” plot plan needs to be submitted and approved by the Building Department prior to backfilling and the start of any construction framing. If brick is not being installed on the home, the tar-line height shall be indicated on your construction drawings.

The inspection will verify:

- Proper installation of lead walls with footings to the edge of the excavation.
- 6 inches of stone cover required on drain tile has been installed.
- Foundation anchors have been properly installed.
- Damp-proofing applied from the footings to the proposed grade has been installed.
- Window wells or door openings for the basement are installed per approved plans.

Footing Inspections – Usually for garage and porch trench footings, these inspections verify:

- That footings rest on solid undisturbed soil.
- That footings are 42 inches below grade – minimum.
- That forming may be required to provide protection of footing due to ground conditions.
- That footings are installed in accordance with the approved plans.
- That footing locations and dimensions match the approved construction drawings and plot plan.

Basement Steel Inspections – This is done to verify required reinforcing steel (rebar) is in place, is of the proper size, and is spaced as required by the Michigan Residential Code or an engineered design.

Underground Plumbing Inspections – These inspections are performed after all underground plumbing is installed and verify:

- The type and size of piping being used.
- The slope of pipe – 1/8 inch per foot minimum.
- That stone has been installed around the perforated pipe.
- That traps have been installed at all floor drains.
- That no broken or reclaimed concrete has been placed in contact with any pipe.

Concealed Gas Piping Inspections – These inspections are performed after gas piping that will be concealed is installed and fire-stopped with the proper material. The inspection will verify:

- Gas piping has been properly installed and no leaks exist (as witnessed by a gas pressure test).

Rough Plumbing Inspections – These inspections are performed after bath tubs, showers and all piping to be concealed in walls, floors and attics are installed and fire-stopped with proper material. The inspection will verify:

- The type and size of piping being used.
- That all water, sanitary and vent piping has been properly installed.
- That fire-stopping of all tubs, showers and piping per Michigan Residential Code requirements has been installed.
- Pressure testing for concealed piping, depending on job conditions, as determined by the Inspector.
- Venting methods for each fixture are those allowed for the types of fixtures connected.

Rough Mechanical Inspections – These inspections are performed after all concealed gas piping, duct work, return air, chimneys and electrical wiring are installed and fire-stopped with proper material. Approved Mechanical plans with Manual J calculations shall be on site for all Mechanical inspections. The inspection will verify:

- Proper clearance required between chimneys and combustible materials is maintained.
- Bath fan ducts have been installed and terminate to the outside at an approved location and at least 3 feet from any building opening (door, window, etc.).
- Complete framing and fire-stopping at all chimneys, chimney chases, return air and piping has been properly installed.
- That second floor registers have been covered.
- That floor registers in bathrooms, laundries and kitchen are one (1) inch above the finish floor.
- That floor registers located in bathrooms are located a minimum of 3' from the water closet.
- That all ductwork has been sealed.
- That any exterior ductwork has been properly insulated and dampered.
- That information showing types, BTU ratings, and efficiencies of all furnaces has been provided and match the approved Mechanical plans.
- That info showing SEER ratings of all AC units has been provided and match the approved Mechanical plans.
- Any ductwork within the thermal envelope assembly and any ductwork outside the thermal envelope shall be leak tested in accordance with the Michigan Residential Code Energy requirements.

Rough Electrical Inspections – These inspections are performed after all wires, boxes and recessed fixtures are installed with grounds and neutrals tied together and all wire holes are fire stopped as required by the Michigan Residential Code. The inspection will verify:

- That wires extend a minimum of 6 inches out from all boxes.
- That all wires are secured as required by the Michigan Residential Code
- That smoke alarms are properly wired and interconnected with 3-wire cable.
- That carbon monoxide alarms are properly located.
- That all wire holes have been fire-stopped with proper material where required by Code.
- That vertical wires are not installed in return air areas.
- That any recessed fixtures installed in insulated ceilings are the proper type fixtures and have been installed per the Michigan Residential Code Energy requirements.
- That all switches, plugs and covers are not installed prior to the rough inspection.

Rough Fireplace

- **Masonry Fireplace Inspections** – These inspections are performed after the damper is installed and the smoke chamber is in place with the first flue set. The inspection will verify:
 - That concealed gas piping has been pressure tested prior to covering.
 - The type of mortar used in the fire box, hearth and smoke chamber construction meets Code requirements.
 - The size and location of the exterior air intake.
 - That a minimum 2-inch clearance from combustibles has been maintained from the first floor through the roof construction.
 - The size and construction of the hearth extension.
 - The flue size.
 - The location and construction of the fire damper and the smoke shelf.
 - The size of mortar joints in the fire box.

- **Pre-Fab Fireplace Inspections (A Mechanical Permit is required)** – These inspections are performed after the fireplace, chimney, and hearth extension protection has been installed as required by manufacturer. The inspection will verify:
 - That everything has been installed per the manufacturer's requirements. Installation instructions need to be on site for this type of inspection.
 - That clearance between the chimney and any combustible material is being maintained per the manufacturer's requirements.
 - That the framing and fire-stopping at fireplace and chimney chase is complete.
 - That any concealed gas piping has been properly installed and pressure tested and fireblocked at floor penetrations.
 - That a proper hearth extension and protection per the manufacturer has been installed.

Pre-Masonry Inspections – These inspections verify:

- That the weather resistant building wrap has been installed properly with proper overlaps.
- That all joints and utility penetrations have been protected with the proper material.
- That a proper base course flashing material has been used and installed.
- That all door and window flashings have been properly installed.
- That all foundation anchorage has been properly installed.
- That wall bracing requirements have been met.

Rough Building Inspections – These inspections are performed after all rough plumbing, mechanical, electrical and fireplace inspections have been approved. (Approved plans and truss drawings need to be on site for these inspections.)

Floor Framing – These inspections will verify:

- The approved floor joists spans have been maintained.
- That floor trusses (if used) have not been damaged or modified in any way.
- That proper joist hangers have been installed and are properly nailed.
- That floor joists have not been improperly notched or bored.
- That all structural members have proper bearing.
- That there is proper support under all header studs.
- That there is proper support under all heat, cold air and plumbing cut outs.
- That there is proper support under all bearing walls.
- That the stairway will be a minimum 36-inch wide when all the walls are finished.
- That the stair risers are equal and have a maximum rise of 8-1/4 inches.
- That all stair treads are equal and have a minimum 9-inch depth.
- That all stair winders (if applicable) meet tread width and depth as outlined in the Michigan Residential Code.
- That proper headroom is provided in the stairway, 6'-8" minimum (measured from the nosing of the tread)
- That the approved sill plates have been installed at the perimeter of the foundation, and have been properly attached with foundation anchors.
- That a minimum 18" x 24" crawl space access (if applicable) has been installed in the floor, or a 16" x 24" crawl space access has been installed in the foundation.

- That crawl space ventilation has been installed within three feet of all corners.
- That the engineered floor system (if applicable) has been properly laid out per the engineering.
- The steel beam sizing and column spacing and sizes of column footings. Proper bearing and connections will also be verified.

Wall Framing – These inspections will verify:

- Proper support under all beams and girders.
- Proper support under all girder trusses (if applicable).
- That studs have been doubled under any cut plates under joists.
- That the garage door header has proper support and any required straps or hold-downs have been secured to the framing.
- That treated plates have been installed where in contact with concrete.
- That any joints in top plates are staggered at least 24”.
- That bottom plates have been properly nailed.
- That solid shims have been installed as necessary under any header bearing point.
- That all narrow wall bracing has been installed per Michigan Residential Code requirements.
- That studs have not been improperly notched or bored.
- That all proper wall bracing (exterior and interior walls) has been installed where required.
- That any damaged sheathing (holes) has been repaired.
- That the sheathing, if part of the brace wall design, covers the bond joist.
- That all holes thru plates (from wiring, plumbing, HVAC, etc.) have been properly fire blocked.
- That the chimney chase has been properly fire blocked.
- That all bathtubs and shower pans have been fire blocked completely and are properly insulated.
- That all dead spaces have been properly fire blocked.
- That all furred walls have been properly fire blocked.
- That all windows have been correctly installed and none are missing.
- That all required safety glass has been installed with readable labeling.
- That fire blocking has been installed in walls at 10’ intervals both horizontally and vertically.
- That all bedroom egress windows meet the size requirements of the Michigan Residential Code.
- That all studs at wall intersections have been properly nailed.
- That all wall sheathing has been properly nailed.
- That the exterior house wrap has been installed properly.
- That the opening of any operable window is at least 24” above the finished floor if the window opening is more than 72” above the finished grade or surface below.
- That air barriers have been installed per the Michigan Residential Code energy requirements.

Roof Framing – These inspections verify:

- That roof trusses have not been altered or damaged during installation (if applicable).
- That all trusses bear at the design bearing points.
- That properly sized truss hangers have been installed at all girder truss connections.
- That rafters (if used) have not been over spanned.
- That ceiling joists (if used) have not been over spanned.
- That any porch roofs have been properly supported.
- That any bay roof framing has been completed and is weatherproof.
- That the ridge board is not undersized.
- That collar ties and rafter ties have been provided.
- That trusses have been properly braced per manufacturer’s requirements and as noted on truss the drawings.
- That roof/ceiling framing members have not been improperly notched or bored.
- That shingles have been installed and nailed properly.
- That the roof sheathing is not over spanned.
- That a 22” x30” attic access has been installed with sturdy sides built up high enough to hold in required depth of blown in attic insulation.
- That all bath fan vents have been connected to their exhaust ductwork.
- That proper roof venting has been provided.
- That all framing hangers have been sized, installed, and nailed correctly.

- That truss drawings have been provided on site.
- That required blocking between trusses or rafters for proper wall bracing has been installed.
- That any valley board that lays on roof framing has been properly sized.
- That there is adequate support at all cut ends of rafters.
- That all truss and rafter wall connectors have been properly installed.
- That multi-ply girders are properly attached together per the truss drawings.

Energy Inspections – These inspections occur after all insulation has been installed. The inspection will verify:

- That insulation has been completed as required by your selected method of energy compliance per the submitted Michigan Residential Code Energy Worksheet for Single-Family Residential Buildings.
- That blown-in attic insulation (if applicable) can be checked at the Final Building Inspection.
- That insulation baffles have been installed for proper attic ventilation.
- That paper facing has been removed within 6 inches of all recessed lighting fixtures.
- That paper facing on insulation will be in substantial contact with wall, ceiling or floor coverings.
- That all doors and windows are labeled showing required U Factors.
- That the house wrap has been installed per manufacturer's installation instructions.

Basement Stone Inspections – These inspections occur after all underground plumbing has been inspected and approved and the floor is ready to pour. This inspection will verify:

- That a 4-inch sand or gravel base with a 6mil vapor barrier has been installed.
- That all foundation and basement walls are free from cracks.
- That the finish floor height matches the approved plot plan.
- The location of columns and column footings are per the approved plan.
- That the columns are installed properly.

Garage Sand Inspections – These inspections occur after all forms are set, the base is compacted and all required reinforcement is installed. This inspection will verify that:

- A 4-inch sand or gravel base has been installed.
- That any forms required are installed and finish floor height is indicated on the walls.
- That the formwork at the overhead door extends down to top of the footing.
- That reinforcement is installed over the excavated area (by the house typically).
- That the brick ledge and footing have been cleaned off.
- All untreated wood is protected.
- That the floor will slope toward the overhead door.

Sump Line Inspections – These inspections occur after the sump line is installed and connected to the storm lead. An inspection can be requested by calling the Department of Public Service at (248) 656-4685. The inspection will verify:

- That the installation has been approved before you can request a water meter installation.
- That the inspection takes place prior to any piping being covered.
- The type and slope of piping.
- The connection to the existing storm lead will be checked.

Sidewalk and Drive Approach Inspections – These inspections occur prior to concrete installation. The inspection will verify:

- That a 4-inch sand or gravel base has been installed and all forms are properly placed.
- The width and location will be checked according to the approved plot plan.
- That structures in or adjacent to the concrete are properly adjusted to match the finished elevation.

Sidewalks

- The cross slope will be checked. A 2% slope is required.
- That there is a 4-inch minimum thickness.
- That there is a 2-foot clearance from fixed objects (hydrant, utility pedestal, retaining wall, etc).
- That the sidewalk extends to the property lines and matches existing sidewalks.
- The slope for any crosswalks is a minimum 2% and a maximum 5% per sidewalk spec. sheet.
- That side yard drainage is not blocked.
- That detectable warnings are installed at all crosswalk ramps per Engineering Department requirements.

Drive Approach Inspections – This inspection will verify:

- The slope of the approach is a minimum 2% and maximum 10%.
- That the approach will have a 6-inch minimum thickness (including sidewalk at drive).
- That a 5-foot clearance between the drive and any hydrant is maintained.

Final Plumbing Inspections – These inspections take place after the water meter and all fixtures are installed and operational. This inspection will verify:

- That there is hot water to all fixtures.
- That all items installed have been listed on the Plumbing Permit. If additional items were installed they need to be added to the Plumbing Permit before final approval can be given by the Inspector.

Final Mechanical Inspections – These inspections take place after all gas piping, furnace, duct work and return air is installed and operational. **Approved Mechanical Plans shall be on site for all inspections.** This inspection will verify:

- That the furnace manufacturer's installation instructions are on site.
- That all ductwork has been sealed and air tested as necessary.
- That dampers have been installed for all intake and exhaust openings.
- That all items installed have been listed on the Mechanical Permit. If additional items were installed they need to be added to the Mechanical Permit before final approval can be given by the Inspector.

Final Electrical Inspections – These inspections take place after all electrical equipment, switches, plugs, covers and fixtures are installed and operational. This inspection will verify:

- That the electrical panel has been properly labeled indicating all circuits.
- That smoke alarms and carbon monoxide alarms are installed and operational.
- That light bulbs have been installed in all fixtures.
- That all items installed have been listed on the Electrical Permit. If additional items were installed they need to be added to the Electrical Permit before final approval can be given by the Inspector.

Final Fireplace Inspections

- **Masonry Fireplace** – These inspections take place during the final Building Inspection. These inspections will verify:
 - That the fireplace and hearth are completed.
 - That proper clearance between the fireplace opening and any combustible materials has been maintained.
- **Pre-fab Fireplace** – These inspections take place after the fireplace surround and hearth extension have been installed as required by manufacturer. The inspection will verify:
 - That the manufacturer's installation instructions are on site.
 - That clearances between the fireplace surround and the fireplace meet the manufacturer's requirements.

Final Building Inspections – These inspections take place after final plumbing, mechanical, electrical, and fireplace inspections have been inspected and approved. This inspection will verify:

- That smoke alarms are interconnected and working properly.
- That carbon monoxide alarms are installed and working properly.
- That there is proper and equal height stair risers and tread widths on all stairs.
- That exterior painting and caulking has been completed.
- That proper drainage away from the building has been provided.
- That there is complete fire separation between the home and the garage.
- That all handrails have been terminated properly and meet the graspability requirements of the Code.
- That there is a properly installed address on the building.
- That there is at least 6 inches between the final grade and any untreated wood.
- That guardrails have been installed at all raised floor surfaces and open sided stairs located more than 30 inches above the floor or grade below.
- That all intermediate rails or ornamental closures in guardrails do not allow passage of an object 4 inches or more in diameter, or 4-3/8” in diameter for guardrails at stairways.
- That any doors leading to a deck or stairs that are not in place have been secured shut and are not openable.
- That all weep holes and flashing are visible where required by Michigan Residential Code.
- That all windows in bedrooms and basement areas meet emergency egress requirements.
- That the opening of operable windows is at least 24” above the finished floor if the window opening is more than 72” above the finished grade or surface below.
- That safety glazing properly identified and installed in all hazardous locations.
- All energy compliance items have been completed, including energy information installed by label.
- That the Insulator's Certificate has been provided for all blown insulation.
- That the results of the Blower Door Test have been provided.

Final Grade Inspections

An As-Built plot plan, signed and sealed by a Licensed Surveyor or Engineer showing what was actually constructed at your site, including all sidewalks, driveways, and grading elevations, shall be submitted and approved by the Building Department prior to a Final Grade Inspection request.

Permanent Erosion Control Inspections – These inspections verify:

- That all permanent erosion controls have been installed and are being maintained as required by Ordinance.
- That sod or grass seed at least 50% germinated is installed in the areas noted below:
 - The Right-of-Way, from the edge of the road to private property (typically 16.5 ft.).
 - All ditches.
 - The house side of any bike path or sidewalk.
 - At all slopes greater than 1 foot in 5 feet.
 - 10 feet around catch basins and storm manholes.
 - Any other areas prone to erosion as determined by the Inspector.
- The lot and the adjacent properties are free of debris.
- That the As-Built plot plan has been submitted and approved by the Building Department.

Please note – You will need to locate and expose:

- Any gatewell manholes.
- All fire hydrants.
- Any D-Boxes.
- The water stop box.
- All sanitary manholes.
- All storm manholes and catch basins.

Items to be Installed per the Approved Plot Plan

- Any ditches.
- All culverts.
- The drive apron and drive material.
- The sump pump discharge.
- Any right side yard swales.
- Any rear yard swales.
- Any left side yard swales.
- All required lot grading.
- Tree protection. (Contact the Planning Department at (248) 656-4660 for final approval).
- All sidewalks.

A grade inspection for a Temporary Certificate of Occupancy may be done prior to submitting an As-Built plot plan and grading completion if, in the opinion of the Building Official, weather conditions prevent the work from being completed.

Temporary Erosion Control shall be installed and approved by the Building Inspector. Soil erosion fabric or silt fencing shall be installed at the following locations:

- The Right-of-Way.
- All ditches.
- The home side of the bike path or sidewalk.
- 10 feet around catch basins and storm manholes.
- Any other areas prone to erosion as determined by the Inspector.

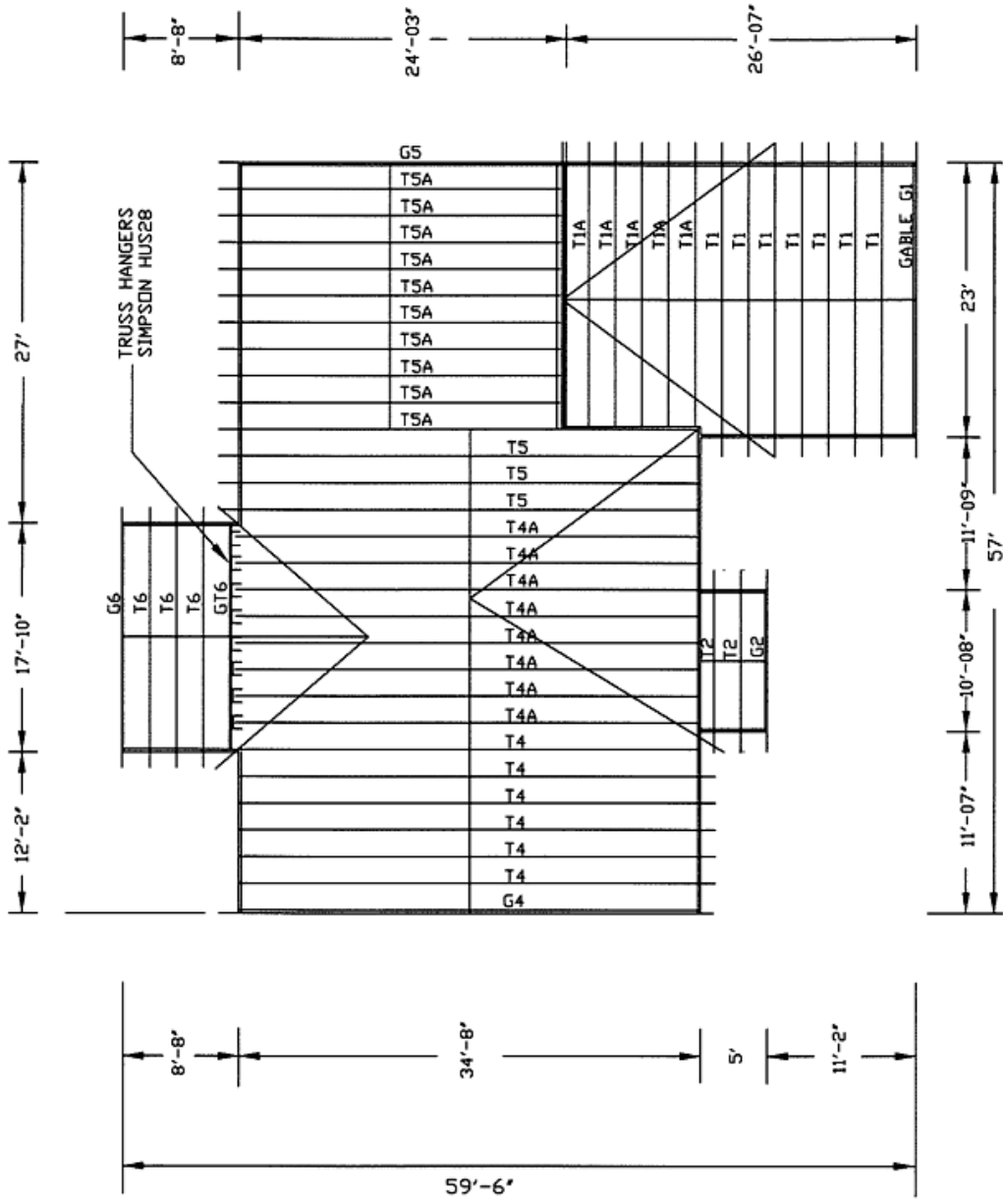
NOTE: All wetland, floodplain, and steep slope requirements must be completed and approved by the proper agencies prior to Final Grade approval.

XYZ BUILDERS
 LOT 13
 XXXX STREET
 ROCHESTER HILLS, MI.

ROOF TRUSS NOTES
 TRUSS SPACING: 24" O.C.
 LOADING: 47 PSF
 TOP DL = 30
 BOT DL = 7
 BOT DL = 10
 PITCH = 7/12
 TYP OH = 16"

WALL HEIGHTS	
1ST FLOOR	9'-1 1/8"
2ND FLOOR	9'-1 1/8"

1. INDICATE SIZE, TYPE AND LOCATION OF ALL TRUSS HANGERS.



SAMPLE TRUSS SCHEMATIC

**ZONING & GRADING
IMPORTANT INFORMATION
New Home Construction**

The Zoning and Grading section of this Guidebook contains important information to help you submit a complete set of plot plans for a new home in the City of Rochester Hills.

The following pages of information are included in this document:

Ordinances and Publications – A list of the Ordinances and publications used to compile the plot plan requirements.

Tree Requirements – An explanation of when a Tree Removal Permit is required.

Setback Requirements – Information to help you determine where your house can be located on your property.

Subdivision Zoning Districts – A list of all the City’s subdivisions and their zoning classification.

Building Height – A detail page showing how the height of a house is calculated.

Plot Plan Requirements – A list of the items required to be shown on your plot plan. This list should be given to your plot plan preparer. Please take time to make sure your drawings are complete. Plot plans that contain all the necessary information and details will help speed up the review process.

Sample Plot Plan – A sample plot plan is enclosed.

The Zoning and Grading Section is a general guide provided in a format that is more “user friendly” to help you apply the Ordinance requirements to your project. The actual Ordinance language may contain additional requirements or exceptions.

PLEASE NOTE: A Soil Erosion Control Permit from the Oakland County Water Resource Commissioner is required prior to permitting for all New Home applications.

Please take time to review this information. It may save you valuable time in building your new home.

ORDINANCES AND PUBLICATIONS

New Home Construction

- City of Rochester Hills Zoning Ordinance #138
- City of Rochester Hills Codified Ordinance
 - Chapter #18 – Building Regulation
 - Chapter #54 – Fees
 - Chapter #94 – Sidewalks & Streets
 - Chapter #102 – Utilities
 - Subpart B – Land Development Regulations
 - Chapter #114 – Flood Plains
 - Chapter #118 – Historical Preservation
 - Chapter #126 – Natural Resources (wetland)
 - Chapter #130 – Planning – Unplatted Land
 - Chapter #138 – Steep Slopes
- Oakland County Standards – Procedures for Plat Development and Standards and Specifications
- Oakland County Soil Erosion Control Manual
- State of Michigan Department of Transportation
 - Road and Bridge plans
 - Administrative Rules Regulating Driveways

TREE REQUIREMENTS

New Home Construction

This document provides answers to commonly asked questions about plot plan review regarding the Tree Conservation Ordinance and tree removal permits. These are in place because the City of Rochester Hills has determined that trees provide significant benefit to our community, including but not limited to:

1. Public health: through the absorption of pollutants, reduction of damage related to noise pollution, and cooling effects;
2. Public Safety: through the prevention of erosion, siltation, and flooding; and
3. General welfare: by providing play / recreational areas, natural beauty, and an irreplaceable heritage for city residents.

Where is this Applicable?

- Throughout the entire city and for all types of developments (i.e. residential, commercial, etc.)

What is a Regulated Tree?

- Any tree with a DBH (Diameter at Breast Height) of 6” or more, regardless of perceived quality or species.
 - Exceptions include dead, diseased, or damaged trees. These are trees that are otherwise expected to die within 2 years if left standing. For all exceptions, see Sec. 126-266
 - *All Ash trees are designated as an exception (they are assumed to be dead/ dying due to the emerald ash borer) as well as Elm trees that show signs of Dutch elm disease as verified by a city Arborist.*
- Regulated trees in the city with a 24” DBH or greater, and all trees that meet a specific size criteria as listed in a table provided within the ordinance are considered “Specimen Trees”. See Sec. 126-397 (3)

What are Preservation and Replacement Requirements?

- Any regulated tree that is removed as part of a residential development that requires a **tree removal permit** must be replaced or payment must be made into the city tree fund. See Subdivision III –Tree Relocation or Replacement.
- “Specimen Trees” require more replacement (50% DBH) if removed or provide a tree credit (one 2” tree) if preserved. See Sec. 126-397 (3)
- A minimum of 40% of regulated trees must be preserved outside of the designated building envelope. Trees in the building envelope are assumed to be removed and therefore are not included within the 40% preservation requirement. However, these trees still must be replaced or paid for. See Sec. 126-327
 - Building envelopes for residential site <1 acre is the buildable area remaining after satisfying the setback requirements in chapter 138. See sec. 126-327 (1) a.
 - Building envelopes for residential site ≥ 1 acre is the footprint of the proposed principle dwelling or any additions or accessory buildings and structures extended outward by 30 ft. See sec. 126-327 (1) b.
- All remaining regulated trees shall be protected from damage with protective fencing during construction and there shall be no construction activity within their dripline. See Sec. 126-428

What should be included on the Plot Plan?

- An up-to-date tree survey completed by a registered arborist, forester, or landscape architect showing all regulated trees by species, size, and location in regards to building envelope, and proposed removal status.
- Show locations of tree protection fencing on plot plans
- Tree preservation calculations and replacement calculations provided with plot plans.
- Show proposed replacement tree planting locations and species.

It is important to remember that these are just highlights from the City’s ordinance that address commonly asked questions. For a complete and comprehensive explanation of requirements and guidelines, please refer to the city’s Tree Conservation Ordinance at https://library.municode.com/mi/rochester_hills/ordinances/code_of_ordinances

For questions, contact Parks and Natural Resources at 248-656-4673

Effective Date: October 14, 2019

SETBACK REQUIREMENTS

How Close Can I Build To My Property Line?

The distance between your home and your property line is called a “setback.” The Zoning Ordinance outlines specific requirements for minimum setbacks depending on the Zoning District you live in. Find your subdivision name on the “Zoning District” list to determine your specific zoning classification. Then, refer to the chart below to determine the setback requirements for your area. Zoning Districts followed by an “OS” indicates an Open Space Subdivision. If you need further assistance, please contact the Building Department at (248) 656-4615.

<u>Zoning District</u>	<u>Front Setback</u>	<u>Side Setback</u>	<u>Rear Setback</u>
RE	40(b)	15(c)	35(+)
RE-OS	30	10	35
R-1	40(b)	15(c)	35(+)
R-1OS	30	10	35
R-2	40(b)	15(c)	35(+)
R-2OS	30	10	35
R-3	30(b)	10(c)	35(+)
R-3OS	25	10	35
R-4	25(b)	10(c)	35(+)
R-4OS	25	10	35

Exceptions may apply to the above setback requirements. Please contact the Building Department if any of the following situations apply:

- (b) **Established Building Line.** In the event that there is an established building line along a street (as determined by the official reviewing the application), the front yard and/or side street yard setback requirement shall be the established building line. The established building line is the average front yard setback minus ten feet of adjacent dwellings within 200 feet of each side of the lot and on the same side of the street as the subject parcel, or 60 feet, whichever is less.
- (c) **Corner Lots.** For corner lots, the side yard abutting upon a street shall not be less than 15 feet in the R-4 district and 25 feet in the R-1, R-2, R-3, and RE districts unless a larger setback is required by footnote B., because neighboring houses on the side street have a front yard relationship to the side street.

Also, if the lot or parcel is less than 60 feet in width, one side yard may be reduced to five feet providing the total of the two side yards shall be a minimum of 15 feet except as denoted in Section 138-5.101C above.

- (+) The intent of Footnote (+) is to allow a less restrictive rear yard setback of 30 feet for lots that border land permanently dedicated for park, recreation and/or open space, provided that the width of the park, recreation or open space area is not less than 100 feet measured at the point where it abuts the rear yard.

Note: Additional setbacks may be required if your property has steep slopes.

SUBDIVISION ZONING DISTRICTS

ABERDEEN	R4	EASTHAMPTON II	R4OS
ADAMS OAKS	R4	EDDINGTON FARMS	R3/R4OS
ADAMS WEST (aka OXFORD)	R2OS	EDDINGTON WOODS	R4
ARCADIA PARK	R4OS	EDINSHIRE	R4
ASHFORD FARMS	R1	ELDON ACRES	R4
AUBURN HIGHLANDS	REC-W	ELMDALE	R4
AUTUMN HILLS	R4	ENCLAVES	RE/PUD
AVON HEIGHTS	R1	ESTATES OF PINECREEK	R2
AVON HILLS	R1	EYSTERS AVON GARDENS	R3
AVON HILLS VILLAGE	R4OS	EYSTERS BLOOMER PARK	R3
(Phase 3 aka SYCAMORES)		EYSTERS AUBURN ACRES	R4
AVON HOLLOW	R3	EYSTERS AVON ESTATES	RE
AVON LAKES VILLAGE	R4		
AVON MANOR ESTATES	R3	FAIRGROVE MANOR	R4
AVON MEADOWS	R1OS	FAIRVIEW FARMS	R1OS
AVON POINTE	R3OS	FAIRWOOD VILLAS	RM1
AVON RAVINES	R3OS	FALCON ESTATES	R2
AVON WOODS	R4	FERRYVIEW HOMELANDS	R4
AVONCROFTS	R3/R4	FIELDCREST	RS/MR
AVONDALE FARMS	R4/O1	FITZPATRICK	R4
		FOXBORO	R3OS
BARRINGTON PARK	PUD		
BASSETT & SMITH	R2/R4	GABELMAN	R4
BELL ARMINE HILLS	R1	GEORGETOWN	R2OS/R1OS
BELLE CONE GARDENS	R4	(aka CHICHESTER)	
BLACKETTS FLORAL GARDEN	R3	GLIDEWELL	R4
BLOOMER PARK ESTATES	R4	GOLDEN HILLS	R4
BLOOMER WOODS	RS/MR	GOLFVIEW ESTATES	R4
BOGARTS PLACE	R3/MR	GRACE PARC	R4
BRABACH ORCHARDS	R1	GRANDVIEW	R4
BRAMPTON PARC	PUD	GRANT M JOHNS	R4
BRIDGEWOOD FARMS	R2	GREAT OAKS	R3
BROOKEDALE WEST	R2OS	GREAT OAKS WEST 1 & 2	R2
BROOKEDALE WOODS	R2/R3OS	GROSSE PINES	R3
BROOKLANDS	R4	GUNTHER'S RUN	R4
BROOKLANDS PARK	R4		
BROOKWOOD	RCD	HAMLIN ESTATES	R3
BROOKWOOD GOLF CLUB	R3OS	HAMLIN PLACE FARMS	RE/MR
BUTLER RIDGE 1 & 2	R2	HAMPTON PARK	R4
		HAMPTON PINES TOWNSHOMES	RM1
CHICHESTER (aka GEORGETOWN)	R2OS/R1OS	HAWTHORN	R1OS
CHICHESTER EAST	R2OS	HAWTHORN HILLS	R2OS
CHRISTIAN HILLS	R1	HAZEL WOOD	R4
CHRISTENBURY ESTATES	RE	HAZELWOOD HILLS	R4
CLEAR CREEK 1, 2, 3, 4, 5	R1OS	HAZELWOOD MEADOWS	R4
CLINTON RIVER VALLEY	R2OS	HEARTPEACE HILLS	R2
C O RENSHAW ADDITION	R4	HEATHERVIEW ESTATES	RM1
COOLIDGE HIGHWAY	R4	HEATHERWOOD VILLAGE	R3/R4OS
COUNTRY CLUB MEADOWS	R2	HERITAGE OAKS	R2OS
COUNTRY CLUB VILLAGE	R3OS	HICKORY RIDGE	R4
COVINGTON PLACE	R3	HILLCREST	R4
CRISSFIELD	R3	HILLSIDE CREEK	R1OS
CROOKS CROSSING EAST	R4	HILL VIEW	R1OS
CROSS CREEK (LOTS 1-13)	R1OS	HILLWOOD	RE
CROSS CREEK (LOTS 14-61)	R3OS	HITCHMANS HAVEN	R1
CROSS CREEK (LOTS 62-121)	R4OS	HOMESTEAD ACRES	R4
CUMBERLAND HILLS	R3OS	HUNTERS CREEK	R3OS
CUMBERLAND POINTE	R3		
CUMBERLAND WOODS	R3OS	INGRAM ACRES	R4
DEER RUN	R3OS	JOHN R HIGHLANDS	RS/O1
DEE'S SUBDIVISION	R4	JUDSON PARK	R1
DENISON ACRES	R3	JUENGELS ORCHARDS	R1
DEVONDALE CONDO	R4	JUNCTION LAND CO	R4
DODGE AUBURN PARK	R4		
		KENSINGTON FOREST	R4
EASTHAMPTON	R4	KINGSTON POINTE N	R4

KINGSTON POINTE S	R4	SPRING HILL	R1
KLEM GARDENS	R4	STARR ESTATES	R3/MR
KNAPPS FARM	R4	STONY CREEK	R1/R4/SP
KNORRWOOD HILLS	R1	STONY HOLLOW	R1
KOLLIN WOODS	R1	STRATFORD KNOLLS	R1/R2/R3
		STREAMWOOD ESTATES	RCD/RM1
LEGACY ESTATES	R3/RM	SUGAR CREEK	R4
LEGGIT REIHER	R4	SUNNYDALE GARDENS	R4
LOCHMOOR HILLS	R2	SUPERVISORS PLAT #2	R4
LONG MEADOWS	R2	SUPERVISORS PLAT #5	R3/R4/MR
MAC KARY	R4	SUPERVISORS PLAT #6	R4
MANCHESTER	R4	SUPERVISORS PLAT #7	R3
MANCHESTER KNOLLS	R1	SUPERVISORS PLAT #8	R3
MARTIN FARMS	R4	SUPERVISORS PLAT #9	R4/REC-W
MEADOW CREEK I & II	R4	SUPERVISORS PLAT #11	R4
MEADOW BROOK	R1	SUPERVISORS PLAT #12	R4/B1/B5/ FB-2
MEADOWBROOK VALLEY	R2OS		
MEADOWVIEW	R1	SYCAMORES	R4OS
MESSMORE FARMS	R4	(aka AVON HILLS VILLAGE #3)	
MICHELSON MEADOWS	R3		
MIDVALE	R4	THORNBRIDGE	R2OS
MILL STREAM VILLAGE	RCD	TIENKEN MANOR ESTATES	R2
		TOWNHOUSES ON MAPLE HILL	RCD
NORTH FAIRVIEW FARMS	R2OS		
NORTH HILL	R4	UNIVERSITY HILLS	R3
NORTH HILL GARDENS	R4		
NORTH OAKS	R1	VALLEY STREAM	R3OS
NORTHBROOKE	R4	VINTAGE ESTATES	R1OS
NOTTINGHAM WOODS	R3/MR	VISTAS OF ROCHESTER HILLS	R3/MR
OAK POINTE ESTATES	R2	WALNUT BROOK ESTATES	R4
OAKLAND VIEW	R3/SP	WALNUT CREEK	R3OS
OXFORD ESTATES	R2OS	WALTONSHIRE ESTATES CONDO	R3
(aka ADAMS WEST)		WAVERLY WOODS	RE
		WEAVERS ACRES	R4
PAINT CREEK HILLS	RE		
PARKE VALLEY	R4	WHEATON & WORRALS AVON	R4
PERRYDALE	R1	HILLS ESTATES	
PHEASANT RING	R2OS	WHISPERING WILLOWS	R3OS
PINE TRACE VILLAGE	R4	WILDFLOWER	R4OS
PINE TRAIL	R3	WILLOWOOD	R2OS
PON-AVON FARMS	R4/PUD	WINCHESTER VILLAGE	RM1OS
		WINKLER MILL ESTATES	R1
QUAIL RIDGE	R2OS	WOODLAND PARK	R3/MR
QUAILCREST	RCD		
		YAWKEY & CHAPMANS ADD	RE/PUD
REGAL COLONY CONDO	R4/FB1	YORKTOWNE COMMONS	R4OS
REGAL ESTATES	R4		
REGENCY PARK CONDO	RM1		
RELYEA ACRES	R1		
RIVERSIDE HIGHLANDS	R1OS		
ROCHDALE	R1		
ROCHELLE PARK CONDO	RCD		
ROCHESTER GLENS	R4		
ROCHESTER HEIGHTS	R4		
ROCHESTER HILLS	RE		
ROCHESTER HILLS HEATHERS	R3		
ROCHESTER KNOLLS	R1		
ROCKHAVEN ESTATES	R4		
ROOKERY WOODS	R2OS		
SANCTUARY AT RIVER'S EDGE	PUD		
SANCTUARY IN THE HILLS	RCD		
SANCTUARY IN THE HILLS EAST	PUD		
SARGENT'S CROSSING	R2		
SHADOW WOODS #1	R2OS/R3OS		
SHADOW WOODS #2	R1OS/R2OS		
SHORTBRIDGE ESTATES	R4		
SKYVIEW	R1		
SOMERSET PINES	R4		
SOUTH BOULEVARD GARDENS	R4		

NOTE: THIS CHART IS TO BE USED AS A GENERAL GUIDE ONLY. IT DOES NOT REPLACE THE DISTRICT REGULATIONS OR ANY OTHER PROVISIONS OF THE ZONING ORDINANCE.

BUILDING HEIGHT

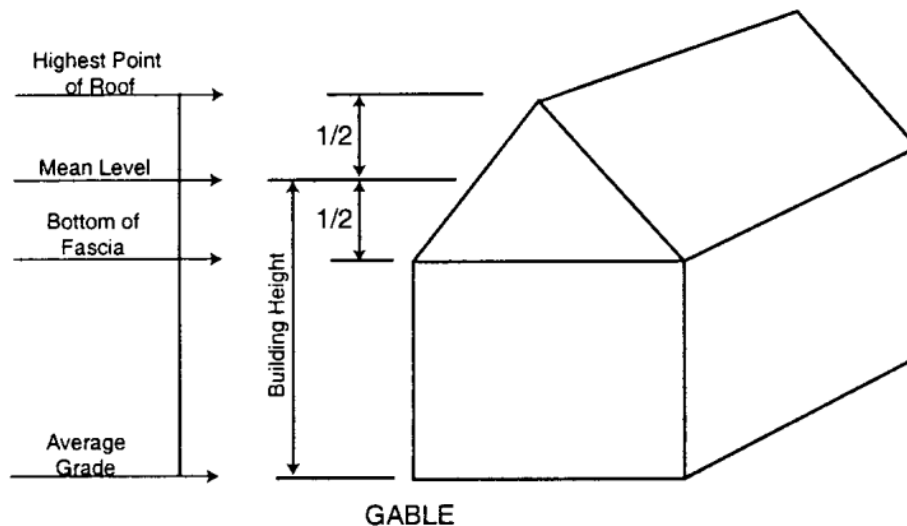
How Do You Calculate the Building Height?

Building Height means the vertical distance from “average” grade to:

The mean level of the highest gable.

Where buildings have multiple or conflicting roof styles, the most restrictive method applies.

Average Grade shall mean a reference plane representing the average of the finished ground level adjoining the building at the front exterior walls.



Maximum Building Height of Structures

R-1 and R-2 One Family Residential	35 feet (Maximum 2 stories)
R-3 and R-4 One Family Residential	30(u) feet (Maximum 2 stories)

EXCEPTIONS

Footnote (u) of Zoning Ordinance 138-1111

In the R-3 and R-4 Districts, building heights may be increased up to thirty-five (35) feet when **ALL** of the following conditions are met:

- (1) The building site contains at least 13,500 square feet of lot area.
- (2) Minimum side yard setbacks, including the total of 2 in Section 138-5.101, shall be increased by one-half foot for each one foot or part thereof by which the proposed building height is in excess of 30 feet.
- (3) If an increase in building height is proposed on a lot which shares a common side yard with a lot occupied by an existing dwelling, the increased height of the proposed dwelling shall not be more than 190 percent of the height of a dwelling on a lot sharing a common side yard.

PLOT PLAN REQUIREMENTS

New Home Construction

Three sets of plot plans with a current detailed topographic survey, prepared by a Professional Land Surveyor, Engineer or Architect, are required by Ordinance. Please see “Sample Plot Plan” on page 31.

These plans shall contain the following information:

General:

The preferred plan size is 8-1/2” x 14”. If it is necessary to go to a larger size, please do not exceed 18” x 24”.

Builder’s name, address and telephone number.

- A North arrow, legal description, street right-of-way and street name.
- The site benchmark that will be used to establish the home and site elevations.
- The dimensions required by the Michigan Residential Code if the building is built on or adjacent to slopes greater than 1 unit vertical to 3 units horizontal.
- A Plan scale between 1” = 20’ and 1” = 50’
- Soil erosion control details for temporary construction control and for permanent controls to be placed prior to a final Certificate of Occupancy. (Placement of erosion controls are required to be shown on the plot plan for an approval from the Building Department).

A Soil Erosion Control Permit from the Oakland County Water Resource Commissioner (required prior to plot plan approval).

For all lots on public roads with sidewalks, liability insurance is required. Please call the Building Department at 248-656-4615 for additional information.

Zoning:

- All the dimensions of the proposed structure and the lowest floor and first floor elevation.
- Exact lot dimensions and all setbacks from all sides of the home, measured at 90 degree angles to the property lines. (Setbacks must comply with Ordinance requirements. Please see “Setback Requirements” on page 24).

The plot plan footprint and the construction drawings shall be consistent.

Trees:

- The location of all trees and the existing and proposed elevation at the base of all trees, including off site trees and trees located in the Public Right-of-Way.
- The drip line to scale of all trees proposed to be saved. Clearly show which trees will be removed. (The drip line is the outer edge of the tree branches where the water drips to the ground.)

Grading and Drainage – The subdivision Master Grade Plan shall be used as a guide. Elevations may deviate slightly to accommodate the natural topography and drainage requirements.

- A minimum of 6 inches of fall away from the home in the first 10 feet and a minimum of 1% grade for the remainder of the property for drainage.
- Existing and proposed elevations and drainage patterns, including all swales, drainage courses, berms, retaining walls, ditches and culverts. The grade slope from the edge of the driveway to the culvert invert is not to exceed a 1 foot vertical to 2 feet horizontal slope.
- Existing and proposed elevations along all property lines, including property corners, at a minimum of 25-foot intervals, on site and to 100 feet beyond the property line. The survey should continue as far as a storm sewer outlet or “natural” outlet if storm drains are not available in the subdivision.

- The exterior home elevations at no less than the four corners. If the brick ledge of the home drops 2 feet or more, show the location and elevation of the drop. The brick ledge should be stepped uniformly. If the home has a walkout basement proposed, label and show the location and elevation of the walkout area.
- The location and elevation of all easements and utilities including manholes, gatewells, hydrants, phone, electric, gas, cable, etc. on the property and within 100 feet of the property.

The maximum slope allowed is 1 foot vertical to 3 feet horizontal (33%). All slopes exceeding a 1 foot vertical to 3 feet horizontal will require retaining walls with details of construction. Additional information and details may be required for retaining walls. This will be determined during the review process.

Special Note: If the drainage design for a specific lot has rear to front water drainage, and the rear yard exceeds a 1 foot vertical to 10 feet horizontal slope (10%), then a minimum of 12 inches of fall is required from the finish grade to the rear yard protection swale at a minimum of 10 feet away from the rear of the home.

Utilities:

- All existing and proposed utilities, including septic systems and wells with elevations.
- If a sanitary sewer lead is not available for the home, contact Engineering Services at (248) 656-4640 for a right-of-way permit to tap the main. This permit is required prior to plot plan approval.
- The sidewalk (if applicable) with elevations at both side property corners and at the driveway. The cross slope requirements are 2%. The maximum incline is 1 foot vertical to 12 feet horizontal (8.33%). For crosswalks, the maximum incline is 5% (1 foot vertical to 20 feet horizontal).
- The sump line location and indicate on the plan “Sump pump discharge water shall be connected directly to an approved drainage system.” If there is no drainage system for this property, contact the Building Department at (248)656-4615 for additional information.

Driveway:

If the road is gravel, the drive approach must be gravel. If the road is paved, the drive approach must be paved.

- The width and type of proposed driveway construction and elevations at the garage floor and at the edge of the road or top of curb at the centerline of the approach. The drive grade requirements are as follows:
 - Side entrance slab – minimum 2% - maximum 4% slope.
 - Slope down to road – minimum 2% - maximum 10% slope.
 - Reverse drive slope – minimum 2% - maximum 7% slope.
 - All existing curb drops and all proposed curb cuts.
 - The angle of the driveway (should be 90° to the roadway edge).
 - All roadside features and the sight distance for the approach.

A circle drive may be permitted if the lot frontage is 75 feet or more and the distance between the drives is a minimum of 45 feet center to center.

Driveways on corner lots are required to be a minimum of 25 feet from the property corner at the intersection of the two streets in either direction.

Minimum Driveway Clearance:

5 feet between the driveway and fire hydrant.

6 feet between the driveway and a high back catch basin.

Driveways should avoid all utility manholes. If unavoidable, a permit and inspection from the Department of Public Service is required for the adjustment and isolation of the structure (Detail available). For information, call (248) 656-4640

Wetlands, Floodplains, and Steep Slopes:

Please indicate any wetland limits with the 25-foot natural features setback and required protective fencing. Activity within 10 feet of the regulated wetlands will require a Wetlands Use Permit. Provide information for the wetlands per the Natural Resources Ordinance, Chapter 126.

Please indicate the location of all steep slopes and protective fencing. Steep slopes have a setback from the top and the toe of the slope (activity is not permitted in the setback except by permit). Provide information as required by the Steep Slope Ordinance, Chapter 138-1082.

Also, please show the location and elevation of all watercourses and provide the floodplain elevation on the plan. Adhere to the City of Rochester Hills Flood Plain Ordinance Chapter 114.

Provide a State of Michigan Department of Environmental Quality permit if the property has state regulated wetlands.

Other Agency Permits That May Be Required:

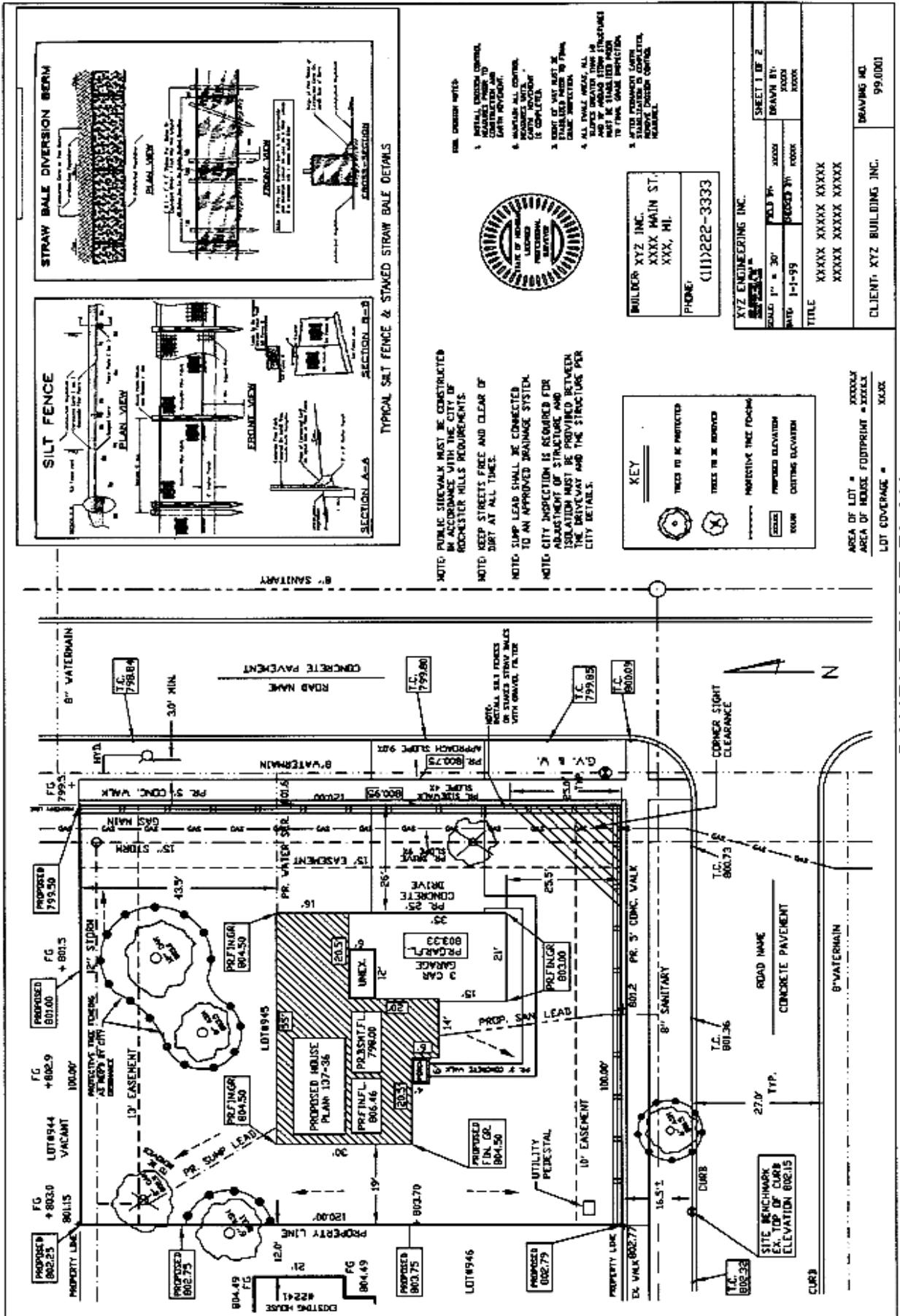
If the road that your home is on is a County road, a drive approach permit from the Road Commission for Oakland County (RCOC) is required prior to plot plan approval.

If the road that your home is on is a State road, a drive approach permit from the Michigan Department of Transportation (MDOT) is required prior to plot plan approval.

If there is a septic system on your property, a permit from the Oakland County Health Department is required prior to plot plan approval.

A soil erosion control permit from the Oakland County Water Resource Commissioner (OCWRC) is required for all New Home permit applications.

Sump lines that are connected to an Oakland County storm sewer may require a permit from the Oakland County Water Resource Commission (OCWRC).



SAMPLE PLOT PLAN

DEPARTMENT OF PUBLIC SERVICE FEES

Water, Sanitary Sewer, and Sump Line Fees – October 2013

Sewer Capital	\$1,150.00
Sewer Lateral	\$1,850.00*
Water Capital	\$850.00
Water Lateral	\$1,300.00*
Water Tap (based on size)	\$1,600.00 – 1-inch \$1,850.00 – 1 ½ inch \$2,000.00 – 2 inch
Water Meter (based on size)	\$380.00 – 5/8 inch \$470.00 – 1-inch \$1600.00 – 1 ½ inch \$1900.00 – 2-inch Includes Remote Read Unit
Construction Water Usage	\$30.00 (per month)
Water Inspection Permit	\$75.00
Sewer Inspection Permit	\$75.00
Sump Line Inspection	\$75.00*

*May not apply in some situations. For more information pertaining to your specific lot or address, contact the Department of Public Service at (248) 656-4685.

Construction Water Usage

For all new water connections, a minimum fee of \$30.00 will be charged each month for construction water. Construction water usage starts from the date the City tap crew taps the main and continues until the water meter is installed. The first month's \$30.00 must be paid in advance and therefore will be added to your water and sewer connection fees. You will be billed for each additional month on your water and sewer bill. Any partial-month period beyond the first month will be pro-rated. This procedure is in accordance with City of Rochester Hills Codified Ordinance, Chapter 54-776.

The Department of Public Service fee requirements are taken from the City of Rochester Hills Codified Ordinance, Chapter 54.

CONTRACTOR REGISTRATION REQUIREMENTS

Department of Public Services – October 2013

The following requirements shall be met in order to register to obtain permits for installation of municipal water and sanitary sewer lines within the City of Rochester Hills Department of Public Service.

1. You must hold either a **Master Plumber's License** or a **Drain Layer's Class A or B License** administered through the City of Pontiac. Either type license must be renewed every year and a current copy presented to the Department of Public Service at time of new registration and annual re-registration.
2. A **\$1,000.00 cash bond** shall be posted when performing sanitary sewer line installation. This will be held for 10 months after last approved inspection in the City. **The City shall pay no interest on cash bonds submitted to the City. The City shall not return any interest accrued on cash bonds.**
3. Registration fees are as follows:
 - 1) New registration, Master Plumber \$1.00
annual re-registration \$1.00
 - 2) New registration, Drain Layer \$25.00
annual re-registration \$15.00
4. If your water and/or sanitary sewer line installation involves working in the road right-of-way, the following additional requirements are necessary to pull permits:
 - 1) A Certificate of Insurance must be presented with a minimum of \$500,000 for General Liability and a \$1,000,000 umbrella. (if you have \$1,000,000 or more under your general liability, the umbrella coverage is not required.) The City of Rochester Hills shall be named as a certificate holder. The City of Rochester Hills requires the Cancellation Clause portion of the Certificate to read:

“Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 60 days written notice to the Certificate Holder named to the left.”
 - 2) An approved road right-of-way permit shall be obtained from the City of Rochester Hills Engineering Department.

The registration period begins on the day of registration and ends on March 31st the following year. If re-registration has not been obtained by March 31st, all permits and inspections will cease until re-registration has occurred. Registration can be performed at the Department of Public Service, 1000 Rochester Hills Drive, Rochester Hills, MI 48309. If you have any questions with regard to insurance, cash bonds, etc., please contact our office at (248) 656-4685.



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

CUSTOMER SATISFACTION SURVEY



Were you treated with courtesy and respect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive clear and accurate information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were city employees helpful and knowledgeable in answering your questions? ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you feel welcome when you came to the Building Department counter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How would you rate your visit at the Building Department today?

Poor 1 2 3 4 5 Exceptional

What can we do to improve this rating?

How would you rate the time it took for us to serve you?

Poor 1 2 3 4 5 Exceptional

What can we do to improve this rating?

Name of person who helped you today: _____

Comments/Suggestions: _____

Name (optional): _____ Date: _____

Thank you for taking your time to complete this survey.

Your comments and suggestions will help us as we continue working to improve our service.