



BUILDING DEPARTMENT CITY OF ROCHESTER HILLS



Residential New House Application Checklist

- Application Fee - \$250.00
- Completed and signed Building Permit Application with estimated cost of construction
- Contractor Registration
- Plot Plans - three sets
- Energy Calculations – two sets
- Energy Code Worksheet
- Soil Erosion permit or exemption (if available)
- Truss Diagrams (if available)
- Address Request Form
- Residential Request for Water, Sanitary Sewer and Sump Line Charges
- Construction Drawings - two sets
 - Is this a clone plan?
 - Address of clone master
 - Plan number of clone master
 - Is the house over 3,500 sq. ft.?
 - Construction/plumbing plans – signed and sealed by Michigan Architect or Engineer
 - Is this a modular home?
 - Approved plans from State of Michigan – two sets
 - Letter of approval from State of Michigan – two sets
 - Foundation plans – two sets
- Is this in a Historic District?
 - Certificate of Appropriateness