



BUILDING DEPARTMENT

CITY OF ROCHESTER HILLS



Parking Lot Maintenance Permit Application Checklist

- Application Fee – no application fee
- Completed and signed Parking Lot Maintenance Permit Application
- Property Owner approval
- Site Plan – three sets (*may require signed and sealed drawings from an Engineer)
 - Indicate striping
 - Indicate number of parking spaces and their sizes
 - Indicate barrier free parking spaces

*Requirement of signed/sealed drawings is on a case-by-case basis and is determined by Ordinance Inspector after submittal.

A Building Inspector will address accessibility issues and an Ordinance Inspector will address parking (including sizes) and signage. Engineering Department may be asked to resolve storm drainage issues.

The Ordinance Inspector will act as project coordinator.