



**BUILDING DEPARTMENT**  
CITY OF ROCHESTER HILLS



## **Commercial Addition Application Checklist**

- Application Fee - \$150.00
- Completed and signed Building Permit Application with estimated cost of construction
- Construction Drawings - three sets\* signed and sealed by Michigan Architect or Engineer
  - Architectural
  - Structural
  - Electrical
  - Plumbing
  - Mechanical
- Truss Diagrams – three sets
- Structural Calculations – three sets
- Energy Calculations – three sets
- Specifications manual (if applicable)
- Letter from owner or tenant 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.)

*\*Unless otherwise requested*