



RESIDENTIAL DEMOLITION

February 2015

*A City of Rochester Hills
Building Department
Guide to Demolishing
a Residential Structure*



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



INTRODUCTION

Residential Demolition

The City of Rochester Hills has prepared this Guidebook to assist you in the process of your Residential Demolition project. This Guidebook contains important information that will help you understand the Building Permit and construction process from application to completion. We have included details for areas that have generated confusion or delays in the past. The information is presented in a start-to-finish sequence to guide you as you progress through your project.

The following information is provided:

<u>Phone Directory</u>	Page 1
<u>Codes Currently in Effect</u>	Page 2
<u>From Application to Completion</u>	Pages 3-4
- This is intended to be your general guide through the complete process. It provides information on the application requirements, permit, inspections and bond refund.	
<u>Inspection Requests</u>	Page 5
- Contains details required for requesting an inspection, making sure your job is ready for inspection, the times inspections are done and what inspection reports mean.	
<u>Building Permit Fees</u>	Page 6
- A list of fees related to building a wood deck.	
<u>Customer Satisfaction Survey</u>	Page 7
- Please take the time to completely this survey. It is an opportunity for you to provide comments and suggestions that will help us as we continue working to improve our service.	

Forms

- | | | |
|-------------------------------|-----|--|
| - Building Permit Application | } > | <i>All forms are available
at our counter or online at:
www.rochesterhills.org</i> |
| - Contractor Registration | | |
| - Customer Survey Form | | |

This Guidebook contains many procedures and requirements. We urge you to read through it completely. It may save you valuable time in completing your project. 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. Please call the Building Department at (248) 656-4615. Please review and complete the Customer Survey Form that is attached at the end of this Guidebook and available online at www.rochesterhills.org.

Note: This Guidebook is only intended to be a guide and is not all inclusive of the Building Code. For complete details of all requirements, consult the Michigan Residential Code (MRC). The information in this Guidebook is subject to change without notice.

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.

<u>DEPARTMENT</u>	<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

Ameritech (telephone)	1-800-244-4444
Cable:	
Comcast Cablevision (formerly AT & T Cable)	(248) 334-1144
Wide Open West (formerly Americast Cable)	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 Commission	(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

CODES CURRENTLY IN EFFECT

City of Rochester Hills

September 27, 2013

Building:

Residential: MRC 2009 (Michigan Residential Code 2009)
Effective March 9, 2011

Plumbing:

Residential: MRC 2009 (Michigan Residential Code 2009)
Effective March 9, 2011

Mechanical:

Residential: MRC 2009 (Michigan Residential Code 2009)
Effective March 9, 2011

Electrical:

Residential: MRC 2009 (Michigan Residential Code 2009)
Effective March 9, 2011

Energy Code:

Residential: Michigan Uniform Energy Code (MUEC-2009)
Effective March 9, 2011

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

Residential Demolition

A General Guide Through the Complete Process

A Building Permit from the City of Rochester Hills is required prior to starting Demolition. Included in this Guidebook is a checklist of items needed for Application submittal. The Building Permit Application can be found online at www.rochesterhills.org or can be obtained at the Building Department counter.

1. Types of Building Permit Applications available

- A. Expedited Building Permit Application.** The Building Permit can be issued within 48 hours from the time of application. Construction documents and Plan Review are **not required**.

Note:

- All Permit fees are due at the time of Permit issuance.
- Permit fees may be paid by cash, credit card (**excluding** VISA), debit card or check.
- The Permit shall be issued within 6 months of the application date or the application will be canceled.
- Permits that have no activity for more than 6 months may be canceled.

When all required permits are obtained, construction may begin. Revisions to the Demolition project after issuance of the Building Permit may require re-submittal and Building Department approval.

2. Information Required for Permit Application

A. Building Permit Application

- Forms available online at www.rochesterhills.org or at the Building Department counter. Applications shall be filled out completely.

B. Application Fee

- See “Building Permit Fees” – Page 6.

C. Shut-off Notices

- Shut-off notices for gas and electric services.
- Shut-off notice from the City of Rochester Hills for the water and sewer services. To apply for the necessary Capping Permit, please contact the Department of Public Service at 248-656-4685. Water and sewer leads shall be disconnected in an approved manner and inspected by the Department of Public Service **prior to issuance of a demolition permit**.
- If the property has a well, a copy of the Well Abandonment Permit is required from the Oakland County Health Department Environmental Division.

D. Plot Plans – Three Copies

- Clearly indicate and identify all buildings on the site. Also indicate which are proposed for demolition, including their dimensions and square footages.
- Documents that contain all the necessary information and details will help expedite the plan review process.

E. Historic District Requirements

- If the structure to be demolished is within a Historic District, an Expedited Building Permit will not apply and a Certificate of Appropriateness from the Historic Districts Commission will be required.

F. Owners may submit a Building Permit Application for work on property that is or will be, upon completion, their place of residence. Owners of rental property may submit a Building Permit Application to do maintenance and alterations to the rental property.

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.

3. Registration of Builder's License

- A Builder shall be currently registered with the City of Rochester Hills to submit a Building Permit Application.
- All registrations expire May 31st.
- Builders not currently registered can register at the time of application by providing the following:
- The original or a copy of Builder's License
- Registration fee is \$45.00 for 1 year, \$65.00 for 2 years, or \$85.00 for 3 years
- Contractor Registration Form with an original signature by the License Holder.
- The form shall be notarized (if not presented by the License Holder)
- A Contractor Registration Form is available at our counter or online at www.rochesterhills.org

Note: All information noted above shall be submitted with the Building Permit Application.

4. Inspections (See "Inspection Requests" – Page 5)

Please Note: The burning of demolition materials and debris is strictly prohibited.

Once your Building Permit has been issued, you can begin demolition. **If you have received an Expedited Building Permit, the Construction Guidebook provided to you shall be present on site at the time of inspections.** Your Demolition project will be reviewed and inspected in accordance with the requirements of the State of Michigan Residential Code (MRC). As your project progresses, the Building Department will need to perform the following inspections:

A. Open Hole Inspection

- This inspection shall be requested and approved prior to any backfilling operations.
- All foundations shall be removed to at least 2 feet below grade.
- All basement floors shall be broken up to allow for proper drainage.
- All septic tanks shall be pumped, crushed and inspected by the Building Department before the filling of earth.
- In Ground Swimming Pools shall be removed to at least 2 feet below grade and the bottom shall be broken up to allow for proper drainage.
- All debris and building materials shall be removed and cannot be buried.

B. Final Inspection

- All basements or excavations shall be filled with earth. The earth shall be free from any organic material.
- Building materials and debris shall be properly removed from the property. The land shall be left clean, graded and level free from all hazards and debris. The lot shall be graded to allow for proper drainage.

INSPECTION REQUESTS

Residential Demolition



The Building Department offers three convenient methods to allow you 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. By clicking on the City Government tab, highlighting Departments, selecting Building, then Inspection Scheduling and filling in the appropriate information on the Online Inspection Request Form, you can schedule an inspection.
- **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 6:30 a.m. that have been verified by the Building Department Staff will be scheduled for the same 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 a \$75.00 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 (refer to “Building Inspections” page 4).
- 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 Inspector’s Report will contain a list of items that need to be addressed before calling for a re-inspection. A \$75.00 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 Green Tags or Inspector’s Reports. If you have any questions regarding this information, call (248) 656-4615 between 8:00 a.m. and 9:00 a.m. to speak with the Inspector that wrote the Inspector’s Report.

BUILDING PERMIT FEES

Residential Demolition

1. <u>Application Fee</u>	\$75.00
Non-refundable and due when permit application is submitted.	
2. <u>Building Permit Fee</u>	
Per structure, up to 1,000 sq. ft. of floor area	\$120.00
Each additional 1,000 sq. ft. of floor area	\$25.00
3. <u>Zoning Review Fee (Expedited Permits only)</u>	\$35.00
4. <u>Re-inspection Fee</u>	\$75.00

Note: This Guidebook is only intended to be a guide and is not all inclusive of the Building Code. For complete details of all requirements, consult the Michigan Residential Code (MRC). The information in this Guidebook is subject to change without notice.



**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.