HOMEOWNER APPLYING FOR PERMITS ONLINE

A Homeowner whose name is listed as the property owner with the City may apply for their own permits. These permits include interior remodeling, additions, decks, accessory structures, etc. A homeowner may also apply for a permit to construct a new home provided they own the property and they intend to occupy the home as their primary residence for a period of minimum one year.

A property owner listed as an LLC cannot obtain their own permits and must retain a licensed residential contractor to perform any work on the property.

Contact the Building Department Customer Service Staff at 248-656-4615 for any questions you may have.

**Step 1: Select a Property**
Enter the address of the property and click search.
Click on the property address

**Step 1: Select a Property**

- Property Search

  - Search By: Address
  - Search For: 1000 test
  - Search

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Address</th>
<th>Parcel Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF ROCHESTER HILLS</td>
<td>1000 TEST DR, ROCHESTER HILLS, MI 48305-3054</td>
<td>70-15-00-000-001</td>
</tr>
</tbody>
</table>

Confirm that the address is correct and click next to continue
Step 2: Enter Permit Details
From the dropdown menu select the type of permit type you are apply for.

Enter a brief description of the project.

Enter the construction value.

Click next to continue
Step 3: Enter Applicant Information
Confirm Contact information and enter any missing information.

You must also certify that you are the homeowner.

Click next to continue

Step 4: Enter Applicant Information
A permit application fee is due when submitting online. You will receive an email with a link to the City of Rochester Hills online payment website once your application has been accepted.

Plan review and permit fees will be due prior to issuance of the permit.

Click next to continue.

Step 4: Estimate Fees
Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

Once your permit application has been processed and accepted, you will receive an email with a link to the City of Rochester Hills online payment site for application and/or permit fees. A processing fee of 2.8% will be charged for all credit card payments or you may pay by e-check with no processing fee.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Details</th>
<th>Quantity</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>No fee items found</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARD FEE DECK</td>
<td></td>
<td></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Total Estimated Fees:** $100.00
**Step 5: Attach Documents**

Attach PDFs of the documents that pertain to the project. File names should only include alphanumeric characters, underscores or dash.

Once all documents are uploaded click next to continue.
Step 5: Submit Application
Verify that all the information entered is correct.

Read and accept the disclaimers, then click submit to complete the online application process.