Contractor Registration
All Contractors must be registered with the City to be eligible to apply for any type of residential or commercial permit. A Contractor Registration form is attached for your convenience.

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

BS&A Account
If you already have a BS&A account sign in to continue.

Sign In
Sign in with your existing account or create a new account.

I Have an Account
If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password. Please note that passwords are case-sensitive.

User Name: 
Password: 
Keep me signed in. (Clear this check box if you're on a shared computer.)
Sign In

Sign In Help
Forgot your User Name/Password? Click here for help.

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

Create a New Account
Yes, I would like to create a new BS&A Online account. Click Here to create an account.
If you do not already have a BS&A online account you will need to create one. This account can be used for any municipality that utilizes BS&A.

Create an Account
Please provide the information requested below to create an account.

Already Registered?  Click here to Sign In

Create a New Account

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

🌟 User Name:   

Your User Name is what you will use to log into the site in the future. Please make note of your User Name.

🌟 My e-mail address is:   

🌟 Confirm e-mail:   

Protect your account and information with a password.

🌟 Enter a new Password:   

🌟 Re-enter password:   

Once logged in, contact the Building Department to obtain a pin number that will link your account to the property where you will be doing work.

Your account is not currently linked to a name record in this municipality. Please obtain your PIN from the municipality to allow viewing of your full history, as well as the ability to apply for permits online.

Enter the PIN provided to you by the municipality:

PIN:   

Submit
Step 1: Select a Property
Enter the address of the property.

Step 1: Select a Property

Select a Property  Enter Permit Details  Enter Applicant Information  Estimate Fees  Submit Application

ATTENTION ALL CUSTOMERS
CITY HALL IS CURRENTLY CLOSED DUE TO THE EXECUTIVE ORDER 2020-21 ISSUED BY GOVERNOR WHITMER, TO SUSPEND ACTIVITIES THAT ARE NOT NECESSARY TO SUSTAIN OR PROTECT LIFE, WITH THIS ORDER IN PLACE. WE WILL NOT BE PERFORMING INSPECTIONS, SO PLEASE DO NOT SCHEDULE INSPECTIONS ONLINE THROUGH APRIL 13TH, 2020.
WE UNDERSTAND EMERGENCIES DO ARISE, SO PLEASE CONTACT OUR MAIN LINE AT (248) 656-4615 IF YOU HAVE A QUESTION OR CONCERN. THIS LINE IS BEING ANSWERED REMOTELY AND WE WILL MAKE SURE WE HAVE SOMEONE CONTACT YOU AS SOON AS POSSIBLE.

WE ARE STILL ACCEPTING RESIDENTIAL & COMMERCIAL BUILDING PERMIT AND TRADE PERMITS ONLINE.

THANK YOU FOR YOUR UNDERSTANDING AND STAY SAFE.

Welcome to the City of Rochester Hills online permit application web page. We are now accepting ALL types of permit online. If a Building permit is required for your project the Building Permit MUST be issued prior to any Trade Permit issuance.

Once your application has been submitted, it will be reviewed and processed by the Building Department Staff. You will receive and email once the application has been accepted which will provide you with a link to the City of Rochester Hills online payment web page. If you have any questions regarding this process you may contact the Building Department staff at 248-656-4615. Rochester Hills - Building Department Forms & Applications

Property Search

Search By: Address
Search For: 
Search

Next
Click on the property address

**Step 1: Select a Property**

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

<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 48304</td>
<td>70-15-00-000-001</td>
</tr>
</tbody>
</table>

Confirm that the address is correct and click next.
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.

If this permit application relates to a project that is already been permitted select the project.

Enter the construction value.

Step 3: Enter Applicant Information
Confirm Contact information and enter any missing information.
Add any the emails for any addition parties that should be notified regarding permit updates.

Step 3: Enter Applicant Information

Enter your contact information and select the licensee who will be doing work on the permit (if necessary).

Your contractor’s licence must be registered with the City of Rochester Hills. Please see website for Contractor Registration form.

- Contact Information
  - Name:
  - Phone Number:
  - Email Address:
  - Confirm Email:

- Contractor Information
  - Name: RHBD
  - Address: 1000 ROCHESTER HILLS DR
  - Phone: (248) 656 4815
  - Federal ID: No Data to Display

A valid licensee is not required for this permit type.

Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>craig</td>
<td><a href="mailto:mooney@rochesterhills.org">mooney@rochesterhills.org</a></td>
</tr>
</tbody>
</table>

[Add new record]
Step 4: Enter Applicant Information

Only permit application fees are due when submitting online. You will receive an email with a link to the City of Rochester Hills online payment web site 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>APP FEE NEW NON-RES</td>
<td></td>
<td></td>
<td>$750.00</td>
</tr>
</tbody>
</table>

Total Estimated Fees: $750.00
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.

---

### Property and Application Details
- **Property Address**: 1000 TEST DR
- **Parcel Number**: 76-15-00-000-001
- **Work Description**: Big Box Store.
- **Permit Type**: COM-NEW BUILDING
- **Owner Name**: CITY OF ROCHESTER HILLS

View Application Details

### Contact Information
- **Contact**: Craig D McEwen
- **Phone**: 2483203070
- **Email**: craigmcewen@gmail.com

View Additional Names

### Contractor Information
- **Name**: RHIO
- **Address**: 1000 ROCHESTER HILLS DR
- **Phone**: (248) 656-4615
- **Federal ID Number**: No Data to Display

### Estimated Fees

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Quantity</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP FEE NEW NON-RES</td>
<td></td>
<td>$750.00</td>
</tr>
</tbody>
</table>

**Total Estimated Fees**: $750.00

### Disclaimers
- **I understand that I must submit a permit application for each project.**
- **I understand that the plan review will not proceed until the permit application fees have been paid.**
- **I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge. I acknowledge I am the license owner.**
- **Section 223 of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.15339 prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 223 are subject to civil fines.**
- **I understand that plan review and permit fees will be an addition to the permit application fee. These fees will be determined during the review process and will be due prior to the issuance of the building permit.**

Accepted By: Craig D McEwen
CONTRACTOR REGISTRATION
City of Rochester Hills
1000 Rochester Hills Dr., Rochester Hills, MI 48309
(248) 656-4615 Phone (248) 656-4625 Facsimile

License Issued To (person) ____________________________

Company Name ________________________________

Address ________________________________ Telephone # __________

City, Zip: ________________________________ Fax #: __________________

Federal I.D. #: ________________________________ Cell Phone #: __________________

Contractor License #: ________________________________ Ask us about online permits and inspections

BS&A online User ID ________________________________ E-mail __________________

Workman’s Comp Ins. Carrier (or reason for exemption): __________________

MESC Employer ID # (or reason for exemption):

FOR BUILDING & SIGN CONTRACTORS ONLY:
Authorized Signatures – please print (only the contractor and the following names will be allowed to obtain permits):

______________________________

______________________________

______________________________

FOR ELECTRICAL, PLUMBING, FIRE ALARM & SIGN CONTRACTORS ONLY:
Master/Specialist authorized to obtain permits – please print (copy of master/specialist’s license(s) must be attached)

Name: ________________________________ Master/Specialist/Fire Alarm Tech License #: __________________

Please be advised that the State of Michigan licensing regulations allow only licensed Electrical/Plumbing Contractors and Authorized Master to obtain Electrical/Plumbing permits.

I, the undersigned, hereby certify that the information herein is true and correct to the best of my knowledge.

Signature of Licensee: ________________________________ Date: __/__/____

has signed this form in person, or in front of a Notary Public whose stamp and signature is also on this form.

Did you remember to include:

☐ Copy of driver’s license, current Contractor’s license and current Masters/Specialist license(s)
☐ Registration fee (see fee schedule)
☐ Signature of licensee (contractor) on this form must be notarized if form is not being submitted in person by contractor

Subscribed and sworn to me on this

day of ________________, in the year ________________

(print)

______________________________

Signature)

______________________________

Notary Public

___________ County, Michigan

Acting in ____________________________ County, Michigan

My commission expires: ____________________________

Fee Schedule:

Building Contractor $30.00 until end of license
Sign Contractor with or without Sign Specialist $30.00
Fire Alarm Contractor with Technician $30.00 until end of license
All other Trades $15.00 until end of license

Office Use Only:

Reg. #: ____________________________
Expires: __/__/____

Driver License Verified ☐

Initials: ____________________________