

DPW Permit Application Instructions

Submission Instructions:

- All required documents must be sent by ONE email to DPWpermits@rochestermi.org
 - Sending multiple emails may delay the approval process as all documents need to be reviewed together.
 - Applications must be submitted by email only.
1. **Certificate of Liability:**
 - Must include Rochester as an additionally insured party.
 - Required with all permit requests. (Job specific, blanket certificates are not accepted)
 2. **Contractor's License:**
 - Required if applicable to your job.
 3. **Drawings:**
 - Required if applicable to the work being done.
 4. **Application:**
 - Must be fully completed.
 5. **Bond Release:**
 - Once approval is granted it will take approximately 30 days for the bond to be returned from accounts payable and a check will be mailed to the address submitted.

Inspection Requests:

- Requests must be made via phone to the DPW at 248-651-5165. 48-hour notice is required.
- The Building Department cannot schedule inspections for the DPW.
- BS&A online is not available for DPW permit or inspection requests.

Additional Information:

- The applicant and contractor must be the same person. Using another contractor's license is not permitted.
- The contractor must be the one to pay the bond and the bond will only be returned to the contractor. (NO EXCEPTIONS).
- Bonds are to be paid as cash/check or credit. (surety bonds are not accepted).
- Payments can be made online via the City of Rochester's website/services tab/utilities and other fees - pay online or in person at City Hall located at 400 Sixth Street.

Jason cell: 248-379-8806

Sewer, Sidewalk, Approach, Roads, Telecommunications

Corey Office: 248-651-5165

Demolitions and Water



DEPARTMENT OF PUBLIC WORKS PERMIT APPLICATION

Sidewalk, Approach, Telecommunication, Utilities, Storm, Sanitary, Watermain,

Use of or work in the City Right of way

INSPECTIONS REQUIRE 48 HOUR NOTICE - CONTACT THE DPW

AT 248-651-5165 TO SCHEDULE

ADDRESS OR ADDRESS CLOSEST TO PROJECT

ADDRESS:

CONTRACTOR/APPLICANT INFORMATION

Contact Name:

Business Name:

Address:

City/State/Zip:

Phone:

Email:

DESCRIPTION OF WORK

DOCUMENTS TO INCLUDE WITH APPLICATION REQUEST

A Certificate of Liability with City of Rochester listed as the interested party must be included with each request.

Contractor licenses (If applicable)

Drawings (If applicable)

APPLICATION FOR A PERMIT SHALL BE DEEMED AN AGREEMENT BY THE APPLICANT TO PROMPTLY COMPLETE THE WORK PERMITTED, RESTORE THE AREA DISTURBED TO ITS ORIGINAL CONDITION, OBSERVE ALL PERTINENT LAWS AND REGULATIONS OF THE CITY, INDEMNIFY, PROTECT AND HOLD THE CITY OF ROCHESTER HARMLESS FROM ALL CLAIMS, DAMAGE OR ACTIONS AT LAW THAT MAY BE BROUGHT ON ACCOUNT OF INJURY TO PERSONS OR DAMAGE TO PROPERTY RESULTING FROM THE WORK DONE UNDER THE PERMIT OR IN CONNECTION THEREWITH. THE APPLICANT SHALL BE RESPONSIBLE FOR, AND TO PROMPTLY REPAIR, ANY AND ALL DAMAGED AREAS AT APPLICANT'S COST BEFORE ANY FINAL APPROVALS ARE GIVEN. WORK CANNOT BE STARTED UNTIL PERMIT IS APPROVED AND INSPECTOR IS ON THE JOB.

PERMIT APPLICATION AND ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED TOGETHER AND SENT IN ONE EMAIL TO: DPWpermits@rochestermi.org

Applicant Signature: _____

FOR OFFICE USE ONLY

PERMIT FEES AND CHARGES	UNITS	FEE	TOTAL
TELECOMMUNICATION/ UTILITY WORK:		\$50.00	
SIDEWALK AND APPROACH PERMIT FEE:		\$50.00	
PRE-POUR INSPECTION		\$100.00	
FINAL INSPECTION		\$100.00	
BOND		\$1,500.00	
DEMOLITION PERMIT FEE:		\$50.00	
WATER DISCONNECT BY CITY WORKERS (min \$450.00)		TBD	
SEWER CUT AND CAP:		\$100.00	
BOND:		\$1,500.00	
SEWER PERMIT FEE:		\$50.00	
SEWER CONNECTION FEE:		TBD	
SEWER LEAD INSPECTION STREET TO SIDEWALK:		\$100.00	
SERVICE INSPECTION ON PRIVATE PROPERTY:		\$100.00	
SEWER TAP FEE		TBD	
SEWER TAP INSPECTION FEE		\$100.00	
BOND:		\$1,500.00	
WATER PERMIT FEE:		\$50.00	
WATER CONNECTION FEE:		TBD	
WATER TAP INSPECTION:		\$100.00	
RESIDENTIAL WATER TAP FEE:		TBD	
COMMERICAL WATER TAP FEE:		TBD	
SERVICE INSPECTION ON PRIVATE PROPERTY:		\$100.00	
CONSTRUCTION WATER CHARGE:		TBD	
WATER METER SIZE: _____		TBD	
BOND:		\$1,500.00	
STORM SEWER PERMIT FEE:		\$50.00	
SEWER TAP INSPECTION STREET TO SIDEWALK:		\$100.00	
SERVICE INSPECTION ON PRIVATE PROPERTY:		\$100.00	
STORM CONNECTION FEE:		\$1,610.00	
STORM TAP FEE:		TBD	
BOND:		\$1,500.00	
CONTRACTOR REGISTRATION		\$15.00	
Stop Work Order permit fee		\$100.00	
Work done without a permit fee		TBD	
OTHER DESCRIPTION:			
PERMIT TOTAL:			

FOR OFFICE USE ONLY

DPW Approval: _____

Updated: 2025