Applying for Permits Online
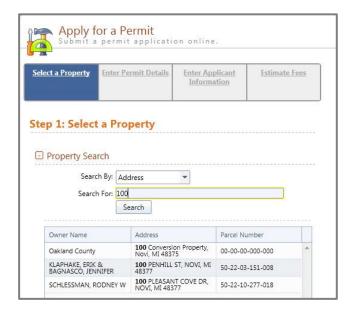
FOR CONTRACTORS

Developed by

BS&A SOFTWARE

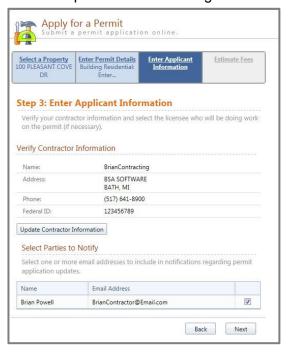## STEP 1: Select a Property

You can search by Address, Parcel Number, or Owner Name.

STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage (if applicable).
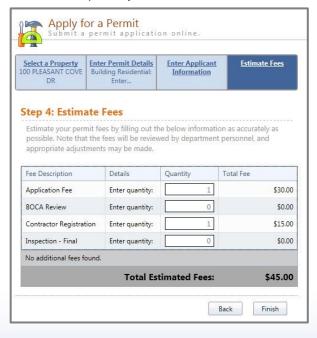
STEP 3: Enter Applicant Info

Verify your contact information and choose the parties to receive e-mail notifications when the permit's status changes.

Apply for a Permit
Submit a permit application online.

Select a Property 100 PLEASANT COVE DR	Enter Permit Details Building Residential: Enter...	Enter Applicant Information	Estimate Fees

Step 3: Enter Applicant Information

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

Verify Contractor Information

Name:	BrianContracting
Address:	BSA SOFTWARE BATH, MI
Phone:	(517) 641-8900
Federal ID:	123456789

Update Contractor Information

Select Parties to Notify

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

Name	Email Address	
Brian Powell	BrianContractor@Email.com	☑

Back   Next

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity.

Apply for a Permit
Submit a permit application online.

Select a Property 100 PLEASANT COVE DR	Enter Permit Details Building Residential: Enter...	Enter Applicant Information	Estimate Fees

Step 4: Estimate Fees

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

Fee Description	Details	Quantity	Total Fee
Application Fee	Enter quantity:	1	$30.00
BOCA Review	Enter quantity:	0	$0.00
Contractor Registration	Enter quantity:	1	$15.00
Inspection - Final	Enter quantity:	0	$0.00
No additional fees found.			
		Total Estimated Fees:	**$45.00**

Back   Finish

STEP 5: Attachments

Some permit types may allow, or even require an attachment.

While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.

Contractor Application for Permit
Submit a permit application online.

Select a Property 1 Conversion Property	Enter Permit Details Electrical: Work Description	Enter Applicant Information	Estimate Fees Estimated Amount: $2.00	Add Attachments

Step 5: Add Attachments

If you have any files or attachments that will be required for the approval of your Permit (required plan documents or other relevant materials) click the button below to browse your computer and attach them to your application. Please note: If you fail to submit required plan documents, your application may be delayed or denied.

Select...

Back   Finish

Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating a successful application.

Online Payments

Once your application has been processed, you can pay your invoice(s) online from the "View My Activity" Screen. When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website.

Make a Payment on Invoices
Building Department Online Payment Service

Property: 00-00-00-000-000

Name & Address Information Building Department Data Current As Of: 02/10/2014

BUESSER, BUESSER, BLACK, LYNCH
4280 TELEGRAPH ROAD STE 2000
BLOOMFIELD HILLS, MI 48302

Pay Invoices on this Property

Check the box or boxes of the payment(s) you are making. Verify the Total at the bottom of the Pay Record column, then click the **Make Payment** button.

Record	Record Type	Invoice #	Amount Due	Pay Record?
PCODE95-054	Permit	00028232	$52.92	☐ Pay this Invoice
PD02-0024	Permit	00028472	$30.00	☐ Pay this Invoice

Once your application has been processed, you can pay your invoice(s) online from the "View My Activity" Screen.