

# ONLINE PERMIT, PAYMENT and INSPECTION REQUEST PROCESSES



## City of East Lansing

Planning Building Development  
410 Abbot Second Floor  
East Lansing, MI 48823  
Ph. 517-319-6871 or 517-319-6810  
Website: [cityofeastlansing.com](http://cityofeastlansing.com)

This publication provides guidelines for applying, paying and requesting inspections for any of the City of East Lansing permit types: Building, Paving, Sign, Mechanical, Electric, Plumbing

### TO APPLY FOR A PERMIT

Visit the City of East Lansing website Building Department page at <https://www.cityofeastlansing.com/1979/21068/Apply-for-a-Permit-Online> or come into the Planning Building Development office located in the East Lansing City Hall, 2<sup>nd</sup> floor, Room 217, 410 Abbot Road to use our lobby computer. You may apply using the *Homeowner* or *Contractor* link.

*\*\*Projects in the Historic District will also need to apply for a Certificate of Appropriateness*

#### *Homeowners:*

As the property owner, you may obtain permits in your own name; however, if a contractor is to perform the work, it is required that the contractor secure the permit and be listed as the responsible party. In this way, the city will be in a better position to assist you in gaining compliance with Codes if the work is defective. A contractor must be properly licensed in order to obtain a permit.

#### *Contractors:*

You must have a City of East Lansing profile and create your own BS&A account. If you have never pulled a permit with the City of East Lansing, we will create a profile for you and your Web ID will generate. You will create your own BS&A account by visiting <https://bsaonline.com/Account/Register>. If you already have a BS&A account and a City of East Lansing profile and need the Web ID, please call the Building Department to receive your Web ID. At this time, we will make sure your License and other profile information is current otherwise the system will not let you proceed in the permit application process.

Email the following information to an *Administrative Secretary* to create a City of East Lansing Profile:

Contractor license

Driver license of the person who holds the contractor license

Company Name

Address

Phone numbers

Federal ID number

Email

Contact names

After we create your City of East Lansing profile, we will connect you to your BS&A account from our end. If you do not have a BS&A account, we will email the WEB ID for you to connect when you do create one.

After you apply for a permit, we will process the application. You will begin receiving notifications of the progress. Payment

can be made at any time when there is an invoice posted but you cannot begin the work or schedule and inspection until the permit is *issued*. Building, sign, paving and trades permits involving plan review could take up to 2 weeks depending on the complexity of the project and how many other plan reviews are ahead of yours. The Plan Reviewer in Building and/or Zoning will contact you if more information is needed. When the plans are approved, the Building *Plan Reviewer* will contact you for payment and issuance.

TO PAY FOR A PERMIT

To pay for a permit you may choose between the following methods:

Cash, Check or Credit Card

For CC, pay online through the BS&A portal or by phone:

*\*You can reach the Finance office at 517-319-6860, 517-319-6872 or 517-319-6890.*

*\*\*Please note that we accept all major credit cards except American Express.*

TO REQUEST AN INSPECTION

You may request Inspections 3 ways:

Call or email the appropriate inspector

Online BS&A portal.

*\*\*Please note the inspector will try to honor all requested times and dates to the best of the ability. After you request the inspection, please DO NOT assume the inspection is scheduled until you receive notification that the request had indeed been scheduled on the inspector's calendar.*

Administrative Secretary	517-319-6871	<a href="mailto:dkenny@cityofeastlansing.com">dkenny@cityofeastlansing.com</a>
Administrative Secretary	517-319-6810	<a href="mailto:lyabs@cityofeastlansing.com">lyabs@cityofeastlansing.com</a>
Plan Reviewer	517-319-6803	<a href="mailto:tkerby@cityofeastlansing.com">tkerby@cityofeastlansing.com</a>
Building Inspector	517-319-6921	<a href="mailto:tschultz@cityofeastlansing.com">tschultz@cityofeastlansing.com</a>
Electrical Inspector	517-319-6807	<a href="mailto:bthomas@cityofeastlansing.com">bthomas@cityofeastlansing.com</a>
Plumbing Inspector	517-319-6816	<a href="mailto:bpenix@cityofeastlansing.com">bpenix@cityofeastlansing.com</a>
Mechanical Inspector	517-319-6983	<a href="mailto:jhardin@cityofeastlansing.com">jhardin@cityofeastlansing.com</a>
Building Official	517-319-6878	<a href="mailto:sweaver@cityofeastlansing.com">sweaver@cityofeastlansing.com</a>