



# Applying for Permits Online

FOR HOMEOWNERS

Developed by




Solutions, Support...Satisfaction



## STEP 1: Select a Property

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

 **Apply for a Permit**  
Submit a permit application online.

|                          |                                      |   |                               |
|--------------------------|--------------------------------------|---|-------------------------------|
| <b>Select a Property</b> | <a href="#">Enter Permit Details</a> | <a href="#">Enter Applicant Information</a> | <a href="#">Estimate Fees</a> |
|--------------------------|--------------------------------------|---|-------------------------------|

**Step 1: Select a Property**

Property Search

Search By: Address


Search For: 100 Search

| Owner Name                          | Address                                 | Parcel Number    |
|-------------------------------------|---|------------------|
| Oakland County                      | 100 Conversion Property, Novi, MI 48375 | 00-00-00-000-000 |
| KLAPHAKE, ERIK & BAGNASCO, JENNIFER | 100 PENHILL ST, NOVI, MI 48377          | 50-22-03-151-008 |
| SCHLESSMAN, RODNEY W                | 100 PLEASANT COVE DR, NOVI, MI 48377    | 50-22-10-277-018 |



## STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage (if applicable)

 **Apply for a Permit**  
Submit a permit application online.

|  |                             |   |                               |
|--|-----------------------------|---|-------------------------------|
| <b>Select a Property</b><br>100 PLEASANT COVE DR | <b>Enter Permit Details</b> | <a href="#">Enter Applicant Information</a> | <a href="#">Estimate Fees</a> |
|--|-----------------------------|---|-------------------------------|

**Step 2: Enter Permit Details**

Enter the type of permit for which you wish to apply:

Building Residential

Please describe the work to be done in detail:

Enter Work Description Here...

Back
Next

Visit the "Contractor Learning Center" for more BS&A Online information and detailed walkthroughs

<http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center>

## STEP 3: Enter Applicant Info

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

**Homeowner Application for Permit**  
Submit a permit application online.

Navigation: Select a Property (111 Fake), Enter Permit Details (Electrical: Test), **Enter Applicant Information**, Estimate Fees, Add Attachments

**Step 3: Enter Applicant Information**

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

Property Owner: TEST PROPERTY

Phone Number:

Email Address:   
Used to send updates regarding the status of your application.

Confirm Email:

I certify that I am the owner of the property listed above.

Buttons: 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.

Navigation: 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: | <input type="text" value="1"/> | \$30.00        |
| BOCA Review                  | Enter quantity: | <input type="text" value="0"/> | \$0.00         |
| Contractor Registration      | Enter quantity: | <input type="text" value="1"/> | \$15.00        |
| Inspection - Final           | Enter quantity: | <input type="text" value="0"/> | \$0.00         |
| No additional fees found.    |                 |                                |                |
| <b>Total Estimated Fees:</b> |                 |                                | <b>\$45.00</b> |

Buttons: 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.

Navigation: 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...

Buttons: 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 using the "Online Payments: Building Department Payments." When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website

**Building Department Online Payment Service**  
Cascade Township, Kent County

Progress: Step 1: Search (selected), Step 2: Select Record, Step 3: Make Payment

**Getting Started...**

Welcome to the **Building Department** Online Payment Service. This service allows you to search for a specific record within the **Building Department** database to make a payment on. To begin, please enter the appropriate information in one of the searches below.

Search by Building Department Reference Number  
Enter the **permit, enforcement, or certificate** number for the record you are attempting to search on.

Reference Number:  Search

Search by Name  
Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name).

Name:  Search

Search by Address  
Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street.

Address:  Search

Search by Parcel Number  
Enter the parcel number of the record you are attempting to search on.

Parcel Number:  Search

Once completed, you can then print the confirmation, exit the webpage, or apply for another permit