



Applying for Permits Online

FOR CONTRACTORS

NOTICE: Prior to applying for a permit online you must register at (<https://bsaonline.com/?uid=2720>). You will need to create a user name and password. Once you have created the user name and password, you will need a Web PIN # to complete your registration.

To obtain your Web PIN# please contact the Community Development Department at:

- 402-562-4236
- mluckey@columbusne.us

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 1: Select a Property

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

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).

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

STEP 3: Enter Applicant Info

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

Contractor Application for Permit
Submit a permit application online.

Thank you for using BSA Software's AccessMyGov.com Online Permitting module!

If you have any question, please contact 317 641 0000

Select a Property 822 SCHUSTER AVE

Enter Permit Details Building Commercial: Example

Enter Applicant Information

Estimate Fees

Add Attachments

Step 3: Enter Applicant Information

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

Verify the applicant contact information, licensee, and email.

Phone Number: 317 641 0000

Linked Contractor Information

Name: Adam Builders
Address: 1001 Main St
Phone: 317 641 0000
Federal ID: 123456789

Select a Licensee

A licensee is required for this permit type. Click a licensee in the list to proceed.

Name	Licensee Type	Status	State Lic. Number	Date License Expires	Date Registration Expires
Adam Builders	Commercial Builder	Active		8/14/2018	8/14/2018

Displaying items 1 - 1 of 1

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.

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

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

BUESSE, BUESSE, BLACK, LYNCH,
4190 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	<input type="checkbox"/> Pay this Invoice
PD02-0024	Permit	00028472	\$30.00	<input type="checkbox"/> Pay this Invoice

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