



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.

Select a Property	Enter Permit Details	Enter Applicant Information	Estimate Fees
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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**
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Select a Property 100 PLEASANT COVE DR	Enter Permit Details	Enter Applicant Information	Estimate Fees
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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. This is an Estimate Only until reviewed by staff.

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.			
Total Estimated Fees:			\$45.00

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 and approved, 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