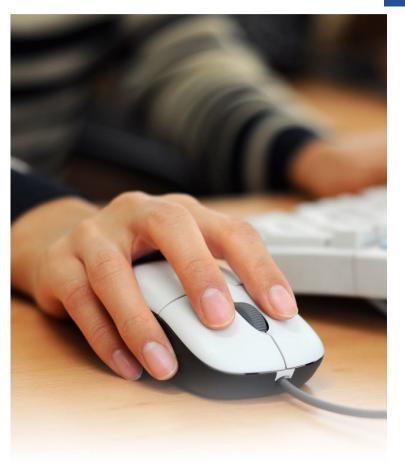
COMMUNITY DEVELOPMENT



STEP 1: Select a Property

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

Apply for a Pe Submit a permit	ermit application online	çı.	
Select a Property Enter Pe	rmit Details Enter App Informa		e Fees
Search For: 100	iress		
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	

Applying for Permits Online

FOR HOMEOWNERS

Developed by



Solutions, Support...Satisfaction





STEP 2: Enter Permit Details

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

ct a Property LEASANT COVE DR	t Details Enter Applicant Estimate Fees
p 2: Enter Permit D	etails
	cuits
the type of permit for which yo	nu wish to apply:
Building Residential	
e describe the work to be done	in detail:

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

		ine.	
Enter Permit Details Electrical: Test	Enter Applicant Information	Estimate Fees	<u>Add</u> <u>Attachments</u>
permit as a ho Iding departme ease contact the	meowner, you m ent has on record e building depart	ust verify that y . If the name or	address do
er: ss: Used to send u ail:	updates regarding th	he status of your ap	pplication.
I certify that	at I am the owner of	the property listed	above.
	Details Electrical: Test er Applican permit as a ho Iding departme case contact the en: TEST PROPER en: Used to send to used to send to aili:	Details Electrical: Test Information er Applicant Information permit as a homeowner, you m Iding department has on record pase contact the building depart er: TEST PROPERTY er:	Details Electrical: Test Information er Applicant Information permit as a homeowner, you must verify that y Iding department has on record. If the name or asee contact the building department to correct er: TEST PROPERTY er:

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

the second s			
	Enter Permit Details Building Residential: Enter	Enter Applicant Information	<u>Estimate Fees</u>
	it fees by filling out th the fees will be review		
	Details	10 KO24	
Fee Description	Details	Quantity	Total Fee
Fee Description Application Fee		10 KO24	
Fee Description Application Fee BOCA Review	Details Enter quantity: Enter quantity:	Quantity	Total Fee \$30.00
Fee Description Application Fee BOCA Review Contractor Registratic Inspection - Final	Details Enter quantity: Enter quantity:	Quantity	Total Fee \$30.00 \$0.00
Fee Description Application Fee BOCA Review Contractor Registratic	Details Enter quantity: Enter quantity: on Enter quantity: Enter quantity:	Quantity	Total Fee \$30.00 \$0.00 \$15.00

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.

Select a Property Conversion Property	Enter Permit Details Electrical: Work Description	Enter Applicant Information	Estimate Fees Estimated Amount: \$2.00	<u>Add</u> <u>Attachmen</u>
Conversion	Electrical: Work	Information	Amount:	Attachme

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

Use the s	<u>: Search</u> earch critera below to arching for your	Step 2: Select Record	Step 3: Make Payment
Setting Started	ł		
	ding Department Online Payme he appropriate information in on		pecific record within the Building Department database to make a paymen
egin, please enter t	Search by Building Departme		
		or certificate number for the record you are attempti	in to search on
		certificate number for the record you are attempti	ig to search on.
A Reference Number:			
🏫 Reference Number.		Search	
🏫 Reference Number:	Search by Name		
	Search by Name	earch method. For a more refined search try including	the first name (i.e. Last Name, First Name).
	Search by Name Last name only is the preferred se		the first name (i.e. Last Name, First Name).
	Search by Name Last name only is the preferred se	earch method. For a more refined search try including	the first name (i.e. Last Name, First Name).
	Search by Name Last name only is the preferred se Search by Address	earch method. For a more refined search try including	the first name (i.e. Last Name, First Name). Main Street, or for an address rance enter 100-200 Main Street.
	Search by Name Last name only is the preferred se Search by Address Enter the address of the record y	earch method. For a more refined search try including	
🏫 Name:	Search by Name Last name only is the preferred se Search by Address Enter the address of the record y	earch method. For a more refined search try including	

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