

[CLICK HERE TO APPLY ONLINE](#)



Applying for Permits Online

FOR CONTRACTORS

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

COMMUN

 [Apply for a Permit](#)
Submit a permit application online.

[Select a Property](#) [Enter Permit Details](#) [Enter Applicant Information](#) [Estimate Fees](#)

Step 1: Select a Property

[Property Search](#)

Search By: [Address](#)

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.

[Select a Property](#) [100 PLEASANT COVE DR](#) [Enter Permit Details](#) [Enter Applicant Information](#) [Estimate Fees](#)

Step 2: Enter Permit Details

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

Please describe the work to be done in detail:

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 BS&A Software's AccessMyGov.com Online Permitting module!

If you have any question, please contact 517.641.6999

Select a Property 822 SCHUSTER AVE	Enter Permit Details Building Commercial: Example	Enter Applicant Information	Estimate Fees	Add Attachments
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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:

Linked Contractor Information

Name: Adam Builders
Address: 822 Schuster Ave
Phone: 517-555-1234
Federal ID: 987654321

Select a Licensee

A licensee is required for this permit type. Click the 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 - 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
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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
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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

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

BUESSER, BUESSER, 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
PDO2-0024	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.



Online Inspection Requests

FOR CONTRACTORS

Developed by



Solutions, Support...Satisfaction



STEP 1:

Find and select the permit you wish to schedule an inspection for.

 **Schedule an Inspection**
Submit an inspection request for a permit online.

Select a Permit	Select Inspection Type and Date	Contact Information
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Step 1: Select a Permit

Enter a Permit Number, including any dashes or spaces.

★ Permit Number:

Permit Number	Permit Type	Property Address
PD15-0004	Demolition	822 SCHUSTER AVE
PE14-0139	Electrical	
PBC15-0009	Building Commercial	3717 LOVERS LN

STEP 2: Select the desired inspection type and choose from the available days on the calendar.

 **Schedule an Inspection**
Submit an inspection request for a permit online.

Select a Permit Permit PBR13-0014 1234 Main Street	Select Inspection Type and Date	Contact Information	Add Attachments
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Step 2: Select Inspection Type and Date

Inspection Details

★ Inspection Type: Select the type of inspection you wish to request.

Inspection Date

Using the calendar below, select an available date for your inspection request.



★ Requested Date: 09/25/2013

Back **Next**

STEP 3: Verify Contact Information.

 **Schedule an Inspection**
Submit an inspection request for a permit online.

Select a Permit
Permit PBR13-0014
1234 Main Street

Select Inspection Type and Date
Final: 9/25/2013

Contact Information

Add Attachments

Step 3: Contact Information

Enter your contact information to be included with the request.

Name: BSA Contractor
Phone: (999) 123-4567

Notes:

Select Parties to Notify

Select one or more email addresses to include in notifications regarding inspection request updates.

Name	Email Address	
BSA Contractor	bsacontractor@bsa.com	<input checked="" type="checkbox"/>
John Smith	jsmith@abc.com	<input type="checkbox"/>
Chris Jones	cjones@abc.com	<input checked="" type="checkbox"/>

Back **Next**

SCHEDULING CONFIRMATION

You will receive a confirmation message that the inspection has been scheduled successfully.

Email notifications will be sent regarding any status changes or if the inspection must be rescheduled.

VIEW INSPECTIONS:

In the “View My Activity” section you can view, cancel or reschedule pending inspections, or review completed inspections.

Inspection Details: Ceiling Inspection
Property Address: 30678 VINE CT, INDO, ME 48377 | Permit: 50-32-02-252-069

Property Owner: ELIZABETH C SMITH

Summary Information
> 0 Violation(s) Found

Jump To: [Inspection Information](#) | [Associated Record Information](#)

Amount Due
Permit Total **\$68.00**
[Pay Now](#)

Inspection Type	Status	Scheduled
Inspector Electrical Inspector	Result	Not Available
Scheduled Date 01/31/2014	Scheduled Time 12:00:00	
Scheduled By		

STEP 4: Add attachments (if applicable).

 **Schedule an Inspection**
Submit an inspection request for a permit online.

Select a Permit
Permit PBR13-0014
1234 Main Street

Select Inspection Type and Date
Final: 9/25/2013

Contact Information
(999) 123-4567
bsacontractor@bsa.com

Add Attachments

Step 4: Add Attachments

If you have any files or attachments that will be required for the approval of your Inspection Request click the button below to browse your computer and attach them. **Please note:** If you fail to submit required documents, your request may be delayed or denied.

Select...

Desert.jpg **Remove**

Upload successful!

Back **Finish**

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We are excited to announce that the City of Walker has implemented the ability to apply for Permits and Schedule Inspections online!

You can access the site directly at bsaonline.com. This will take you to the BS&A Online page where you can login to your account and begin the online process of applying for permits and scheduling inspections.

In order to benefit from all of the features that BS&A Online provides, you **must** create an on-line BS&A Online Account and link it with the contractor record that is established in our Building Department software. This allows you to see all your permit and inspection history in the City of Walker.

How do I create a BS&A Online account?

Please go to: bsaonline.com and follow the registration process. You will be sent an email once your account is created. Once you have clicked on the link in the email your account will be activated. Creating an account takes less than 5 minutes.

Once I've created the account, how do I link it with the municipality?

1. While logged into your BS&A Online account, click on the 'Municipalities' button found in top right-hand corner of your screen
2. Search for and click on "City of Walker | Kent County | MP"
3. Under the Building Department heading (in the tree on the left of your screen), click on View My Activity.
4. From here, click on the yellow 'I have a pin' link and enter your pin.

Contact CDD at 616-791-6858 if you do not have a PIN.

Once you have created and linked your account, you will be able to log into BS&A Online at any time to view your activity history, request inspections and apply for permits Online.