

[CLICK HERE TO APPLY ONLINE](#)



Applying for Permits Online

FOR HOMEOWNERS

Developed by



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](#)

Owner Name	Address	Parcel Number
Oakland County	100 Conversion Property, Novi, MI 48375	00-00-00-000-000
KLAPHAKE, ERIK & BAGNASCIO, 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
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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:

[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

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

Select a Property 111 Fake	Enter Permit Details Electrical: Test	Enter Applicant Information	Estimate Fees	Add Attachments
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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.

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.

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**

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

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

Step 1: Search Use the search criteria below to begin searching for your record

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



Online Inspection Requests

FOR HOMEOWNERS

Developed by



Solutions, Support...Satisfaction



STEP 1:

Find the permit you wish to schedule an inspection for by typing in the permit number.

 **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: ex. PB13800950

[Next](#)

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.

September 2013						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

★ Requested Date: 09/25/2013

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STEP 3: Enter contact information.



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

Select a Permit
Permit PE14300177
111 Fake

Select Inspection Type and Date
Final: 2/21/2014

Contact Information

Step 3: Contact Information

Enter your contact information to be included with the request.

Required fields are marked with ★

★ Name:
★ Phone:
★ Email:
★ Confirm Email:
Notes:

Back **Finish**



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.



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

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

