

# Instructions for How to Apply for a Permit Online

1. Select a property. You can search by address, Parcel Number, or Owners name.

**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:

Search For:

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

2. Enter permit details. Choose permit type, input the work description and pick Basic Usage.



## Apply for a Permit

Submit a permit application online.

<a href="#">Select a Property</a> 100 PLEASANT COVE DR	<b>Enter Permit Details</b>	<a href="#">Enter Applicant Information</a>	<a href="#">Estimate Fees</a>
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### 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:

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

**Note:** The home owner, subcontractor or General Contractors can receive these e-mails.



### Apply for a Permit

Submit a permit application online.

Select a Property 100 PLEASANT COVE DR	Enter Permit Details Building Residential: Enter...	<b>Enter Applicant Information</b>	Estimate Fees
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### Step 3: Enter Applicant Information

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

#### Verify Contractor Information

Name:	BrianContracting
Address:	BSA SOFTWARE BATH, MI
Phone:	(517) 641-8900
Federal ID:	123456789

[Update Contractor Information](#)

#### Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

Name	Email Address	
Brian Powell	BrianContractor@Email.com	<input checked="" type="checkbox"/>

[Back](#) [Next](#)



5. Attachments: All permits require an attachment since the Universal Building Form is necessary for any type of submission. Be specific how you name each file and attachment. Ex: NOA, Application, Contract, etc. If any documents are missing, the Building Department will notify you through email to complete the application prior to acceptance.

The screenshot shows a web interface for submitting a permit application. At the top, there is a logo with a hammer and a wrench, and the text "Contractor Application for Permit" and "Submit a permit application online." Below this is a navigation bar with five buttons: "Select a Property", "Enter Permit Details", "Enter Applicant Information", "Estimate Fees", and "Add Attachments". The "Add Attachments" button is highlighted in dark blue. Below the navigation bar, the text "Step 5: Add Attachments" is displayed in orange. A paragraph of text explains that users should click the "Select..." button to browse their computer for attachments. At the bottom of the form, there are "Back" and "Finish" buttons.

Select a Property	Enter Permit Details	Enter Applicant Information	Estimate Fees	Add Attachments
1 Conversion Property	Electrical: Work Description		Estimated Amount: \$2.00	

**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

6. Once your application has been accepted 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.  
Note: Ensure you select YOUR permit only to pay. Any fees attached to the property will appear on the screen

### TIPS:

- Google Chrome is the best browser for BS&A.
- All permit details can be verified without logging in. This includes inspection status, closure of permits, attachments and more.