

CLICK HERE TO APPLY ONLINE

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

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 |



Applying for Permits Online

FOR HOMEOWNERS

Developed by



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 | Enter Permit Details | Enter Applicant Information | Estimate Fees

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

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

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, 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



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


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

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

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

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:

**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>