Applying for Permit Online FOR HOMEOWNERS

STEP 1: Select a Property

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

<u> </u>				
<u>ect a Property</u>	<u>er Permit Details</u>	Enter App Informa		Estimate Fees
p 1: Select a l	Property			
Search By:		•		
		•		
Search By:	100	•	Parcel Numb	
Search By: Search For:	100 Search	on Property, 5	Parcel Numb	
Search For Owner Name	100 Search Address 100 Conversic Novi, MI 4837 100 PENHILL	5		0-000

STEP 2: Enter Permit Details

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

Submit a	or a Permit permit application	on online.	
Select a Property DO PLEASANT COVE DR	<u>Enter Permit Details</u>	Enter Applicant Information	Estimate Fees
tep 2: Enter	Permit Details		
ter the type of perm	ait for which you wish to	apply:	
ter the type of pern Building Resident	it for which you wish to	apply:	
Building Resident		apply:	
Building Resident	ial	apply:	
Building Resident	ial	apply:	

STEP 3: Enter Applicant Info

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

Select a	Enter Permit	Enter Applicant	Estimate Fees	Add
Property 111 Fake	Details Electrical: Test	Information		Attachments
		t Informatio		
		meowner, you m ent has on record		
		e building depart		
Property Own	ner: TEST PROPER	тү		
Property Owr	ner: TEST PROPER	ТҮ		
		τγ		
Property Owr	ber:	TY]	
😭 Phone Numb	ber:	TY updates regarding ti	he status of your ap	oplication.
😭 Phone Numb	ess: Used to send to		he status of your ap	oplication.
술 Phone Numb 술 Email Addre	ess: Used to send to		he status of your ap	oplication.
술 Phone Numb 술 Email Addre	ber: ess: Used to send r nail:			

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

Select a Property 00 PLEASANT COVE DR	Enter Permit Details Building Residential: Enter	Enter Applicant Information	Estimate Fees
possible. Note that	Ite Fees hit fees by filling out th the fees will be reviev ments may be made.		
Fee Description	Details	Quantity	Total Fee
Application Fee	Enter quantity:	1	\$30.00
BOCA Review	Enter quantity:	0	\$0.00
Contractor Registrati	on Enter quantity:	1	\$15.00
Inspection - Final	Enter quantity:	0	\$0.00

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.

Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating a successful application

