

## 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:

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, NOV, MI 48377	50-22-03-151-008
SCHLESSMAN, RODNEY W	100 PLEASANT COVE DR, NOV, MI 48377	50-22-10-277-018

## STEP 3: Enter Applicant Info

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

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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

**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"/>

## 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 | Enter Permit Details | Enter Applicant Information | Estimate Fees | 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.

## STEP 2: Enter Permit Details

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

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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:

## STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

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Select a Property | Enter Permit Details | 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.			
<b>Total Estimated Fees:</b>			<b>\$45.00</b>

## Successful Permit Application

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

**Application Submitted Successfully**

Your application is awaiting review by building department staff. You will receive an email notice when the application has been processed.

Application Date: 02/10/2014  
Permit Type: Electrical  
Email Address: bsacontractor@bsa.com  
Address: 1 Conversion Property  
Parcel Number: 00-00-00-000-000  
Total Estimated Fees: \$2.00  
This amount is subject to change based on permit application review or subsequent inspections.

Apply for another permit:

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