

STEP 1: Select a Property

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

Step 1: Select a Property

Property Search

Search By: Address

Search For: 100

| 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 |

STEP 2: Enter Permit Details

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

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...

STEP 3: Enter Applicant Info

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

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

| Name | Email Address |
|--------------|---------------------------|
| Brian Powell | BrianContractor@Email.com |

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

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: | 1 | \$30.00 |
| BOCA Review | Enter quantity: | 0 | \$0.00 |
| Contractor Registration | Enter quantity: | 1 | \$15.00 |
| Inspection - Final | Enter quantity: | 0 | \$0.00 |
| No additional fees found. | | | |
| Total Estimated Fees: | | | \$45.00 |

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.

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

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

Apply for another permit: on 1 Conversion Property on a different property

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Online Payments

Once your application has been processed, you can pay your invoice(s) online from the "View My Activity" Screen

Make a Payment on Invoices
Building Department Online Payment Service

Property: 00-00-00-000-000

Name & Address Information Building Department Data Current As Of: 02/10/2014
 BUESSER, BUESSER, BLACK, LYNCH,
 4190 TELEGRAPH ROAD-STE 2000
 BLOOMFIELD HILLS, MI 48302

Pay Invoices on this Property

Check the box or boxes of the payment(s) you are making. Verify the Total at the bottom of the Pay Record column, then click the **Make Payment** button.

| Record | Record Type | Invoice # | Amount Due | Pay Record? |
|-------------|-------------|-----------|------------|---|
| PCODE95-054 | Permit | 00028232 | \$52.92 | <input type="checkbox"/> Pay this Invoice |
| PD02-0024 | Permit | 00028472 | \$30.00 | <input type="checkbox"/> Pay this Invoice |

When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website

OFFICIAL PAYMENTS™

Home | **Payment Center** | Help | Special Offers | En Español

My Account
 Log In (Optional)
 Log in for expedited access to our enhanced payment services.
 E-mail Address:
 Password:

 Sign Up / Forget Password?

Make A Payment
 **Summit County Division of Building Standards, OH**
Building Department Fee

This payment service is offered by Official Payments Corporation as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Decline" button to return to the beginning of the payment process.

* Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payment Type: Building Department Fee
Payment Amount: \$52.92
Service Fee: \$1.32
Total Payment: \$54.24

Official Payments Terms and Conditions:
 Official Payments Corporation charges a service fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. This service fee is included in the "Total Payment" line above.
 Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment (and, if applicable, your tax return filing) by the governmental authority or other entity you are

Printer Friendly

Once completed, you can then print the confirmation, exit the webpage, or apply for another permit



Planning & Development
935 Second Street SW
Cedar Rapids, IA 52404-2100

plan_dev@linncounty.org

phone: 319.892.5130

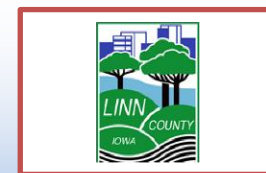
fax: 319.892.5155

www.linncounty.org/planning

Developed by



FOR MORE INFORMATION CONTACT:
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 319.892.5130
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Applying for Permits Online

FOR CONTRACTORS