

## 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  
BUESSEY, BUESSEY, 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
P002-0024	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**  
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	Amount
Building Department Fee	\$52.92
Service Fee	\$1.32
<b>Total Payment</b>	<b>\$54.24</b>

**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. The 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**

Atlas  
Township  
Genesee County, MI

### Building Department Online Services:

<https://bsaonline.com/?uid=655>

Developed by  
**BS&A**  
SOFTWARE  
Service, Solutions, Support...Satisfaction



**FOR MORE INFORMATION CONTACT:**  
Atlas Township Building Department  
810.636.6809  
[mhart@atlastownship.org](mailto:mhart@atlastownship.org)  
[dylon@atlastownship.org](mailto:dylon@atlastownship.org)

Atlas Township  
7386 S Gale Rd.  
Grand Blanc, MI 48439  
810.636.2548

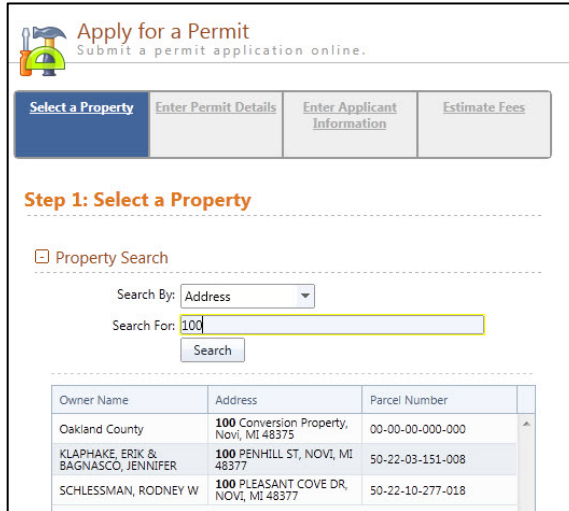


## Applying for Permits Online

FOR CONTRACTORS

## 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

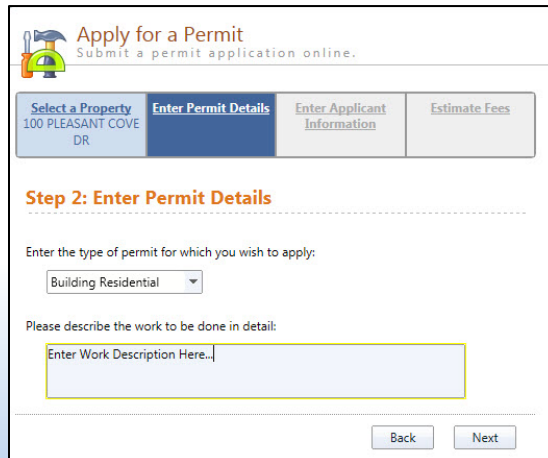
Search By: Address

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, 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)



**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**

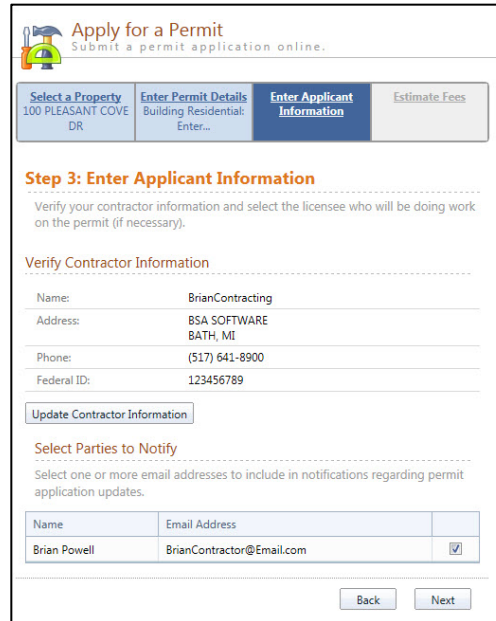
Enter the type of permit for which you wish to apply:

Building Residential

Please describe the work to be done in detail:

## STEP 3: Enter Applicant Info

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



**Apply for a Permit**  
Submit a permit application online.

Select a Property | Enter Permit Details | Enter Applicant Information | Estimate Fees

**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:

Address:

Phone:

Federal ID:

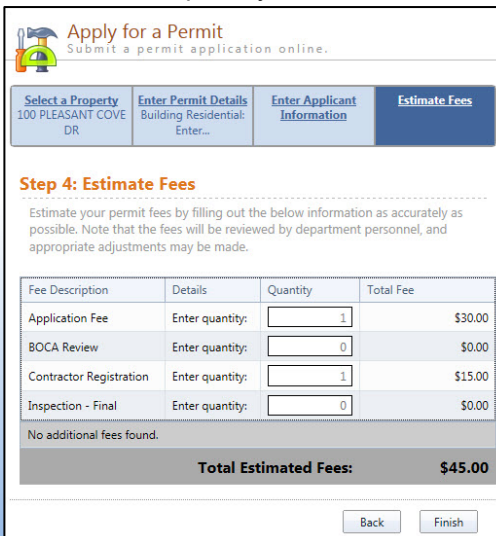
**Select Parties to Notify**

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 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity



**Apply for a Permit**  
Submit a permit application online.

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>

## 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.

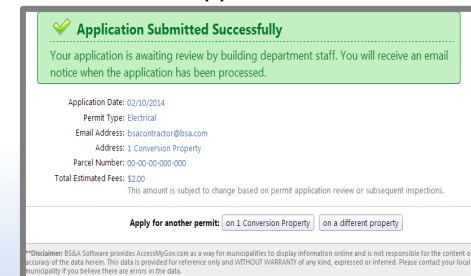
Select a Property | Enter Permit Details | Enter Applicant Information | Estimate Fees | Add Attachments

**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.

## 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: bscontractor@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: on 1 Conversion Property on a different property

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