

## Online Payments

Once your application has been processed, you can pay your invoice using the "Online Payments: Building Department Payments"

**Building Department Online Payment Service**  
 SEARCH | LOGIN | HELP | CONTACT

**Step 1: Search**  
 Use the search criteria below to begin searching for your record.

**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 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 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 by Parcel Number**  
 Enter the parcel number of the record you are attempting to search on.

Parcel Number:

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

**OFFICIAL PAYMENTS**  
 VISA | M.C. | DISC. | MONEY ORDER | DEBIT CARD | CREDIT CARD

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 / Forgot Password?

**Pay Now**  
 View History  
 Schedule Payments  
 Verify Payments  
 Schedule Reminders  
 My Account Dashboard  
 E-Wallet  
 My Bills

**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.

<b>Payment Type</b>	Building Department Fee
<b>Payment Amount</b>	\$52.92
<b>Service Fee</b>	\$1.32
<b>Total Payment</b>	\$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. 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)  
[dyon@atlastownship.org](mailto:dyon@atlastownship.org)

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

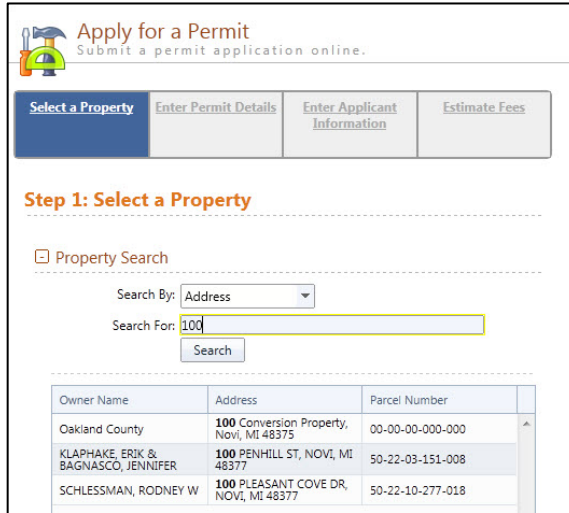


## Applying for Permits Online

FOR HOMEOWNERS

## 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

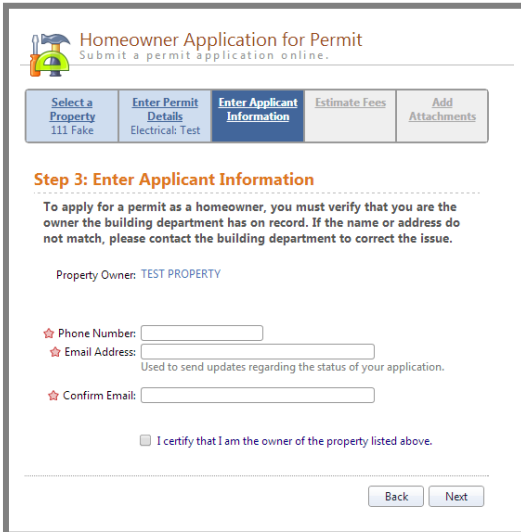
Search By:

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 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.

**Select a Property** | **Enter Permit Details** | **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.

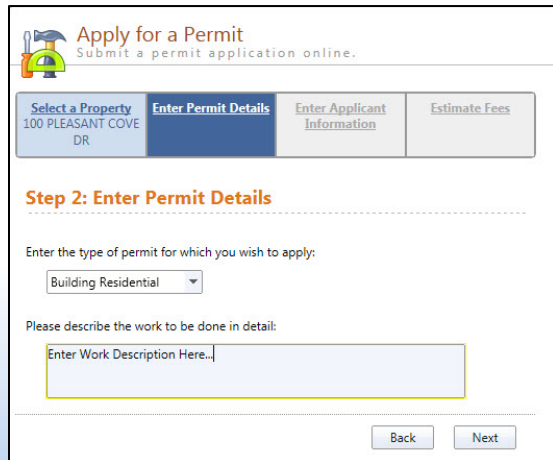
## STEP 5: Attachments

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 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

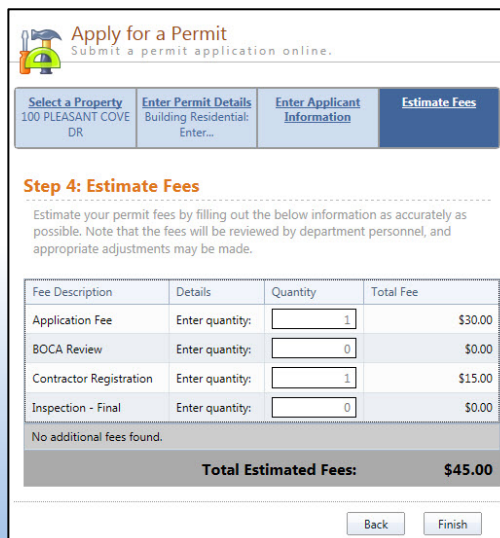
**Step 2: Enter Permit Details**

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

Please describe the work to be done in detail:

## 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.

**Total Estimated Fees: \$45.00**

## Successful Permit Application

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

