

Online Payments

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

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

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

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

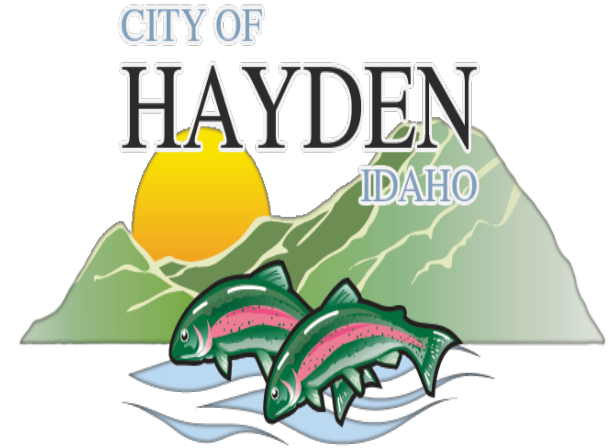
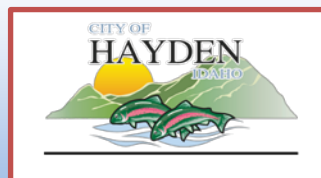
City of Hayden
8930 N Government Way
Hayden, ID 83835
(208) 209-2025

On-line Portal
<https://bsaonline.com/?uid=2689>

Developed by



Solutions, Support...Satisfaction



Building Div Applying for Permits Online

(208) 209-2025

On Line Portal

<https://bsaonline.com/?uid=2689>

Applying for Permit Online

STEP 1: Sign into your account, then 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, enter 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
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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