

FOR HOMEOWNERS

Applying for Permits Online



➤ GO TO WWW.ACCESSMYGOV.COM

FOR MORE INFORMATION CONTACT:
Permits@newbrightonmn.gov

STEP 1: Select a Property

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

Owner Name	Address	Parcel Number
Oakland County	100 Conversion Property, Novi, MI 48375	00-00-00-000-000
KLAPHAKE, ERIK & BRAGNASSO, BENJIFER	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 3: Enter Applicant Info

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

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity.

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.

Successful Permit Application

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

Online Payments

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

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

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

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Automated Inspection Hotline

➤ GO TO WWW.ACCESSMYGOV.COM

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STEP 1: Find the permit you wish to schedule an inspection for by typing in the permit number.

Schedule an Inspection
Submit an inspection request for a permit online.

Select a Permit | Select Inspection Type and Date | Contact Information

Step 1: Select a Permit

Enter a Permit Number, including any dashes or spaces.

☆ Permit Number: ex. PB13800950

Next

STEP 2: Select the desired inspection type and choose from the available days on the calendar. You can request a morning or afternoon time and we will do our best to accommodate.

Schedule an Inspection
Submit an inspection request for a permit online.

Select a Permit | Select Inspection Type and Date | Contact Information | Add Attachments

Permit PBR13-0014
1234 Main Street

Step 2: Select Inspection Type and Date

Inspection Details

☆ Inspection Type: Final
Select the type of inspection you wish to request.

Inspection Date

Using the calendar below, select an available date for your inspection request.

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

☆ Requested Date: 09/25/2013

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STEP 3: Enter contact information.

Schedule an Inspection
Submit an inspection request for a permit online.

Select a Permit | Select Inspection Type and Date | Contact Information

Permit PE14300177
111 Fake | Final: 2/21/2014

Step 3: Contact Information

Enter your contact information to be included with the request.

Required fields are marked with ☆

☆ Name:
☆ Phone:
☆ Email:

SCHEDULING CONFIRMATION:

You will receive a confirmation message that the inspection has been scheduled successfully. Email notifications will be sent regarding any status changes or if the inspection must be rescheduled.

Success!

Inspection request was submitted successfully. You will be contacted at the following email address(es) when the status of your inspection request is modified: BrianContractor@Email.com

Inspection Request Details

Below is a summary of the inspection request you submitted

Record #: PE12-1127
Record Type: Electrical
Address: 27930 HOPKINS DR
Inspection Type: Rough
Requested Date/Time: 2/7/2013

Print this Page | Request Another Inspection