

# FOR CONTRACTORS

## Applying for Permits Online



➤ GO TO [WWW.ACCESSMYGOV.COM](http://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
KLAPHAKS, ERIC & BAGNASCO, JENNIFER	100 PENMILL 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).

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.

Verify Contractor Information

Name: Brian Contracting  
Address: BSA SOFTWARE BATH, MI  
Phone: (517) 641-8900  
Federal ID: 123456789

Select Parties to Notify

Name	Email Address	Notify
Brian Powell	BrianContractor@Email.com	<input checked="" type="checkbox"/>

### 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.			
<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

Select a Property: 1 Conversion Property  
Enter Permit Details: Electrical Work Description  
Enter Applicant Information  
Estimate Fees: Estimated Amount: \$2.00  
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.

Select...

### 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: 02/20/2014  
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 a Conversion Property](#) | [on a different property](#)

### 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?
PC0089-054	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.

Step 1: Select Payments

My Bills

Cardholder Information

Payment Information

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

# FOR CONTRACTORS



# Automated Inspection Hotline

➤ GO TO [WWW.ACCESSMYGOV.COM](http://WWW.ACCESSMYGOV.COM)

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**STEP 1:** Find and select the permit you wish to schedule an inspection for.

Permit Number	Permit Type	Property Address
PD15-0004	Demolition	822 SCHUSTER AVE

**STEP 2:** Select the desired inspection type and choose from the available days on the

Inspection Type: Final

Inspection Date: September 2013

**STEP 3:** Verify Contact Information.

Step 4: Add Attachments

**STEP 4:** Add attachments (if applicable).

Name: BSA Contractor

Phone: (999) 123-4567

Select Parties to Notify

## SCHEDULING CONFIRMATION:

You will receive a confirmation message that the inspection has been scheduled successfully.

Success!

Inspection Request Details

Record #: PE12-1127

Record Type: Electrical

Address: 27930 HOPKINS DR

Inspection Type: Rough

Requested Date/Time: 2/7/2013

## VIEW INSPECTIONS:

In the "View My Activity" section you can view, cancel or reschedule pending inspections, or review completed inspections.

Inspection Type	Status	Inspector	Result
Ceiling	Scheduled	Electrical Inspector	Not Available

Amount Due: Permit Total \$68.00