

To create a new BS&A on-line account:

- go to bsaonline.com
- in the top right go to “currently not signed in”
- click “register”
- create a new account (username, email, password)

Then call our office
706-769-3907
for account activation.



For more information contact

**Oconee County
Planning & Code Enforcement
706-769-3907**

**1291 Greensboro Highway
Watkinsville, GA 30677**

Developed by



Service, Solutions, Support . . . Satisfaction



Applying for Permits Online

FOR CONTRACTORS

**Visit the “Contractor Learning Center” for more
BS&A Online information and detailed
walkthroughs**

<http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center>

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: 100

Search

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

Apply for a Permit
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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

Update Contractor Information

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"/>

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STEP 5: Attachments

Permits will require several attachments.

There are also places you can attach any other documentation that may not be required, but you feel is necessary.

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.

Select...

Back Finish

STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage. There are certain fields that are required – if these fields are not filled in, you will be prompted to do so before you can proceed.

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:

Enter Work Description Here...

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STEP 4: Estimate Fees

Fees will be figured upon permit acceptance. There will not be anything to fill out on this step.

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:	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

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