# **Online Payments**

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



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

Leelanau County Department of Building Safety

8527 E Government Center Dr. Suite 109 Suttons Bay, MI 49682

> Phone: 231-256-9806 Fax: 231-256-8333

E-Mail: buildingsafety@leelanau.gov

Website: leelanau.gov

Developed by



Solutions, Support...Satisfaction



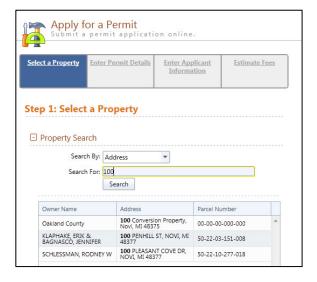
Online Online

FOR CONTRACTORS



## **STEP 1:** Select a Property

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



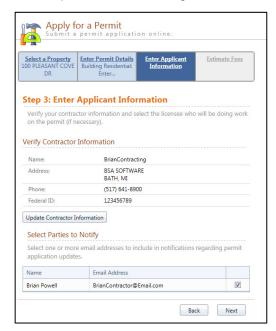
### **STEP 2:** Enter Permit Details

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



#### **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

