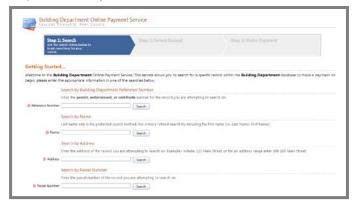## Online Payments

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

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@co.leelanau.mi.us

Website: leelanau.cc

Developed by

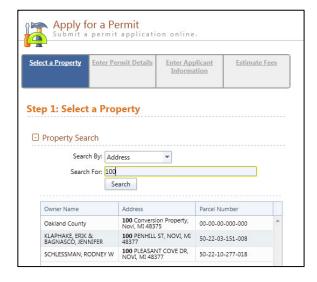Solutions, Support...Satisfaction

Applying for Permits Online

FOR HOMEOWNERS

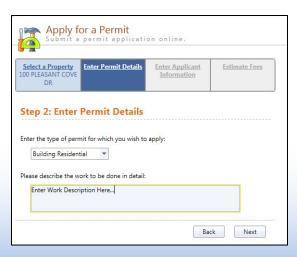Leelanau County Department of Building Safety

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 2: Enter Permit Details
Choose the permit type, input the work description and pick the Basic Usage (if applicable)

Apply for a Permit
Submit a permit application online.

| Select a Property 100 PLEASANT COVE DR | 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...

Back   Next

STEP 3: Enter Applicant Info
Verify your contact information and choose the parties to receive e-mail notifications when the permit's status changes

Homeowner Application for Permit
Submit a permit application online.

| Select a Property 111 Fake | Enter Permit Details Electrical: Test | Enter Applicant Information | Estimate Fees | Add Attachments |

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

Property Owner: TEST PROPERTY

Phone Number: _____
Email Address: _____
Used to send updates regarding the status of your application.

Confirm Email: _____

☐ I certify that I am the owner of the property listed above.

Back   Next

STEP 4: Estimate Fees
Locate the fees needed for the permit and enter the quantity

Apply for a Permit
Submit a permit application online.

| Select a Property 100 PLEASANT COVE DR | Enter Permit Details Building Residential: Enter... | 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

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
Submit a permit application online.

| 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...

Back   Finish

Successful Permit Application
You will receive a summary confirmation screen at the end of the permit application indicating a successful application