



BS&A ONLINE PERMIT APPLICATION STEP BY STEP GUIDE FOR HOMEOWNERS

IF YOU ARE A CONTRACTOR, PLEASE SEE THE STEP BY STEP GUIDE FOR CONTRACTORS TO SET UP YOUR ACCOUNT FIRST.

PART A - SUBMIT YOUR PERMIT APPLICATION

STEP 1:

Visit: www.bsaonline.com/?uid=225, and click on **Apply for a Permit** under the Building Department heading on the left side of the page.

The screenshot shows the BS&A Online website for the City of Mason. The page includes a search bar, a navigation menu on the left, and several content panels. A red arrow points to the 'Apply for a Permit' link in the 'Building Department' section of the navigation menu. The main content area includes a 'Municipal Financial Summary' with a 'MI Community Financial Dashboard', a 'Weather Forecast' for Mason, MI, and a 'Municipal Performance Dashboard' with a speedometer graphic. A disclaimer is visible at the bottom of the page.

SERVICES

- Public Records Search
- All Record Search
- Assessing Search
- Building Department Search
- Current Tax Search
- Property Sale Search
- Utility Billing Search
- Online Payments
- Building Department Payments
- Current Tax Payments
- Utility Billing Payments
- Building Department
- Apply for a Permit**
- Building Department Search
- Rental Property Search
- Citizens' Requests
- Create New Request
- Look Up Request

PERFORMANCE DATA

- MI Community Financial Dashboard
- Performance Dashboard

MUNICIPALITIES

- Select a Municipality

ACCOUNT

- Sign In
- Register
- Why Register?
- Remote Assistance

Municipal Financial Summary

MI Community Financial Dashboard

The MI Community Financial Dashboard is provided by the Michigan Department of Treasury using data collected off the Annual Financial Report (AF65) submitted by local units of government.

[Click here to view Municipal Financial Data from the State of Michigan](#)

Weather Forecast

Forecast For: [Mason, MI](#)

48°F Current: Sunny
Wind: 6 mph North
Humidity: 42

Day	Weather	High	Low
Tuesday	Partly Cloudy	52°	32°
Wednesday	Partly Sunny	58°	40°
Thursday	Sunny	58°	35°
Friday	Partly Sunny	42°	26°

Municipal Performance Dashboard

Municipal Performance Dashboard

The Municipal Performance Dashboard includes financial and operating measures important to the government and its citizens. This data includes a current and prior year overview comparison as well as charts and graphs that allow you to view trends over multiple years. Areas of focus include the following:

- > Fiscal Stability
- > Economic Strength
- > Public Safety
- > Quality of Life

[Click here to view the Municipal Performance Dashboard](#)

**Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

STEP 2: Select Your Property

Look up your property address. You can search by Address, Parcel Number, or Owner Name

The screenshot shows the 'Homeowner Application for Permit' website. At the top, there is a search bar with the text 'Enter an address or address range such as 100-200 Main St' and a 'Search' button. Below the search bar, there are navigation tabs: 'Select a Property', 'Enter Permit Details', 'Enter Applicant Information', 'Estimate Fees', and 'Submit Application'. The 'Select a Property' tab is active. Underneath, there is a section titled 'Step 1: Select a Property' with a link 'Click here if you are a contractor/design professional'. Below that is a 'Property Search' section with a dropdown menu for 'Search By' (set to 'Address') and a text input field for 'Search For' containing '100 Test'. A red arrow points to the 'Address' dropdown. At the bottom right of the search section is a 'Next' button.

Select your property from the list and click on next.

This screenshot shows the search results for the property search. The search criteria are 'Address' and '100 Test'. A table displays the results:

Owner Name	Address	Parcel Number
	100 Test ST, Mason, MI 48854	33 19 10 00 000 000

A red arrow points to the first row of the table. Below the table is a 'Next' button, also indicated by a red arrow.


This screenshot shows the 'Homeowner Application for Permit' website with the 'Next' button from the previous step clicked. The 'Property Search' section now displays the details of the selected property:

Address: 100 Test ST
Owner Name: Mason Test
Parcel Number: 33-19-10-00-000-000

A red arrow points to the 'Next' button at the bottom right of the page.

STEP 3: Enter Permit Details

Choose the permit type, input the work description, and fill in the required project information.


 Homeowner Application for Permit
Submit a permit application online.
[Contractor Learning Center](#)

If you have any questions or issues during your online application process, please call the City of Mason Customer Service at (517) 676-9155.

Select a Property 100 Test ST	Enter Permit Details	Enter Applicant Information	Estimate Fees	Submit Application
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Step 2: Enter Permit Details

Enter the permit type for which you wish to apply:



Application Details.

Please select a Permit Type.

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Select a Property 100 Test ST	Enter Permit Details	Enter Applicant Information	Estimate Fees	Attach Documents	Submit Application
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Step 2: Enter Permit Details

Enter the permit type for which you wish to apply:

Please describe the work to be done in detail:

Application Details:


Construction Details

Building Total Square Footage:

Construction Value:

STEP 4: Enter Applicant Information

Verify your contact information and add phone and email address.



Homeowner Application for Permit
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Contractor Learning Center

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Select a Property

100 Test St

Enter Permit Details

Deck: Building 10' x 20' de...

Enter Applicant Information

Estimate Fees

Attach Documents

Submit Application

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.

The email address shown under Contact information defaults to what we currently have on file. You may add additional email addresses below for those that need to receive communications about the project such as inspection results. Select Permit to Notify by using the Edit Email button. Be sure to check the 'Select' box after the email has been added to ensure notifications will be sent to that address.

If you are logged in as a Contractor and wish to have the default email address changed, you can do so by exiting the permit application, logging into your account and editing the contact information. Call Customer Service at 517-676-9155 for help.

Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

Name:

Address:

Phone:

Email:

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

Contact Information

Name:


Phone Number:

Email Address:

Confirm Email:

STEP 5: Estimate Fees

The fees will autofill based on the permit you select.



Homeowner Application for Permit
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Select a Property

100 Test St

Enter Permit Details

Deck: Building 10' x 20' de...

Enter Applicant Information

John Doe
1111111111

Estimate Fees

Attach Documents

Submit Application

Step 4: Estimate Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

If paying by check, make checks payable to "City of Mason"

Available Fees

Fee Description	Category
No online fees are configured.	

Selected Fees

Fee Description	Fee	Quantity
No fee items found.		
NEW BUILDING / ADDITION / ALTERATIONS	\$50.00	5000.00
Total Estimated Fees:	\$50.00	

STEP 6: Attachments

There will be forms included in the corresponding Building Permit package from the City of Mason [website](#) that you will need to print, fill in, sign, and upload.

Homeowner Application for Permit
Submit a permit application online.

Contractor Learning Center

If you have any questions or issues during your online application process, please call the City of Mason Customer Service at (517) 676-9155.

Select a Property 100 Test ST	Enter Permit Details Deck: 10' x 20' deck on the...	Enter Applicant Information John Doe 1111111111	Estimate Fees Estimated Amount: \$50.00	Attach Documents	Submit Application
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Step 5: Attach Documents

If you are a contractor, **you must** upload a signed contract or estimate from the homeowner, or Owner Authorization form with the permit application. If you are the property owner, **you must** upload proof of ownership (ie: deed or property tax statement) and Do It Yourself Property Owner affidavit. If the permit application is submitted without the requested information, the application will be delayed until we receive it.

Attach Documents

Document Title	Status	Description	File Name	
Signed Contract/Estimate or Owner Authorization	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>
Do It Yourself Property Owner Authorization	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>
Building Permit Deck Checklist (Deck Specifications)	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>
Materials List	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>
Soil Erosion Permit or Waiver from Ingham County Drain Commissioner	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>
Property Boundary Survey	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>
Completed Site Plan	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>

STEP 7: Confirm your Information and Submit

Carefully check that the information listed is correct. You will need to read through and accept all of the disclaimers.

Homeowner Application for Permit
Submit a permit application online.

Contractor Learning Center

If you have any questions or issues during your online application process, please call the City of Mason Customer Service at (517) 676-9155.

Select a Property 100 Test ST	Enter Permit Details Deck: 10' x 20' deck attach...	Enter Applicant Information john.doe 1111111111	Estimate Fees Estimated Amount: \$50.00	Attach Documents 0 Documents Attached	Submit Application
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Step 6: Submit Application

Property and Application Details

Property Address	100 Test ST	Permit Type	Deck
Parcel Number	13-18-10-00-000-000	Owner Name	Mason Trent
Work Description	10' x 20' deck attached to the back of the house.		

[View Application Details](#)

Contact Information

Contact	john.doe	Email	jd@emall.com
Phone	1111111111		

[View Additional Names](#)

Estimated Fees

Fee Description	Quantity	Total Fee
No fee items found.		
NEW BUILDING / ADDITION / ALTERATIONS	5000.00	\$50.00
Total Estimated Fees:		\$50.00

Disclaimers

Disclaimers

Disclaimer	Accept
This permit becomes null and void if work or construction is not commenced within six months, or if work or construction is suspended or abandoned for a period of six months at any time after work is commenced.	<input type="checkbox"/>
The required documents have been uploaded. It is understood that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.	<input type="checkbox"/>
Section 23a of the Michigan Construction Code Act of 1972 (1972 PA 230, MCL 125.1523A) prohibits a person from conspiring to circumvent the licensing requirement of this State relating persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.	<input type="checkbox"/>
By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate.	<input type="checkbox"/>
The person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any permit or approval issued as a result of this application.	<input type="checkbox"/>
The Permit Card must be posted on the job site in a visible location. A copy of the permit, drawings and related documents must be available to inspectors at the job site.	<input type="checkbox"/>
I understand that I am responsible for requesting all inspections as determined necessary by the Building Official.	<input type="checkbox"/>

Accepted By:

STEP 8: Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating that your application has been successfully submitted. You have completed the first part of the submittal and are ready to pay for the permit.

✔ Application Submitted Successfully

Your application is awaiting review by building department staff.

Application Date: 05/05/2020

Application Type: Deck

Email Address: jd@email.com

Address: 100 Test ST

Parcel Number: 33-19-10-00-000-000

Total Estimated Fees: \$50.00

This amount is subject to change based on application review or subsequent inspections.

Apply for another permit:


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PART B – PAY YOUR PERMIT APPLICATION FEE

STEP 1 - Once your application has been processed, return to www.bsaonline.com/?uid=225 and select **Building Department Payment** under the Online Payment heading on the left side of the page.

The screenshot shows the BSA Online interface for the City of Mason, MI. The left sidebar contains a 'SERVICES' menu with 'Online Payments' expanded, and 'Building Department Payments' highlighted. The main content area features a search bar, a 'Municipal Financial Summary' section with a calculator icon, a 'Weather Forecast' for Mason, MI, and a 'Municipal Performance Dashboard' with a speedometer icon. A red arrow points to the 'Building Department Payments' link in the left sidebar.

STEP 2 - Select a search option for the property where the permit is attached.

 Building Department Online Payment Service
City of Mason, Ingham County

Step 1: Search
Use the search criteria below to begin searching for your record.

Step 2: Select Record

Step 3: Make Payment

Getting Started...

Welcome to the **Building Department** Online Payment Service. This service allows you to search for a specific record within the **Building Department** database to make a payment on. To begin, please enter the appropriate information in one of the searches below.

Search by Building Department Reference Number
 Enter the **Permit, Enforcement, Certificate, or PZE Process** number for the record you are attempting to search on.

Reference Number:

Search by Invoice Number
 Enter the **Invoice Number** for the record you are attempting to search on.

Invoice Number:

Search by Name
 Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name).

Name:

Search by Address
 Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street.

Address:

Search by Parcel Number
 Enter the parcel number of the record you are attempting to search on.

Parcel Number:

STEP 3 - Select the invoice to be paid.

 Building Department Online Payment Service
City of Mason, Ingham County

Step 1: Search
Click here to return to this step

Step 2: Select Record
Click here to return to this step

Step 3: Make Payment
Verify your selected record and enter your payment amount.

Property: 33-19-10-00-000-000

Name & Address Information

Paid By Name:

100 Test
Mason, MI 48854

Additional Record Information

By clicking the link below you can view additional information for Property 33-19-10-00-000-000.

[View Additional Property Information](#)

Pay Invoices on this Property

Check the box or boxes of the payment(s) you are making. Verify the Total at the bottom of the Pay Record column, then click the **Make Payment** button.

Record Type	Record	Property Address	Invoice #	Amount Due	Check All
Permit	PB20-0043	100 Test ST	00004289	\$56.00	<input type="checkbox"/> Pay this Invoice
Total:				\$56.00	\$0.00

NOTE: Any recent payment(s) made online may not be immediately reflected in amount(s) due

STEP 4 - When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website.

The left screenshot shows the 'Payment Options' page. It features a 'Payment Summary' table with the following data:

Invoice #	Amount
INV-PE23-0013 - View	\$56.00
SUBTOTAL	\$56.00
GRAND TOTAL	\$56.00

Below the table, it says 'Any applicable service fees and/or discounts will be displayed before processing your payment.' There is a 'Continue to Payment Information' button.

The right screenshot shows the 'Payment Information' page. It includes a 'Payment Summary' table with the following data:

Invoice #	Amount
INV-PE23-0013 - View	\$56.00
SUBTOTAL	\$56.00
GRAND TOTAL	\$56.00

Below the table, it says 'Any applicable service fees will be displayed before processing your payment.' There is a 'Continue to Review Payment' button and a 'Go back to Payment Options' link.

STEP 5 - Once completed, you can then print the confirmation, exit the webpage, or apply for another permit.

PART C - PERMIT APPLICATION REVIEW AND APPROVAL

Staff will begin the review process once all required documents and payments are submitted. Estimated review time is 3-10 days for complete residential applications and up to 14 days for commercial applications. When the permit is approved, you will receive an email with your permit and permit card to post on the property. We will contact you to arrange pick up of your approved plan set that you need to have available to inspectors on the job site.

Please remember, work may not begin until the permit has been issued. Beginning work prior to receiving an approved permit may result in fines.