



## BS&A ONLINE PERMIT APPLICATION STEP BY STEP GUIDE FOR CONTRACTORS

IF YOU ARE A HOMEOWNER, PLEASE SEE THE STEP BY STEP GUIDE FOR HOMEOWNERS.

### PART A – CREATE AN ACCOUNT OR SIGN IN

Visit: [www.bsaonline.com/?uid=225](http://www.bsaonline.com/?uid=225) and click on the link in the top right corner to Create an Account or Sign In if you already have one. Even if you have an existing BS&A account through another municipality, you will need to create an account with the City of Mason. The status in the corner may read 'Currently not signed in.'

The screenshot shows the BS&A Online website for the City of Mason. The top navigation bar includes 'Home', 'Services', and 'Municipalities'. The user status is 'Currently not signed in'. The main content area features several widgets: 'Municipal Financial Summary' with a 'MI Community Financial Dashboard', 'Weather Forecast' for Mason, MI, and 'Municipal Performance Dashboard'. A sidebar on the left lists various services like 'Public Records Search' and 'Apply for a Permit'. A disclaimer is visible at the bottom of the page.

If you are creating a new account, complete the fields and select 'Create Account.' Staff will receive a notification and will issue you a PIN number. The PIN number will activate your account.

 **Create an Account**  
Please provide the information requested below to create an Account.

Already Registered? [Click here to Sign In](#)

**Create a New Account**

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

★ User Name:   
Your User Name is what you will use to log into the site in the future. Please make note of your User Name.

★ My e-mail address is:

★ Confirm e-mail:

Protect your account and information with a password.

★ Enter a new Password:

★ Re-enter password:

**Account Information (Optional)**

Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information may be required to use certain features within the site. This information can be entered at a later time if you wish.

**Other Information**

How did you learn about us?

**Verify Code**

Check the box below to verify you are a human. This security feature helps prevent automated programs from registering for accounts.

I'm not a robot 

 **Sign In**  
Sign in with your existing account or create a new account.

**I Have an Account**

If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password.  
Please note that passwords are case-sensitive.

★ User Name:

★ Password:

Keep me signed in.  
(Clear this check box if you're on a shared computer.)

**Sign In Help**  
Forgot your User Name/Password? [Click here for help.](#)

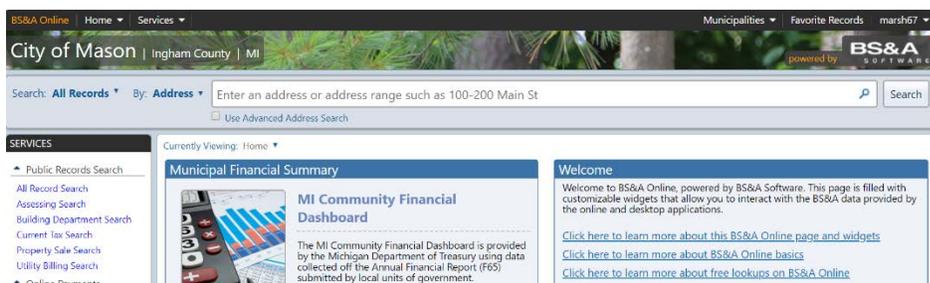
Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

**Create a New Account**

Yes, I would like to create a new BS&A Online account. [Click Here to create an account.](#)

You can then return to [www.bsaonline.com/?uid=225](http://www.bsaonline.com/?uid=225) and select Sign-in, enter your information on the log-in screen.

Once your account is created and you are logged in, your login will show up in the upper right corner.



# PART B – SUBMIT YOUR PERMIT APPLICATION

STEP 1: 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 interface for the City of Mason. The top navigation bar includes 'Home', 'Services', 'Municipalities', 'Favorite Records', and 'marsh67'. The main header displays 'City of Mason | Ingham County | MI' and a search bar with the text 'Enter an address or address range such as 100-200 Main St'. Below the search bar is a 'Use Advanced Address Search' checkbox.

The left sidebar is divided into three sections: 'SERVICES', 'PERFORMANCE DATA', and 'MUNICIPALITIES'. Under 'SERVICES', the 'Building Department' sub-section is expanded, and a red arrow points to the 'Apply for a Permit' link. Other links in this section include 'Public Records 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 Search', 'Rental Property Search', 'View My Activity', 'Citizens' Requests', 'Create New Request', and 'View My Requests'. The 'PERFORMANCE DATA' section contains 'MI Community Financial Dashboard' and 'Performance Dashboard'. The 'MUNICIPALITIES' section has a 'Select a Municipality' link. The 'ACCOUNT' section includes 'marciab@mason.mi.us', 'Account Settings', 'Remote Assistance', and 'Sign Off'.

The main content area is titled 'Currently Viewing: Home' and features three primary widgets: 'Municipal Financial Summary', 'Weather Forecast', and 'Municipal Performance Dashboard'. The 'Municipal Financial Summary' widget displays the 'MI Community Financial Dashboard' with a calculator icon and text explaining that the dashboard is provided by the Michigan Department of Treasury using data from the Annual Financial Report (F65) submitted by local units of government. It includes a link to view municipal financial data from the State of Michigan. The 'Weather Forecast' widget shows the current temperature as 39°F, sunny, with a wind of 3 mph from the northwest and 53% humidity. It provides a four-day forecast: Tuesday (Partly Cloudy, 52°/34°), Wednesday (Mostly Cloudy, 58°/40°), Thursday (Sunny, 58°/35°), and Friday (Partly Sunny, 42°/26°). The 'Municipal Performance Dashboard' widget includes a speedometer graphic and text stating that the dashboard includes financial and operating measures important to the government and its citizens. It lists focus areas: Fiscal Stability, Economic Strength, Public Safety, and Quality of Life. A link is provided to view the dashboard.

A disclaimer at the bottom of the page reads: '\*\*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 a Property

Look up the property address for the job site. You can search by Address, Parcel Number, or Owner Name. Select your property from the list and click on next.

**Contractor 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** | Enter Permit Details | Enter Applicant Information | Estimate Fees | Submit Application

### Step 1: Select a Property

Please select a property.

Property Search

Search By:  

Search For:

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### Step 1: Select a Property

Please select a property.

Property Search

Search By:

Search For:

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



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**Select a Property** | Enter Permit Details | Enter Applicant Information | Estimate Fees | Submit Application

### Step 1: Select a Property

Please select a property.

Property Search

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



### STEP 3: Enter Permit Details

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

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<b>Select a Property</b> 100 Test ST	<b>Enter Permit Details</b>	<b>Enter Applicant Information</b>	<b>Estimate Fees</b>	<b>Submit Application</b>
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#### Step 2: Enter Permit Details

Enter the permit type for which you wish to apply:



- <None Selected>
- Deck
- Residential Alterations
- Roof - Tear off & Re-roof
- Roof-Over
- Siding

Application Details:

Please select a Permit Type.

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<b>Select a Property</b> 100 Test ST	<b>Enter Permit Details</b>	<b>Enter Applicant Information</b>	<b>Estimate Fees</b>	<b>Attach Documents</b>	<b>Submit Application</b>
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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:

Adding 10' x 20' deck off back of house.

Application Details:

Construction Details

Building Total Square Footage:

Construction Value:

## STEP 4: Enter Applicant Information

Verify your contact information and choose the parties to receive e-mail notifications when the permit's status changes. We recommend including the Property Owner to ensure they receive information related to the project such as confirmation that the permit was issued and inspection results.



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[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.

<b>Select a Property</b> 100 Test St	<b>Enter Permit Details</b> Deck, Adding 10' x 20' deck...	<b>Enter Applicant Information</b>	<b>Estimate Fees</b>	<b>Attach Documents</b>	<b>Submit Application</b>
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### Step 3: Enter Applicant Information

Enter your contact information and select the licensee who will be doing work on the permit (if necessary).

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 Parties 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.

#### Contact Information

Name:

Phone Number:

Email Address:

Confirm Email:

#### Contractor Information

Name:

Address:

Phone:

Federal ID:

**A valid licensee is not required for this permit type.**

#### Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

Name	Email Address	Select
Default	marciah@mason.mi.us	<input checked="" type="checkbox"/>
Elizabeth Hude - Owner	elizabethh@mason.mi.us	<input type="checkbox"/>

**STEP 5: Estimate Fees**

The fees will autofill based on the permit you select.

**Contractor Application for Permit**  
Submit a permit application online.

Contractor Learning Center

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<b>Select a Property</b> 100 Test ST	<b>Enter Permit Details</b> Deck: Adding 10' x 20' deck...	<b>Enter Applicant Information</b> John Doe 1111111111	<b>Estimate Fees</b>	<b>Attach Documents</b>	<b>Submit Application</b>
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**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		Selected Fees		
Fee Description	Category	Fee Description	Fee	Quantity
No online fees are configured.		No fee items found.		
		NEW BUILDING / ADDITION / ALTERATIONS	\$62.00	6500.00
		<b>Total Estimated Fees:</b>	<b>\$62.00</b>	

**STEP 6: Attachments**

There will be forms included in the corresponding Building Permit package from the City of Mason [website](http://www.mason.mi.us) that you will need to print, fill in, sign, and upload.

**Contractor 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.

<b>Select a Property</b> 100 Test ST	<b>Enter Permit Details</b> Deck: Adding 10' x 20' deck...	<b>Enter Applicant Information</b> John Doe 1111111111	<b>Estimate Fees</b> Estimated Amount: \$62.00	<b>Attach Documents</b>	<b>Submit Application</b>
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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.

Building permit application packages can be found at [www.mason.mi.us](http://www.mason.mi.us).

**Attach Documents**

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



**Contractor 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.

<a href="#">Select a Property</a> 100 Test ST	<a href="#">Enter Permit Details</a> Deck: Adding 10' x 20' deck...	<a href="#">Enter Applicant Information</a> John Doe 1111111111	<a href="#">Estimate Fees</a> Estimated Amount: \$62.00	<a href="#">Attach Documents</a> 0 Documents Attached	<a href="#">Submit Application</a>
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### Step 6: Submit Application

**Property and Application Details**

Property Address	100 Test ST	Permit Type	Deck
Parcel Number	33-19-10-00-000-000	Owner Name	Mason Test
Work Description	Adding 10' x 20' deck off back of house.		

[View Application Details](#)

**Contact Information**

Contact	John Doe	Email	marclah@mason.mi.us
Phone	1111111111		

[View Additional Names](#)

**Contractor Information**

Name	Test Contractors	Address	123 ABC Lane
Phone	(517) 111 1111	Federal Id Number	No Data to Display

**Estimated Fees**

Fee Description	Quantity	Total Fee
No fee items found.		
NEW BUILDING / ADDITION / ALTERATIONS	6500.00	\$62.00
<b>Total Estimated Fees:</b>		<b>\$62.00</b>

**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 permit application was submitted successfully.

 **Application Submitted Successfully**

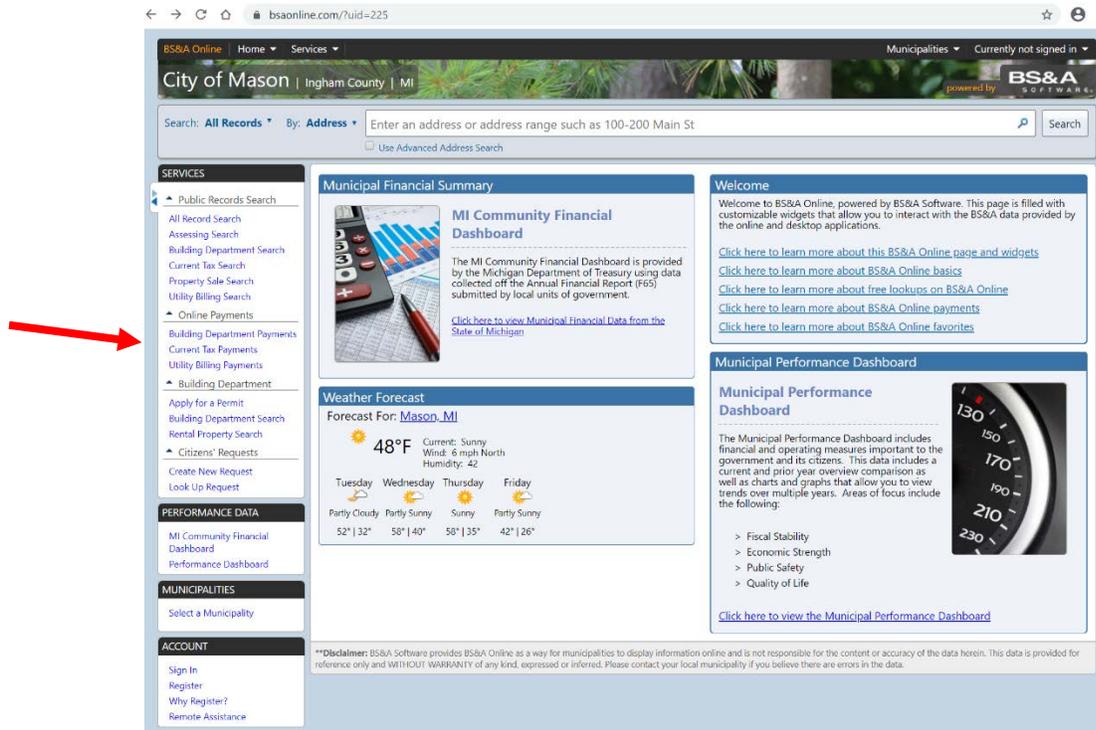
Your application is awaiting review by building department staff.

Application Date: 05/06/2020  
Application Type: Deck  
Email Address: marclah@mason.mi.us  
Address: 100 Test ST  
Parcel Number: 33-19-10-00-000-000  
Total Estimated Fees: \$62.00  
This amount is subject to change based on application review or subsequent inspections.

Apply for another permit:

## PART C – PAY YOUR PERMIT APPLICATION FEE

STEP 1 - Once your application has been processed, return to [www.bsaonline.com/?uid=225](http://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-hand navigation menu is expanded to show the 'Online Payments' section, which includes the following links:

- 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

The main content area features several widgets: 'Municipal Financial Summary' with a 'MI Community Financial Dashboard' (including a link to 'Click here to view Municipal Financial Data from the State of Michigan'), 'Weather Forecast' for Mason, MI (showing 48°F and a 4-day forecast), and 'Municipal Performance Dashboard' (listing metrics like Fiscal Stability, Economic Strength, Public Safety, and Quality of Life). A red arrow points to the 'Building Department Payments' link in the 'Online Payments' section of the left-hand navigation menu.

## 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
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
Step 2: Select Record
Step 3: Make Payment

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	<a href="#">Check All</a>
Permit	PB20-0043	100 Test ST	00004289	\$56.00	<input type="checkbox"/> <a href="#">Pay this Invoice</a>
<b>Total:</b>				<b>\$56.00</b>	<b>\$0.00</b>

**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 image displays two screenshots of a payment website interface. The left screenshot shows the 'Payment Options' page with a 'Credit/Credit Card' method selected and a 'Payment Summary' table. The right screenshot shows the 'Payment Information' page with fields for cardholder name, card number, expiration date, billing address, and email.

**Payment Summary (Left Screenshot):**

Invoice #	Amount
INV-PE20-0043 - Q View	\$56.00
<b>SUBTOTAL</b>	<b>\$56.00</b>
<b>GRAND TOTAL</b>	<b>\$56.00</b>

**Payment Summary (Right Screenshot):**

Invoice #	Amount
INV-PE20-0043 - Q View	\$56.00
<b>SUBTOTAL</b>	<b>\$56.00</b>
<b>GRAND TOTAL</b>	<b>\$56.00</b>

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.

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