

The Contractor can deposit money to his online account by entering his credit card information

Deposit Money into your Online Account
Deposit additional Money into your Online Account for future use.

Important Note: The money you deposit here **cannot** be used for online Tax Payments, Utility Payments, or any other kind of online payment type. Money deposited into your online account can only be used towards looking up records online or paying permit application processing fees.

Accepted forms of payment are **Visa**, **MasterCard**, **Discover**, and **American Express**

Prefer not to use a credit card? [Click here for additional information.](#)

Please enter your information below as it appears on your credit card statement.

Name:

Address:

City:

State:

Zip:

Card Number:

Security Code:

Expiration: 01/2013 - 12/2013

Amount to Deposit: \$0

Refund Policy: Due to the nature of this service, in most cases refunds will not be issued. However, if there is a problem with the quality of the data transmission and you were not able to receive the data you requested, please make us aware of the problem and we will rectify the situation.

Successful Permit Application

You will see a summary screen at the end of the permit application indicating a successful application

Success
Your permit application was successful your confirmation number is 1274586.

[View Receipt](#)

Permit Application Details
Below is a summary of the permit application you submitted.

Application Date: 01/11/2013
Permit Type: Building/Residential
Email Address: BrianContractor@Email.com
Address: 100 PLEASANT CDDVE DR
Parcel Number: 50-22-10-277-028
Total Estimated Fees: \$45.00
This amount is subject to change based on final permit application approval. You will not be charged this amount until your submission is reviewed and the final fee amount is sent to you.

You can then print the confirmation, exit the webpage, or apply for another permit.

**CITY DEVELOPMENT
CODE ENFORCEMENT
PLANNING**
586.446.2360

GENERAL INFORMATION
586.446.2489

ASSESSING
586.446.2340

ENGINEERING
586.446.2720

EMERGENCY
911

Developed by



Applying for Permit Online

FOR CONTRACTORS



FOR MORE INFORMATION CONTACT:
Michael Viazanko
Building Official
586.446.2361
mviazanko@sterling-heights.net

City of Sterling Heights • 40555 Utica Road
Sterling Heights, MI 48313 • 586.446.CITY (2489)
www.sterling-heights.net

04/13



STEP 1: Select a Property

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

Apply for a Permit
Submit a permit application online.

Step 1: Select a Property

Property Search

Search By: Address

Search For: 100

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

Displaying items 1 - 3 of 3

Next

STEP 2: Enter Permit Detail

Choose the permit type and enter the work description for the permit

Apply for a Permit
Submit a permit application online.

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 Information

Verify your contact information and select which parties to receive e-mail notifications when the permit's status changes

Apply for a Permit
Submit a permit application online.

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

Back Next

STEP 4: Estimate Fees

Locate the fees need for the permit and enter the quantity

Apply for a Permit
Submit a permit application online.

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

Payment

A processing fee is required to submit the permit application

Permit Application - Submit Application
Apply for a permit with Sidewinder Township

A \$2.00 processing fee is required to submit this application.

Application Information

Application Date: 01/11/2013

Email Address: BrianContractor@Email.com

Owner Name: SCHLESSMAN, RODNEY W

Address: 100 PLEASANT COVE DR

Parcel Number: 50-22-10-277-018

Use existing funds from my Account (Current Balance: \$492.00)

This will use existing money that you've already deposited in your online account.

Current Account Balance	\$492.00
Cost of Service:	- \$2.00
New Balance (if you proceed):	= \$490.00

Accept this charge and continue