CITY OF ST. JOSEPH
INSPECTION DEPARTMENT
700 Broad Street
St. Joseph, MI 49085
Phone (269) 983-1212
www.sjcity.com

How to pay your application fees online, by Credit Card, for these <u>Permit</u> & <u>Certificate</u> types:

Building, Mechanical - Electrical - Plumbing, Fences & Sheds, Signs, Demo, Dumpster, Rental, and Zoning Applications.

NOTE: This process is <u>only</u> applicable when done in coordination with City staff. You must first submit the application to City staff for review and processing. Once accepted, City staff will place the <u>draft</u> permit/certificate on HOLD for your Credit Card payment.

1. Go to the City's website: www.sjcity.com

2. Use the "Pay My Bill" tab on the main page in the right-hand corner: Online Payments

3. Use the "Building Permit Fee - Online Payment" tab: Building Permit Fees - Online Payment

   This tab re-directs you to the 'Building Department Online Payment Service' screen under the web site bsaonline.com   (see image below)

4. Using the "Record Number" option, enter the number provided by the Building Inspection Department (i.e. type in the <u>Permit</u> or <u>Certificate</u> number and hit 'Search').

5. Follow the prompts and choose "Make Payment" to pay the fee owed.

6. Once payment has been received, the Inspection Department will process the permit/certificate, and will notify the Applicant accordingly when the permit is issued.