



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 Permit & Certificate types:

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

NOTE: This process is only 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 draft 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 Permit or Certificate number and hit 'Search').

City of St Joseph | Berrien County | MI

Search: **All Records** By: **Address** Enter an address or address range such as 100-200 Main St
 Use Advanced Address Search

SERVICES

- Public Records Search
 - All Record Search
 - Assessing Search
 - Building Department Search**
 - Current Tax Search
 - Utility Billing Search
- Online Payments
 - Building Department Payments**
 - Current Tax Payments
 - Utility Billing Payments
- Citizens' Requests
 - Create New Request
 - Look Up Request

PERFORMANCE DATA

- MI Community Financial Dashboard

Building Department Online Payment Service
City of St Joseph, Berrien County

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

Getting Started...
Welcome to the **Building Department** Online Payment Service. This service allows you below.

Search by Building Department Record Number
Enter the **Permit, Enforcement, Certificate, or PZE Process** number:

Record Number:

Search by Invoice Number

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.