



Applying for Permits Online

FOR HOMEOWNERS



City Of Countryside Community Development

Richard Trent – Planning Manager
Steve Norman – Building Clerk
Steve Tisinai – Building Official
Jerry Fuscone – Code Enforcement

TX: (708) – 354-1860

Fax: (708) 354-9445

Developed by

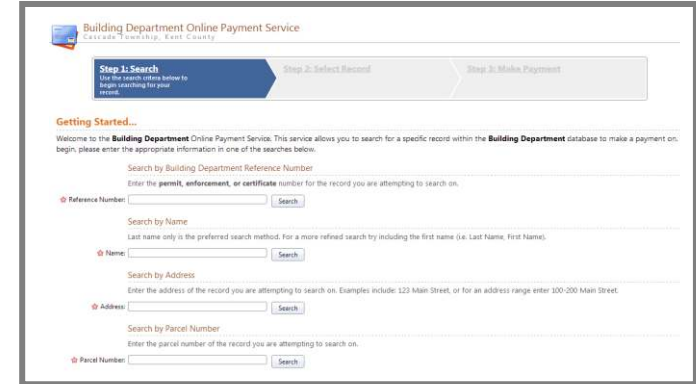


FOR MORE INFORMATION CONTACT:
Community Development
(708) 354-1860
Fax: (708) 354-9445
building@countryside-il.org

City of Countryside
5550 East Avenue
(708) 354-7270
www.countryside-il.org

Online Payments

Once your application has been processed, you can pay your invoice using the “Online Payments: Building Department Payments”



When you have chosen the invoice(s) to pay, you will be redirected to the municipality’s third party payment website



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

STEP 1: Select a Property

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

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

STEP 3: Enter Applicant Info

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

STEP 5: Attachments

Some permit types may allow, or even require an attachment

While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.

STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage (if applicable)

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

Fee Description	Details	Quantity	Total Fee
Application Fee	Enter quantity:	<input type="text" value="1"/>	\$30.00
BOCA Review	Enter quantity:	<input type="text" value="0"/>	\$0.00
Contractor Registration	Enter quantity:	<input type="text" value="1"/>	\$15.00
Inspection - Final	Enter quantity:	<input type="text" value="0"/>	\$0.00
No additional fees found.			
Total Estimated Fees:			\$45.00

Successful Permit Application

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

