

Applying for Permits Online

FOR CONTRACTORS

Developed by



FOR MORE INFORMATION:
Community Development
(708) 354-1860
building@countyside-il.org

City of Countryside
803 Joliet Road
Countryside, IL 60525

Contractors should register their company in the BS&A System as it will assist you in submitting future on-line permit applications and the following benefits:

- Allows online permit application and inspection requests
- A user account will allow you free access to any property records with which you are associated
- A user account offers the convenience of quick and easy lookups of "favorite" records.



Create an Account

Please provide the information requested below to create an Account.

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?

Building Commissioner

Michael Coleman

Planning / Zoning Manager

Richard Trent

Community Development Clerk

Steve Norman

Property Maintenance / Code Enforcement

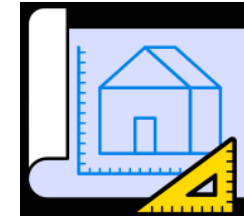
Cheryl Jordan

Plumbing Inspector

Vacant

TX: (708) 354-1860

Fax: (708) 354-9445



In order to do a web submittal you will need to download and fill in the following forms that are available at <https://www.countryside-il.org/departments/community-development/forms-and-permits/> :

Permit Application Form

Homeowner Affidavit (If doing to work yourself)

Consumer Know Your Rights Form

In addition to those forms, you will need to be able to upload a copy of the following:

Copy of the contract with the contractor

Copy of receipt for cost of materials

(Only if Installing as Homeowner)

Copy of the Plat of Survey

Once the above are ready, you can proceed with the web based permit submittal process:

☐ Go to www.countryside-il.org and click on "Departments" and select "The Community Development Department".

☐ Click on "Online Building Permits" (please review the listed instructions) click on "Online Permit Link" to begin the permitting process.

☐ Type the numbers of the Countryside address, and select your address from the listed results.

☐ Check the owner information and under the permit tab click on "Apply for a 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 2: Enter Permit Details

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

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 4: 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.

Document Name	File	Actions
100 Pleasant Cove Dr	100 Pleasant Cove Dr	Upload
100 Pleasant Cove Dr	100 Pleasant Cove Dr	Upload
100 Pleasant Cove Dr	100 Pleasant Cove Dr	Upload
100 Pleasant Cove Dr	100 Pleasant Cove Dr	Upload

Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating a successful application. Once the permit is reviewed and approved you will be sent confirmation to move on the next step for payment.

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

Payment Type	Amount
Building Department Fee	\$52.92
Service Fee	\$1.32
Total Payment	\$54.24

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