

1. Go to the city of Ypsilanti website, and at the top there is a “How Do I...” tab
2. Click “apply for” under that tab
3. Head to Permit Center, where you will click the big BSA banner
4. Firstly, sign in or register with BSA
5. Then click either “resident” or “contractor” or whichever describes you best. This will show you any necessary options.
6. To apply for a permit:
  - a. Click it and you will be brought to a different screen
  - b. Search for your property
    - i. Sometimes multiple ones show up, that’s ok, we can fix it manually
    - ii. Apartments are separated by units most of the time
  - c. Select the needed options that best fit your project, and please include a work description. Include construction cost and select best ISO usage.
  - d. You will also get asked to sign in or provide your information.
  - e. Select fees- this can be changed administratively.
  - f. Please attach any contracts, photos, scope of work documents, etc
  - g. You can submit and should hear back from the building department shortly!
7. To pay a bill:
  - a. Start at the home screen of BSA
  - b. At the front, under “popular” is “pay a bill”.
  - c. It will tell you to pick a bill type, just pick building department
  - d. This will take you directly to the invoice which you can then pay
8. Schedule an inspection:
  - a. This is under “Contractors” at the front of the page.
  - b. Select “schedule inspection” and you will be directed to a page to enter your record number.
  - c. Then, select which type of inspection you need, and the available days will appear.

- d. The above tabs ask for relevant contact information (or lockbox numbers, etc) or any documents you want the inspector to have prior.
  - e. You can submit the request and get either a confirmation or denial shortly.
9. To apply for HDC or planning/zoning process:
- a. This is under “Contractors” at the front of the page.
  - b. Select “Apply for a Planning, Zoning, or Engineering process”
  - c. You will be taken to a screen that is very similar to the regular permit application screen. For these applications, they almost always require attached documents to supplement the application.
    - i. HDC applications must get finalized and approved before they can start work on any permits
    - ii. Planning/zoning applications are used for a variety of things like fences, accessory structures, decks, as well as sidewalk signs, outdoor cafes, food trucks, etc.
  - d. The rest of this process is the same as other permits (other than HDC work).
10. General tips and wrap up
- a. At the front of BSA, when you first open it from the city’s website, there is a search bar. You can type any address in our municipality in here to get public records easily.
  - b. After searching, a lot of properties come up with multiple options. All of these you can select, but the one with updated relevant information is whichever property has a parcel starting with “11-11”. Any parcel with “11-99” will not show anything.