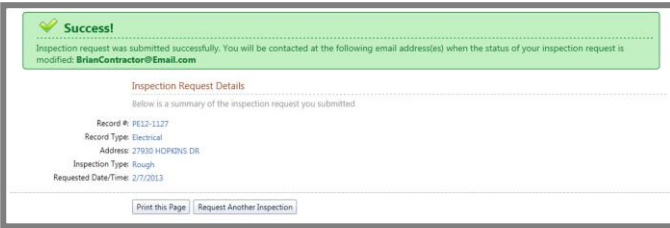


## SCHEDULING CONFIRMATION:

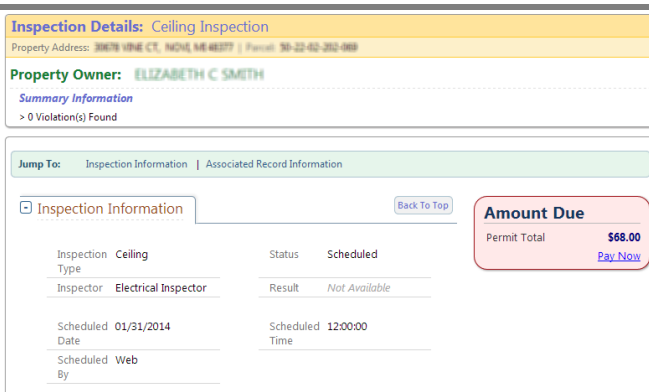
You will receive a confirmation message that the inspection has been scheduled successfully.

Email notifications will be sent regarding any status changes or if the inspection must be rescheduled



## VIEW INSPECTIONS:

In the "View My Activity" section you can view, cancel or reschedule pending inspections, or review completed inspections



## COMMUNITY DEVELOPMENT

**Building**  
248.347.0415

**Planning**  
248.347.0415

**Ordinance Enforcement**  
248.735.5678

**Engineering**  
248.347.0454



# Online Inspection Portal

FOR CONTRACTORS

If you are trying to schedule an inspection for the following business day, it must be scheduled by 3:30 p.m.



Developed by



FOR MORE INFORMATION CONTACT:

City of Novi  
Community Development Department  
45175 W. Ten Mile Road  
Novi, Michigan 48375  
248.347.0415  
cityofnovi.org



## REGISTER AS A CONTRACTOR

To register as a contractor, go to: [www.BSAonline.com/Contractors](http://www.BSAonline.com/Contractors) and create your AMG account.

Once your account is created, you must link it to your municipality's contractor record. This can be done using the PIN number provided to you, or by contacting the municipality directly.

### STEP 1:

Choose the permit you wish to schedule an inspection for. All applicable permits will be listed

**(NOTE: If scheduling an inspection using a QR code, you will skip to Step 2 automatically)**

**Schedule an Inspection**  
Submit an inspection request for a permit online.

**Select a Permit** | Select Inspection Type and Date | Contact Information

**Step 1: Select a Permit**

Enter a Permit Number, including any dashes or spaces.

★ Permit Number:  ex: PB14-0001

Permit Number	Permit Type	Property Address
PBC14-0022	Building Commercial	1 MCMAHON CIR
PBC14-0021	Building Commercial	22560 ARDEN GLEN CT
PE13-0033	Electrical	1 MCMAHON CIR

Displaying items 1 - 15 of 24

Next

### STEP 2:

Select an inspection type and choose from the available days on the calendar.

**Schedule an Inspection**  
Submit an inspection request for a permit online.

Select a Permit | **Select Inspection Type and Date** | Contact Information | Add Attachments

**Step 2: Select Inspection Type and Date**

Inspection Details

★ Inspection Type: **Final**

Select the type of inspection you wish to request.

Inspection Date

Using the calendar below, select an available date for your inspection request.

September 2013						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

★ Requested Date: 09/25/2013

Back Next

### STEP 3:

Enter contact information.

Add/edit parties to be notified by email and use the 'Notes' section to list any relevant information such as the inspection location, lock box numbers, preferred times, etc.

**Schedule an Inspection**  
Submit an inspection request for a permit online.

Select a Permit | Select Inspection Type and Date | **Contact Information**

**Step 3: Contact Information**

Enter your contact information to be included with the request.

★ Name:  BSA Contractor

★ Phone:  (999) 123-456

Notes:  SW Corner  
Lock box #123  
Please make in the AM if possible

Select Parties to Notify

Select one or more email addresses to include in notifications regarding inspection updates.

Edit Emails

Name	Email Address	Select
John Smith	jsmith@abc.com	<input type="checkbox"/>
Adam	adam@bsasoftware.com	<input checked="" type="checkbox"/>
Lori	lori@bsasoftware.com	<input type="checkbox"/>

Back Finish

If you would like to arrange for a more specific time frame for the inspection please contact the appropriate inspector the day of the inspection between the hours of 8-9:00a.m. We will do our best to accommodate your request.

The inspectors may be reached at:  
Electrical Inspector – 248.347.0429  
Heating/Refrigeration – 248.347.0426  
Plumbing Inspector – 248.347.0432



If you cannot reach the inspector on their direct line or to speak to a Building Inspector please contact the main line at 248.347.0415