



## How to Pay for a Permit Online: Step-by-Step Guide

### 1. Visit the Township Website

Go to [saugatucktowntshipmi.gov](http://saugatucktowntshipmi.gov).

### 2. Find the "Online Payment" Option

Scroll down the homepage to locate the "ONLINE PAYMENT" link in the quick links carousel, represented by a gold money icon.

### 3. Access the Payment Portal

Click "ONLINE PAYMENT" to be redirected to [BSA Online](#). Select "Pay a Bill" under the search bar.

### 4. Choose "Building Department"

From the "Pick Bill Type" dropdown menu, select "Building Department."

### 5. Locate Your Invoice

Enter one of the following:

- Your permit number (e.g., PB00-000, PE00-000, etc.),
- The parcel number for the project location, or
- The invoice number (include all leading zeros).

### 6. Review and Confirm

When the correct address appears, click "Review and Pay" on the right side.

### 7. Verify and Proceed

Review the permit details (permit number, address, invoice) and confirm accuracy. If correct, check "Pay this invoice" and click "Pay Now."

### 8. Sign In or Pay as a Guest

- **Log In:** Enter your account credentials,
- **Create an Account:** Click "Create An Account" to register, or
- **Guest Checkout:** Select "Continue As Guest" to proceed without an account.

### 9. Submit Your Payment

Enter your payment details, carefully review all information on the final screen, and click "Submit Payment."

**Note:** A service fee applies to online payments. You can also pay by check or exact cash at the Township office. For assistance, please call 269-857-7721.