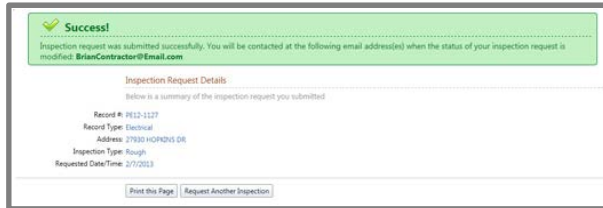


## SCHEDULING CONFIRMATION:

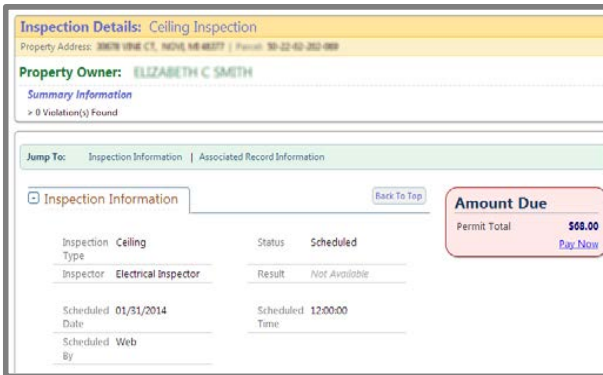
You will receive a confirmation message that the inspection has been scheduled successfully.

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



Osceola County Building Department  
 4323 220th Avenue  
 Reed City, Michigan 49677

Phone: 231-832-6117  
 Fax: 231-832-7345

E-Mail:  
[building@osceolacountymi.com](mailto:building@osceolacountymi.com)

Website: [osceola-county.org](http://osceola-county.org)

Building Inspector: Donald LaBrenz  
 Electrical Inspector: Tim Taylor  
 Plumbing Inspector: Gene VanGordon  
 Mechanical Inspector: Ken Clark

**At this time you can only request for inspection for Electrical, Plumbing and Mechanical. Please call the office for Building Inspections**

Developed by



# Automated Inspection Hotline

FOR HOMEOWNERS




Osceola County Building Dept.



## STEP 1:

Find and select the permit you wish to schedule an inspection for.



### 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. PB14-0013

Permit Number	Permit Type	Property Address
PD15-0004	Demolition	822 SCHUSTER AVE
PE14-0139	Electrical	
PBC15-0009	Building Commercial	3717 LOVERS LN

## STEP 2:

Select the desired 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:

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:

Verify Contact Information.



### Schedule an Inspection

Submit an inspection request for a permit online.

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

**Step 3: Contact Information**

Enter your contact information to be included with the request.

★ Name:

★ Phone:

Notes:

**Select Parties to Notify**


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

Name	Email Address	
BSA Contractor	bsacontractor@bsa.com	<input checked="" type="checkbox"/>
John Smith	jsmith@abc.com	<input type="checkbox"/>
Chris Jones	cjones@abcc.com	<input checked="" type="checkbox"/>

Back
Next

## STEP 4:

Add attachments (if applicable)



### Schedule an Inspection

Submit an inspection request for a permit online.

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

**Step 4: Add Attachments**

If you have any files or attachments that will be required for the approval of your Inspection Request click the button below to browse your computer and attach them. **Please note: If you fail to submit required documents, your request may be delayed or denied.**

Select...

Desert.jpg
X Remove

Upload successful!

Back
Finish



Visit the "Contractor Learning Center" for more AMG information and detailed walkthroughs

[tp://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center](http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center)