City of Oak Creek

Applying for a Permit Online

1. Log into your BSAonline account

2. Select "Apply for Permit" or "Apply for a Planning, Zoning, or Engineering Process"

3. Search for the property by owner name, address, or parcel number. Double click on the correct property and click next.

4. Select the permit or planning process that is being applied for. Describe the scope of work in detail. Provide any required application details. Click next.

5. Verify the contact information and choose a licensee if required. If you cannot find the licensee you are looking for, please call 414-766-7002 for assistance.
Choose the email address of the party who should receive notification of permit status updates. You can use the edit button to add email addresses of additional individuals who should receive status updates.

6. If you are submitting a Plan Commission application, you must complete the property owner information. Complete the agent information if a third party will be representing the applicant.

⊟ Owner ☆   [Collapse All]

Full Name/Company: [   ] [🔍]

Email: [   ]

Address Information

Address: [   ]

Address 2: [   ]

City: [   ]

State: [   ]   Zip Code: [   ]

Contact Information

Phone Number: [   ]   Extension: [   ]

Fax Number: [   ]

Mobile Number: [   ]

Other Number: [   ]

⊟ Agent

Full Name/Company: [   ] [🔍]

Email: [   ]

Address Information

Address: [   ]

Address 2: [   ]

City: [   ]

State: [   ]   Zip Code: [   ]

Contact Information

Phone Number: [   ]   Extension: [   ]

Fax Number: [   ]

Mobile Number: [   ]

Other Number: [   ]

7. Locate the fees needed for the application and enter the quantity. If fees are not available online, permitting staff will manually assess them.

Step 4: Estimate Fees

Estimate your application fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

*Disclaimer: By selecting the expedited review fee and completing the application process, Applicant/Representative acknowledges and understands that expedited reviews are not guaranteed. Requests for expedited review will only be considered where permissible given available staff resources and public notice requirements.

Available Fees

Fee Description	Category	
Certified Survey Map	Standard Item	Add
Expedited Review	Standard Item	Add

Selected Fees

Fee Description	Fee	Quantity
No online fees are configured.		

Total Estimated Fees:	$0.00

8. Attach all relevant plans or images for the application.

Step 5: Attach Documents

If you have any additional documentation to provide to the City, please use the "Add Additional Document" button at the bottom of the screen.

⊟ Attach Documents

Document Title	Status	Description	File Name		
Proposed Certified Survey Map	REQUIRED			⚠	Attach File
Narrative describing the proposal	REQUIRED			⚠	Attach File

Add Additional Document

9. Review the information to ensure it is correct. Accept any disclaimers before submitting.

Step 6: Submit Application

Property and Application Details

Property Address	8040 S 6TH ST	Application Type	Certified Survey Map
Parcel Number	8139064000	Owner Name	CITY OF OAK CREEK
Scope Of Work	Description of work		

View Application Details

Contact Information

Contact	John Smith	Email	johnsmith@email.com
Phone	4147667002		

View Associated Names

Estimated Fees

Fee Description	Quantity	Total Fee
Certified Survey Map	1.00	$525.00
No additional fees found.		
Total Estimated Fees:		$525.00

Attached Documents

Document Title	Description	File Name	
Proposed Certified Survey Map		Survey Map.pdf	View Attachment
Narrative describing the proposal		Proposal.docx	View Attachment

Disclaimers

Disclaimer	Accept
It is suggested that the applicant contat the District Alderperson and Mayor to dicuss the proposed development.	☐

⭐ Accepted By: John Smith

10. A summary confirmation screen will appear, indicating a successful application.