



## 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"

The screenshot shows the City of Oak Creek online portal. On the left, there is a navigation menu under 'Building Department' with options: 'Apply for a Permit', 'Apply for a Planning, Zoning or Engineering Process', 'Building Department Search', and 'View My Activity'. Below this is 'Citizens' Requests' with 'Create New Request' and 'View My Requests'. Further down are 'EMPLOYMENT OPPORTUNITIES' and 'MUNICIPALITIES' sections. The main content area on the right is a light green box with a welcome message and instructions for logging in, creating an account, and submitting a Plan Commission application. It includes a list of possible email statuses and a contact number for questions.

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

The screenshot shows the 'Step 1: Select a Property' search interface. It includes instructions on how to search by address and choose the correct property. Below the instructions is a 'Property Search' section with a dropdown menu for 'Search By' (set to 'Address') and a 'Search For' dropdown menu (with 'Name', 'Address', and 'Parcel Number' options). A search input field is next to the 'Search For' dropdown. Below the search section is a table with the following data:

| Owner Name        | Address                            | Parcel Number |
|-------------------|------------------------------------|---------------|
| CITY OF OAK CREEK | 8040 S 6TH ST, OAK CREEK, WI 53154 | 8139064000    |

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.

View My Profile

MUNICIPALITIES

Select a Municipality

Recent

- City of Oak Creek
- City of Franklin
- City of Greenfield
- Linn County
- City of Rochester Hills
- City of East Point
- City of Birmingham
- City of Cape Canaveral

ACCOUNT

- djohnson@oakcreekwi.gov
- Account Settings
- Remote Assistance
- Sign Off

Please call 414-766-7002 if you have any questions regarding this process.

Select a Property  
8040 S 6TH ST

Enter Permit Details

Enter Applicant Information

Estimate Permit Fees

Submit Application

### Step 2: Enter Permit Details

Use the drop down menu to select the type of application you are applying for.

If you cannot find what you are looking for please visit our [Licences and Permits](#) page.

★ Enter the permit type for which you wish to apply:

<None Selected>

★ Please describe the work to be done in detail:

Application Details:

Please select a Permit Type.

Back 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.

### Step 3: Enter Applicant Information

Enter your contact information.

#### Applicant Information

If the information below is incorrect, please contact the municipality to resolve the issue.

Name: DSA8040

Address: 8040 S 6th St

Phone: !

Email: play

#### Contact Information

★ Name:

★ Phone Number:

★ Email Address:

Used to send updates regarding the status of your application.

★ Confirm Email:

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]

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Full Name/Company:  

Email:

**Address Information**

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Address:

Address 2:

City:

State:  Zip Code:

**Contact Information**

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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**

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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. |               |          |
| <b>Total Estimated Fees:</b>   | <b>\$0.00</b> |          |

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 |

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

### Step 6: Submit Application

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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.    |          |                 |
| <b>Total Estimated Fees:</b> |          | <b>\$525.00</b> |

Attached Documents

| Document Title                    | Description | File Name      |                                 |
|-----------------------------------|-------------|----------------|---------------------------------|
| Proposed Certified Survey Map     |             | Survey Map.pdf | <a href="#">View Attachment</a> |
| Narrative describing the proposal |             | Proposal.docx  | <a href="#">View Attachment</a> |

Disclaimers

| Disclaimer   | Accept                   |
|--|--------------------------|
| It is suggested that the applicant contact the District Alderperson and Mayor to discuss the proposed development. | <input type="checkbox"/> |

★ Accepted By:

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