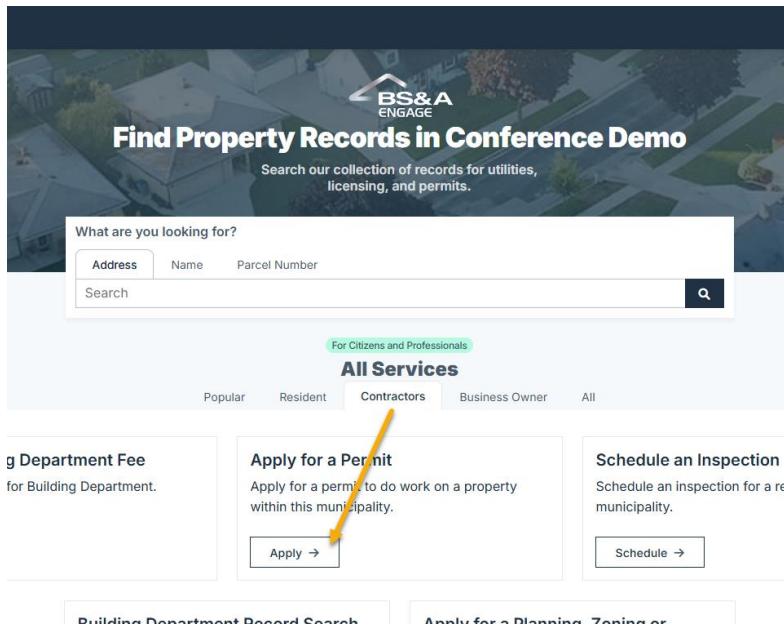


# BS&A Online: Applying for Permits Online - Contractors

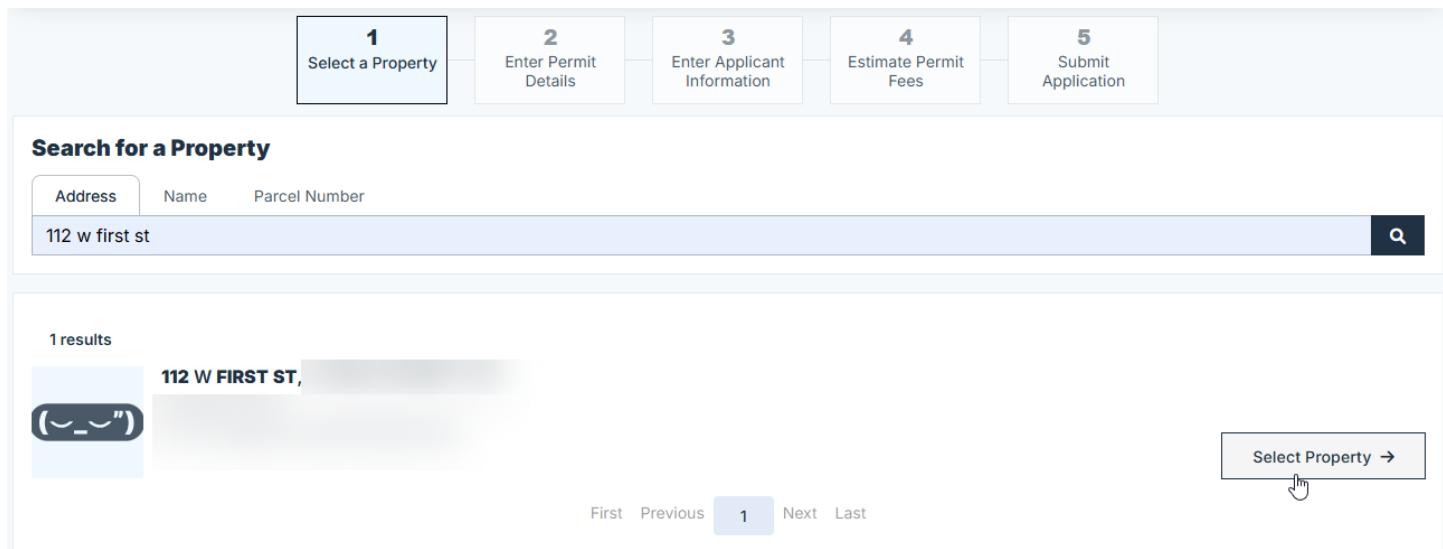
## Getting There

Go to the Contractors tab > Apply for a Permit > Apply



## Step 1: Select a Property

You can search by Address, Parcel Number, or Owner Name > Select Property



## Step 2: Enter Permit Details

Choose the permit type, input the work description, and fill out any required fields (if applicable) > Next

1 Select a Property 112 W FIRST ST	2 Enter Permit Details Building	3 Enter Applicant Information	4 Estimate Permit Fees	5 Attach Documents	6 Submit Application
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**Enter Permit Details**

**Permit Details**

— Select the permit type for which you wish to apply —  
Building

Please describe the work to be done in detail \*  
Enter work description here

**Application Details**

**Construction Details**

Basic Usage  
N/A

Baths  
Half

Construction Value \*  
100000

Occupancy Load  
Structure Total Square Footage \*  
2000

Baths  
Bedrooms

Kind of Structure  
Ownership  
Private

**Septic**

Septic Sewage Disposal Type  
q Tank Capacity Total

Next →

## Step 3: Enter Applicant Info

Verify your contact information, select a licensee\* (if applicable), and choose the parties that are to receive email notifications when the permit's status changes > Next

\*Two things:

1. Licensee must be active and match the work type being done
2. If you have changes or updates to your Contractor/Licensee info, or any related questions, please contact the municipality

1 Select a Property 112 W FIRST ST	2 Enter Permit Details Building	3 Enter Applicant Information	4 Estimate Permit Fees	5 Attach Documents	6 Submit Application
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**Enter Applicant Information**

**Contact Information**

Name \*  
Don Rickles

Phone Number \*  
1111111111

Email Address \*  
[redacted]

Confirm Email \*  
[redacted]

**Contractor Information**

**Parties to Notify**

Next →

## Step 4: Estimate Fees

Locate the fees needed for the permit and follow any prompts > Next

**Estimate Permit Fees**

PLEASE PAY AMOUNT IN FULL. PARTIAL PAYMENTS ARE NOT ACCEPTED

**Available Fees**

Fee Description	Category	Add
\$1,001-\$10,000	Standard Item	Add
\$10,001-\$100,000	Standard Item	Add
\$100,001-\$500,000	Standard Item	Add
(I) < \$1,000	Standard Item	Add

**Selected Fees**

Fee Description	Quantity	Fee	Remove
\$10,001-\$100,000	100000.00	\$165.00	Remove
Administrative Fees	1.00	\$5.00	
<b>Total Estimated Fees</b>		<b>\$170.00</b>	

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## Step 5: Attach Documents

Some permit types may allow, or even require (hazard sign, as pictured), one or more attachments. Even if not required, this can still be used to submit any relevant plans or images for the permit.

Attach File > Select > locate the file > Save > repeat as needed, and optionally, Add (additional) Document > Next

**Attach Documents**

Document Title	Condition	Description	File Name
Building Plans	Required		<b>Attach File</b>
Application	Required		<b>Attach File</b>

**Attach File**

Title	Description
Building Plans	No Data to Display

**Select...**

**Save**

**File Name**

**View File**

**Remove File**

**View File**

**Remove File**

**Next**

# Successful Permit Application

You will receive a summary at the end...



## Permit Application Summary

Property and Application Details

Property Address	112 W FIRST ST	Permit Type	Building
Parcel Number	001-000-000-00	Owner Name	[REDACTED]
Work Description	Enter work description here	Project	No Data to Display

Contact Information

Contact	Don Rickles	Email	[REDACTED]
Phone	1111111111		

Contractor Information

Name	BS&A Software	Address	14985 ABBEY LN
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Estimated Fees

Fee Description	Quantity	Total Fee
\$10,001-\$100,000	100000.00	\$165.00
Administrative Fees		

...scroll down > accept any Disclaimers > Submit

Disclaimers

Disclaimer	Accept
I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge <input checked="" type="checkbox"/>	
Accepted By *	Don Rickles

**Submit →**

You will receive the following confirmation:

**✓ Application Submitted Successfully**

Your [REDACTED] permit has been created. [Click here to view details.](#)  
A payment is still required before the permit can be issued. [Click here to submit a payment.](#)

Permit Number	[REDACTED]
Application Date	[REDACTED]
Application Type	[REDACTED]
Email Address	[REDACTED]
Address	[REDACTED]
Parcel Number	[REDACTED]
Total Estimated Fees	[REDACTED]

Apply for another permit:  On Same Property  On A Different Property

## Online Payment

If you'd like to pay now, click the link and follow through (municipality-dependent). A separate help doc is available.

### ✓ Application Submitted Successfully

Your [REDACTED] permit has been created. [Click here to view details.](#)

A payment is still required before the permit can be issued. [Click here to submit a payment.](#)



Permit Number	[REDACTED]
Application Date	[REDACTED]
Application Type	[REDACTED]

## Additional Resources

Visit the Contractor Learning Center for more BS&A Online information and detailed walkthroughs

<https://www.bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center/>