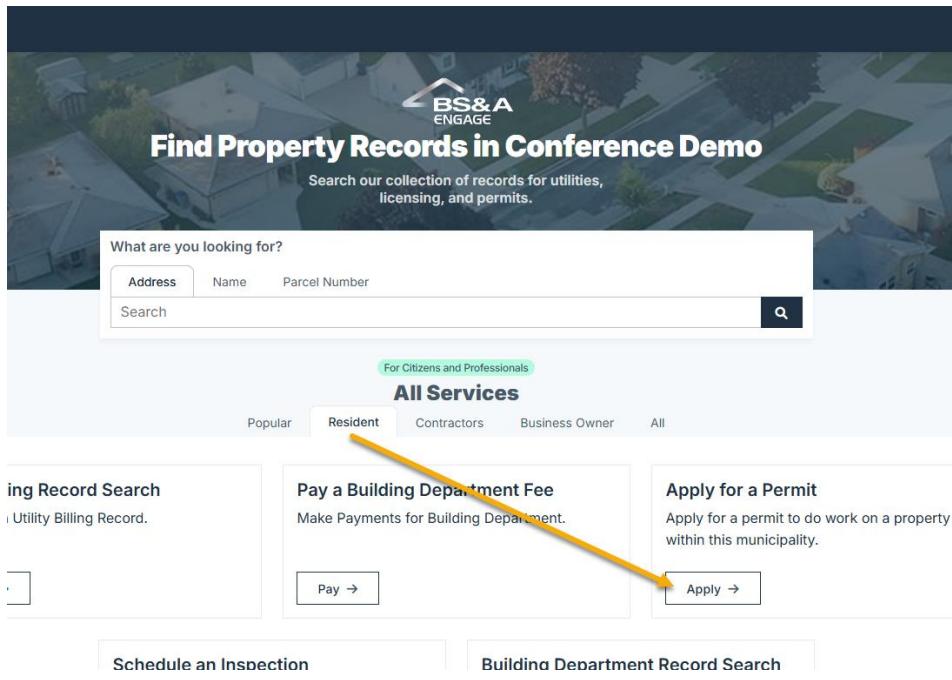


BS&A Online: Applying for Permits Online - Homeowners

Getting There

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



BS&A
ENGAGE

Find Property Records in Conference Demo

Search our collection of records for utilities, licensing, and permits.

What are you looking for?

Address Name Parcel Number

Search

For Citizens and Professionals

All Services

Popular Resident Contractors Business Owner All

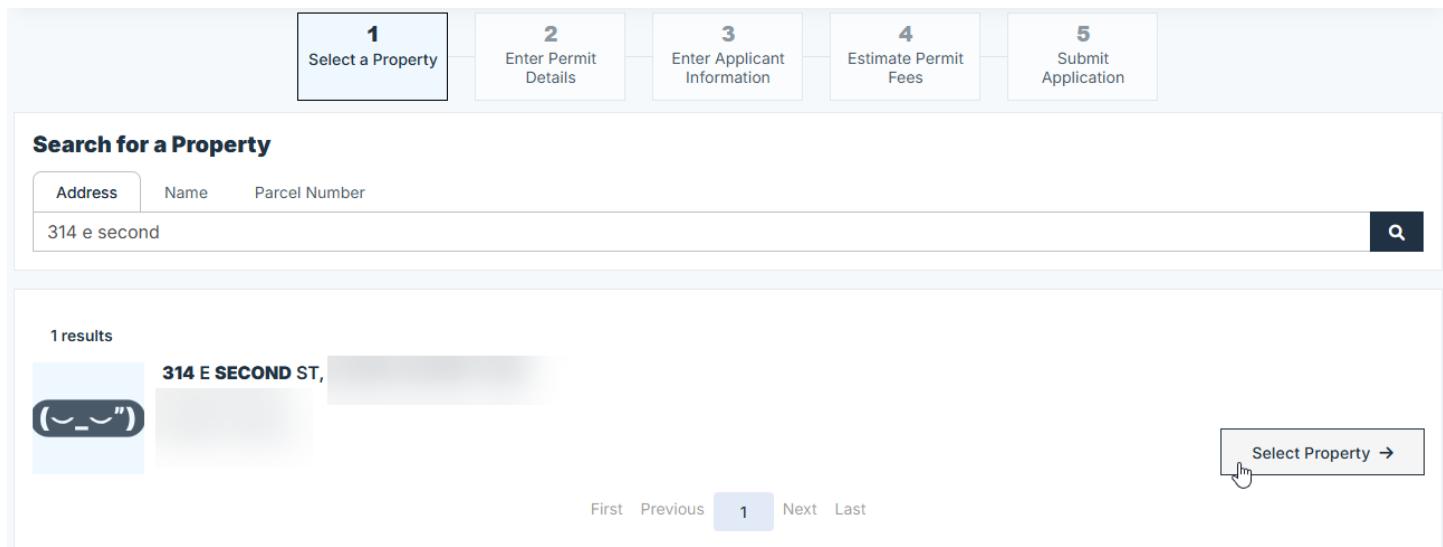
ing Record Search Pay a Building Department Fee Apply for a Permit

Utility Billing Record. Make Payments for Building Department. Apply for a permit to do work on a property within this municipality.

Schedule an Inspection Building Department Record Search

Step 1: Select a Property

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



1 Select a Property 2 Enter Permit Details 3 Enter Applicant Information 4 Estimate Permit Fees 5 Submit Application

Search for a Property

Address Name Parcel Number

314 e second

1 results

314 E SECOND ST, (‐‐‐")

First Previous 1 Next Last

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 314 E SECOND ST	2 Enter Permit Details	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 —
Deck

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

Application Details

Construction Details

Construction Value* —
2000

Next →

Step 3: Enter Applicant Info

Verify your contact information and choose the parties that are to receive email notifications when the permit's status changes > Next

1 Select a Property 314 E SECOND ST	2 Enter Permit Details Deck	3 Enter Applicant Information	4 Estimate Permit Fees	5 Attach Documents	6 Submit Application
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Enter Applicant Information

Contact Information

Name* —
Henny Youngman

Phone Number* —
1111111111

Email Address* —

Confirm Email* —

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
Inspection Fee	Inspection	Add
Plan Review - Residential	Plan Review	Add

Selected Fees

Fee Description	Quantity	Fee	Remove
Inspection Fee	1.00	\$50.00	Remove
Plan Review - Residential	1.00	\$50.00	Remove
Administrative Fees			
Admin Fee	1.00	\$10.00	
Inspection Fees	2.00	\$53.00	
Valuation	2000.00	\$60.00	
Total Estimated Fees		\$223.00	

Calculated Fees

Inspection Fee: \$50.00

Plan Review - Residential: \$50.00

Admin Fee: \$10.00

Inspection Fees: \$53.00

Valuation: \$60.00

Next →

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
Deck Plans	Required		

Attach File

Title: Deck Plans
Description: No Data to Display
Select... Cancel Save

File Name

Deck Plans ✓ View File Remove File

Next →

Successful Permit Application

You will receive a summary at the end...

1 Select a Property 314 E SECOND ST	2 Enter Permit Details Deck	3 Enter Applicant Information Henny Youngman 11111111	4 Estimate Permit Fees Estimated Amount: \$223.00	5 Attach Documents 1 Document Attached	6 Submit Application
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Permit Application Summary

Property and Application Details

Property Address	314 E SECOND ST	Permit Type	Deck
Parcel Number		Owner Name	
Work Description	Enter work description here	Project	No Data to Display

Contact Information

Contact	Henny Youngman	Email	
Phone	11111111		

Contractor Information

Estimated Fees

Fee Description	Quantity	Total Fee
Inspection Fee	1.00	\$50.00
Plan Review - Residential	1.00	\$50.00
Administrative Fees		
Admin Fee	1.00	\$10.00

...scroll down > accept any Disclaimers > Submit

Disclaimers

Disclaimer

I hereby certify that the information submitted is true and correct.

Accepted By *
Henny Youngman

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:

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/>