

# 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**  
Utility Billing Record.

**Pay a Building Department Fee**  
Make Payments for Building Department.

**Apply for a Permit**  
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,**

Select Property →

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

**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

**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	Action
Inspection Fee	Inspection	Add
Plan Review - Residential	Plan Review	Add

**Selected Fees**

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

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		

Next →

# Successful Permit Application

You will receive a summary at the end...

1Select a Property314 E SECOND ST

2Enter Permit DetailsDeck

3Enter Applicant InformationHenny Youngman1111111111

4Estimate Permit FeesEstimated Amount: \$223.00

5Attach Documents1 Document Attached

6Submit Application

**Permit Application Summary**

Property and Application Details

Property Address314 E SECOND ST

Parcel Number

Work DescriptionEnter work description here

Permit TypeDeck

Owner Name

ProjectNo Data to Display

Contact Information

ContactHenny Youngman

Phone1111111111

Email

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

Accept

Submit →

You will receive the following confirmation:

✓ **Application Submitted Successfully**

Your 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	
Application Date	
Application Type	
Email Address	
Address	
Parcel Number	
Total Estimated Fees	

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/>