Getting There

Go to the Contractors tab > Apply for a Permit > Apply
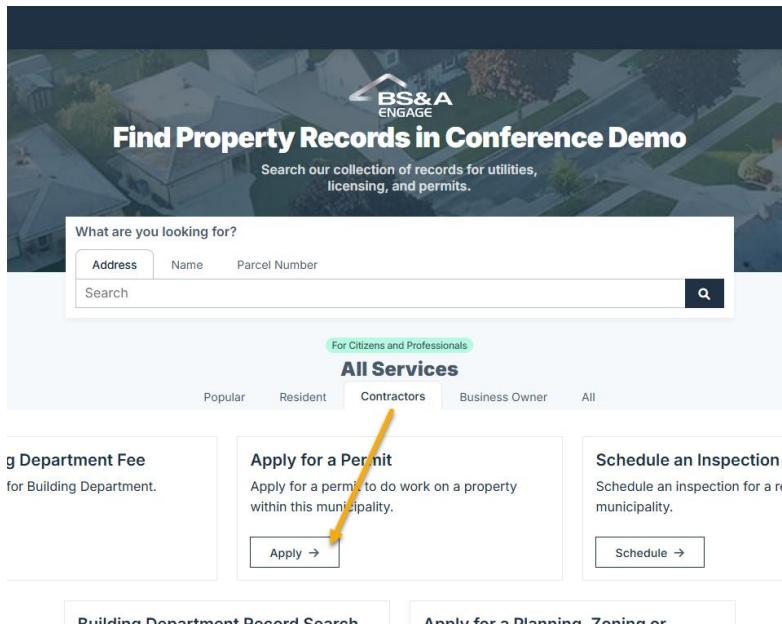
Step 1: Select a Property

You can search by Address, Parcel Number, or Owner Name > Select Property
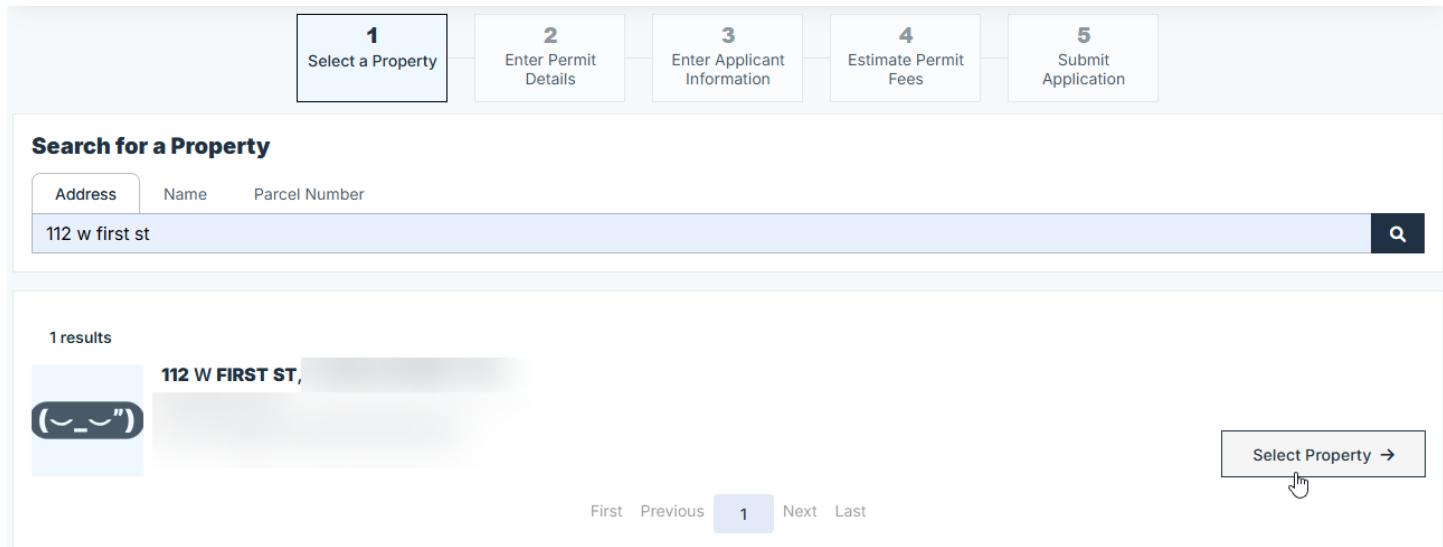
Step 2: Enter Permit Details

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

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*

Step 4: Estimate Fees

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

Successful Permit Application

You will receive a summary at the end...

...scroll down > accept any Disclaimers > Submit

You will receive the following confirmation:

Online Payment

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

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/