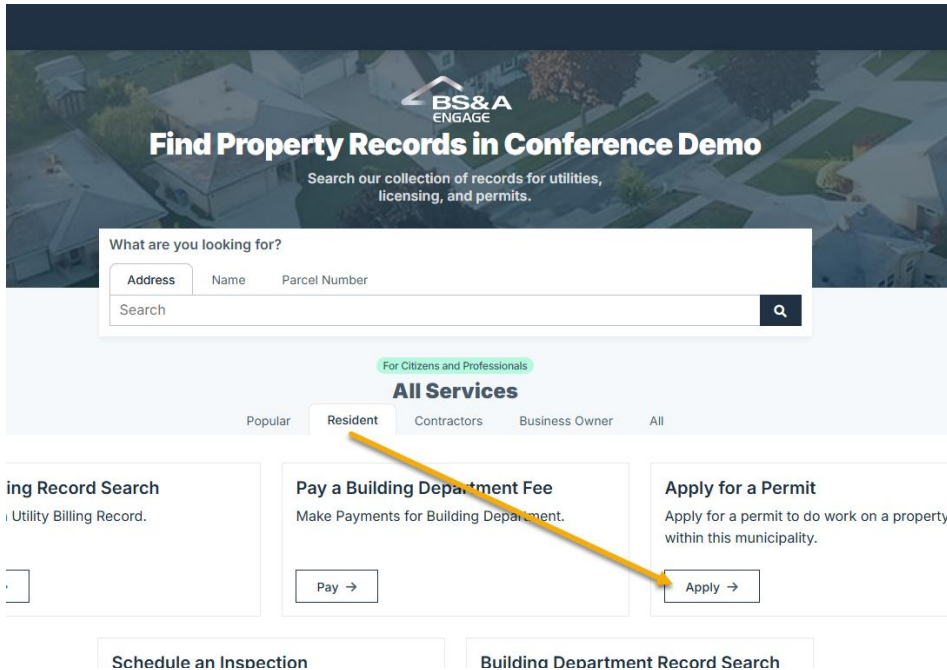


BS&A Online: Applying for Permits Online – Homeowners

Getting There

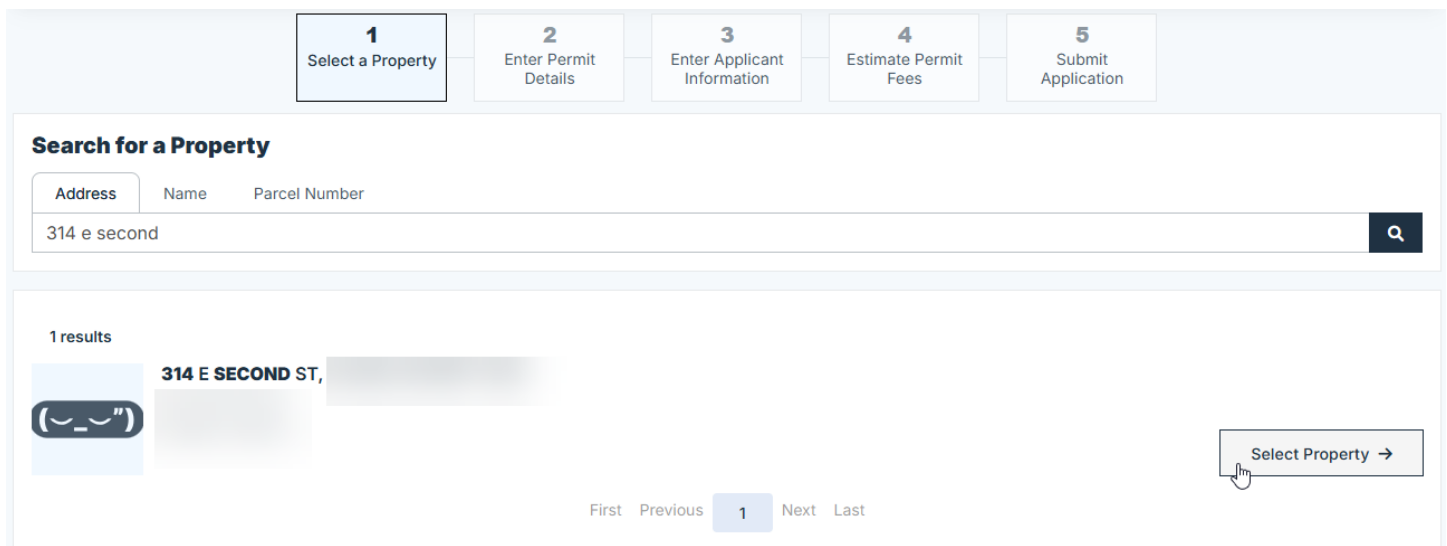
Go to the Resident tab > Apply for a Permit > Apply



The screenshot shows the BS&A Engage homepage. At the top is a banner for 'Find Property Records in Conference Demo' with a search bar. Below the banner is the 'All Services' section, which includes tabs for 'Popular', 'Resident', 'Contractors', 'Business Owner', and 'All'. The 'Resident' tab is highlighted with a yellow arrow. Below the tabs are three main service cards: 'Find Record Search', 'Pay a Building Department Fee', and 'Apply for a Permit'. The 'Apply for a Permit' card has a yellow arrow pointing to its 'Apply →' button. At the bottom, there are two more buttons: 'Schedule an Inspection' and 'Building Department Record Search'.

Step 1: Select a Property

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



The screenshot shows the 'Select a Property' step in the permit application process. At the top is a progress bar with five steps: '1 Select a Property', '2 Enter Permit Details', '3 Enter Applicant Information', '4 Estimate Permit Fees', and '5 Submit Application'. The first step is highlighted. Below the progress bar is a 'Search for a Property' section with a search bar and a search button. The search bar contains the text '314 e second'. Below the search bar is a list of results, showing one result: '314 E SECOND ST, [redacted]'. To the right of the result is a 'Select Property →' button. At the bottom, there are pagination links: 'First', 'Previous', '1', 'Next', and '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
Administrative Fees			
Admin Fee	1.00	\$10.00	
Inspection Fees	2.00	\$53.00	
Valuation	2000.00	\$60.00	
Total Estimated Fees		\$223.00	

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...

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/>