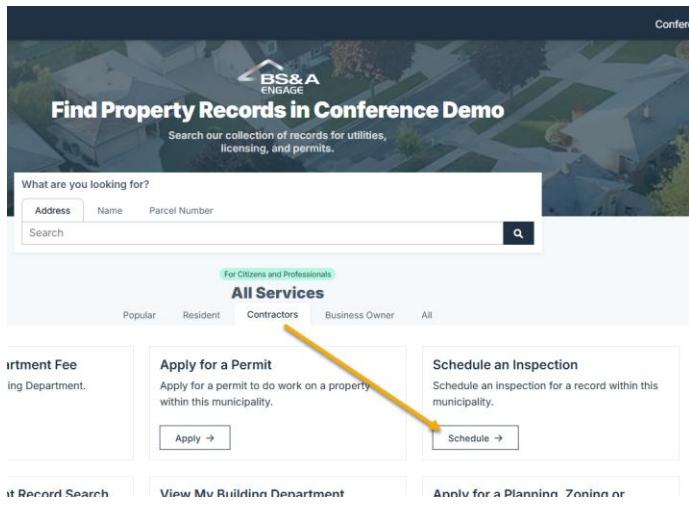


# BS&A Online: Scheduling Inspections Online - Contractors

## Getting There

Go to the Contractors tab > Schedule an Inspection > Schedule



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

Service Fee

Apply for a Permit

Apply for a permit to do work on a property within this municipality.

Apply →

Schedule an Inspection

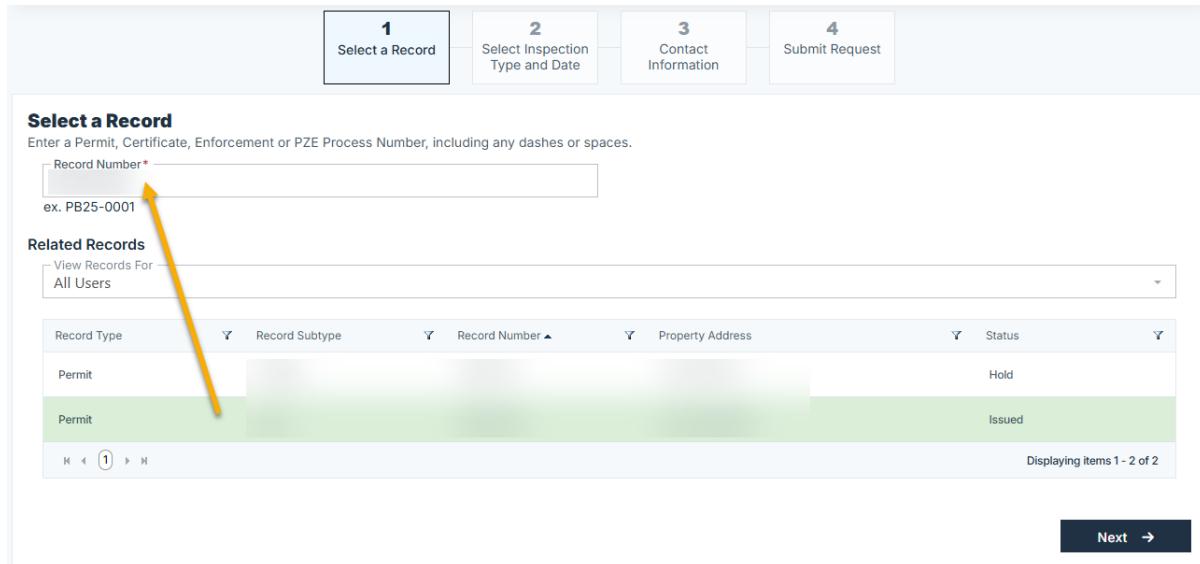
Schedule an inspection for a record within this municipality.

Schedule →

Record Search View My Building Department Apply for a Planning, Zoning or

## Step 1: Select a Record

You can enter the Record Number or click on a record in the table below to fill the Record Number field > Next



1 Select a Record 2 Select Inspection Type and Date 3 Contact Information 4 Submit Request

**Select a Record**

Enter a Permit, Certificate, Enforcement or PZE Process Number, including any dashes or spaces.

Record Number\* ex. PB25-0001

Related Records

View Records For All Users

Record Type	Record Subtype	Record Number	Property Address	Status
Permit				Hold
Permit				Issued

Displaying items 1 - 2 of 2

Next →

## Step 2: Select Inspection Type and Date

Choose the inspection type > click a date\* on the calendar > Next

\*If your desired date is unavailable, please contact the municipality

1 Select a Record

2 Select Inspection Type and Date

3 Contact Information

4 Attach Documents

5 Submit Request

Select Inspection Type and Date

Inspection Type \*  
Footing

Today < > April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31					
6	7					
Date is in the past.	Date is in the past.					
13		Available 14/04/2025				
No inspector availability.	Available					
20	21					
28	29	30				
Available	Available	Available				
5	6	7	8	9	10	

2025

Next →

## Step 3: Verify Contact Information

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

1 Select a Record

2 Select Inspection Type and Date  
Footing: 04/14/2025

3 Contact Information

4 Attach Documents

5 Submit Request

Contact Information

Name \*  
Don Rickles

Phone Number \*  
1111111111

Email Address \*  
[redacted]

Confirm Email \*  
[redacted]

Select Parties to Notify

Select one or more email addresses to include in notifications.

Edit Emails

Name	Email Address	Select
		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input checked="" type="checkbox"/>

Next →

## Step 4: Attach Documents (rare)

If applicable, you can attach documents; otherwise, click Next

*(The "Applying for Permits Online" help doc shows an example of attaching documents)*

Document Title	Condition	Description	File Name
	Optional		✓ <input type="button" value="Attach File"/>
	Optional		✓ <input type="button" value="Attach File"/>

**Next →**

## Successful Inspection Submittal

You will receive a summary at the end > scroll down > accept any Disclaimers > (optional) add any relevant Notes for this given inspection (EG-Lockbox Numbers, preferred time [AM or PM], information about the location, etc.) > Submit

**Inspection Request Summary**

**Inspection Information**

Inspection Type	Footing	Requested Date	4/14/2025
Permit		Address	

**Contact Information**

**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

Accepted By \*  
Don Rickles

**Notes**

Notes

**Submit →**

You will receive the following confirmation:

**✓ Success**

Inspection request was submitted successfully.

Record Number	
Record Type	
Address	
Inspection Type	Footing
Date Requested	04/14/2025

[Print This Page](#) [Schedule Another Inspection](#)

## 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/>