

BS&A Online: Scheduling Inspections Online – Contractors

Getting There

Go to the Contractors tab > Schedule an Inspection > Schedule

The screenshot shows the BS&A Online 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 with tabs for 'Popular', 'Resident', 'Contractors', 'Business Owner', and 'All'. The 'Contractors' tab is selected. Under the 'Contractors' tab, there are three main buttons: 'Apply for a Permit', 'Schedule an Inspection', and 'Schedule an Inspection'. An orange arrow points to the 'Schedule an Inspection' button.

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

The screenshot shows the 'Select a Record' step in the BS&A Online interface. At the top, there are four numbered steps: 1. Select a Record, 2. Select Inspection Type and Date, 3. Contact Information, and 4. Submit Request. Step 1 is highlighted. Below the steps is a search bar for the Record Number, with an example 'PB25-0001'. Below the search bar is a table of related records. An orange arrow points to the 'Record Number' field in the search bar.

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
30	31	1	2	3	4
6	7	14	15	16	17
Date is in the past.	Date is in the past.	Available	Available	Available	Available
13	14/04/2025	21	22	23	24
No inspector availability.	Available	Available	Available	Available	No inspector availability.
20	21	28	29	30	1
		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 3 Contact Information 4 Attach Documents 5 Submit Request

Contact Information

Enter your contact information to be included with the request.

Contact Information

Name *
Don Rickles

Phone Number *
1111111111

Email Address *

Confirm Email *

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)

1
Select a Record

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

3
Contact
Information
1111111111

4
Attach
Documents

5
Submit Request

Attach Documents

Add Document

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

1
Select a Record

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

3
Contact
Information
1111111111

4
Attach
Documents
0 Documents
Attached

5
Submit Request

Inspection Request Summary

Inspection Information

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

Contact Information

Disclaimers

Disclaimer

Accepted By *

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/>