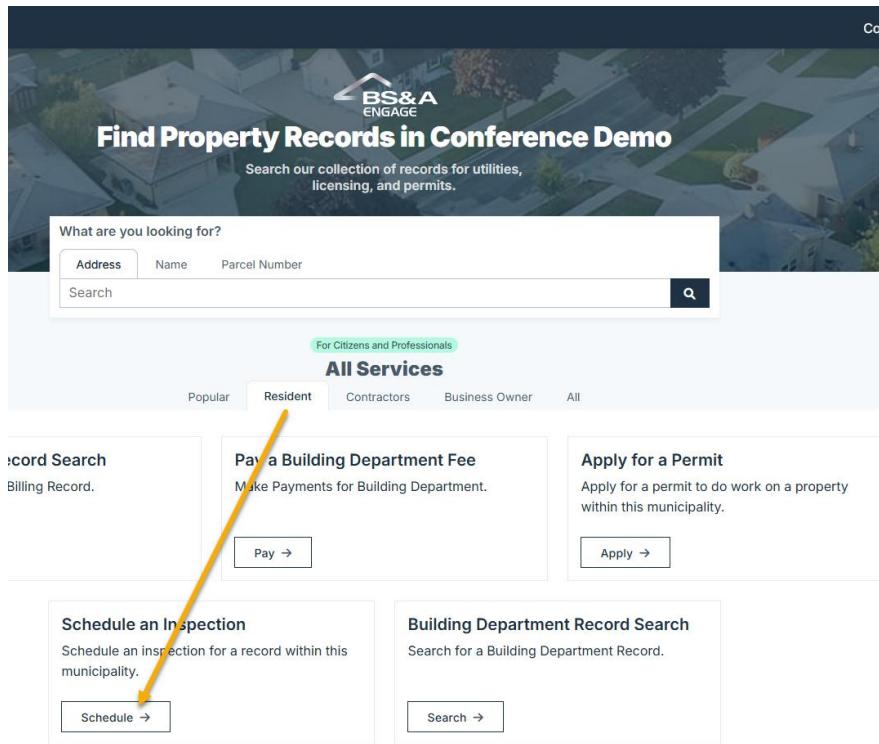


# BS&A Online: Scheduling Inspections Online - Homeowners

## Getting There

Go to the Resident tab > Schedule an Inspection > Schedule



What are you looking for?  
Address Name Parcel Number  
Search

For Citizens and Professionals  
**All Services**

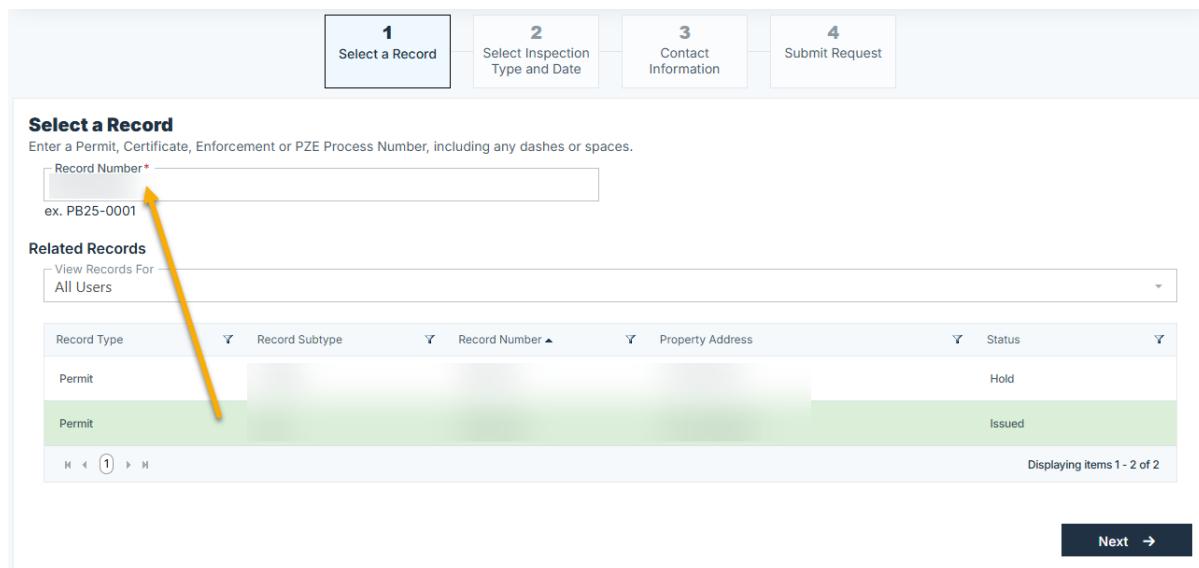
Popular Resident Contractors Business Owner All

**Record Search**  
Billing Record.  
**Schedule an Inspection**  
Schedule an inspection for a record within this municipality.  
**Building Department Record Search**  
Search for a Building Department 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.

## 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\*

**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	1	2	3	4	5			
6	Date is in the past.	Date is in the past.	14 Available	15 Available	16 Available	17 Available	18 Available	19 No inspector availability.	
13	No inspector availability.	Available 14/04/2025	Date is in the past.	21 Available	22 Available	23 Available	24 Available	25 Available	26 No inspector availability.
20	21	28 Available	29 Available	30 Available	1	2	3	4	5
5	6	7	8	9	10	11	12	13	14

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**  
Enter your contact information to be included with the 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.

Name	Email Address	Select
[redacted]	[redacted]	<input checked="" type="checkbox"/>
[redacted]	[redacted]	<input type="checkbox"/>
[redacted]	[redacted]	<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 checked="" type="checkbox"/> Attach File
	Optional		<input checked="" type="checkbox"/> 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

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/>