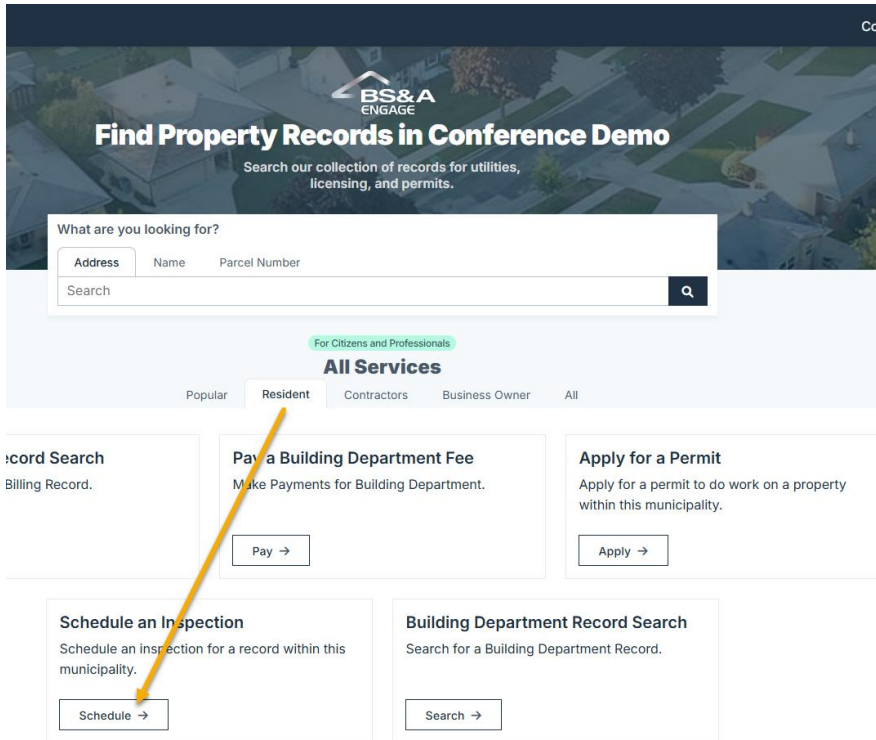


BS&A Online: Scheduling Inspections Online – Homeowners

Getting There

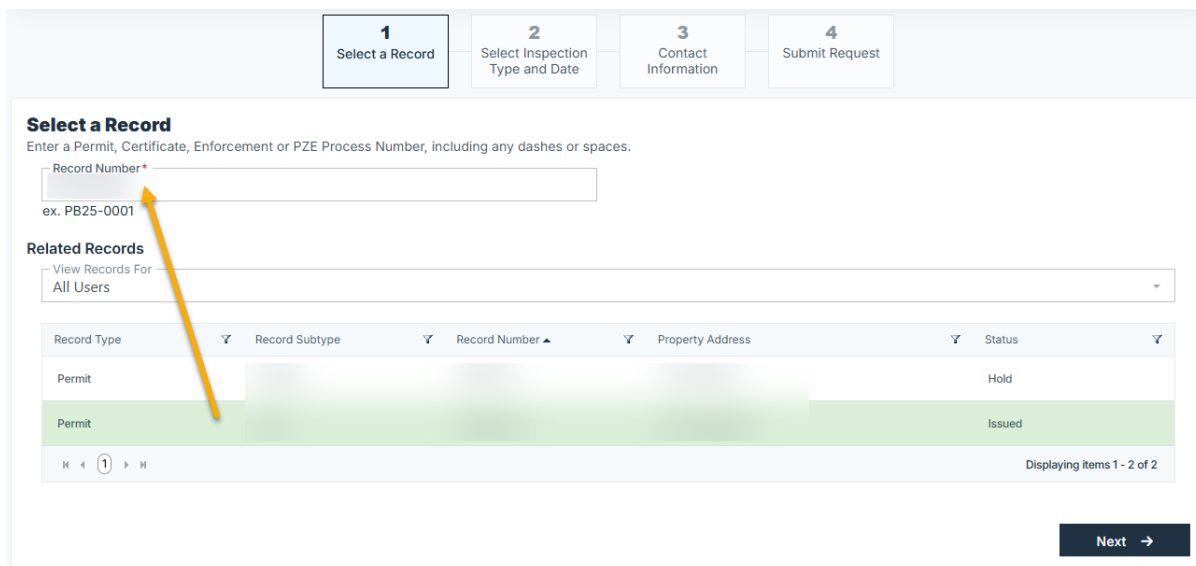
Go to the Resident tab > Schedule an Inspection > Schedule



The screenshot shows the BS&A Engage Homeowner Portal. At the top, there's a banner for "Find Property Records in Conference Demo" with a search bar. Below the banner, there's a navigation bar with tabs: Popular, Resident, Contractors, Business Owner, and All. The "Resident" tab is selected. Below the navigation bar, there are four main service tiles: "Record Search", "Pay a Building Department Fee", "Apply for a Permit", and "Schedule an Inspection". An orange arrow points to the "Schedule an Inspection" tile, which has a "Schedule →" 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 Engage portal. At the top, there's a progress bar with four steps: 1. Select a Record, 2. Select Inspection Type and Date, 3. Contact Information, and 4. Submit Request. The first step is active. Below the progress bar, there's a "Select a Record" section with a text input field for "Record Number" and a dropdown menu for "View Records For". Below this is a table of records. An orange arrow points to the "Record Number" field in the table. The table has columns: Record Type, Record Subtype, Record Number, Property Address, and Status. There are two records: "Permit" with status "Hold" and "Permit" with status "Issued". At the bottom right, there's a "Next →" button.

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

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*

Select Inspection Type and Date

Inspection Type *

Footnote

Today < > April 2025

Sun	Mon	Tue	Wed	Thu	Fri
30	31	1	2	3	4
6	7	14 Available	15 Available	16 Available	17 Available
13	14 Available	21 Available	22 Available	23 Available	24 Available
20	21	28 Available	29 Available	30 Available	1 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

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

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/>