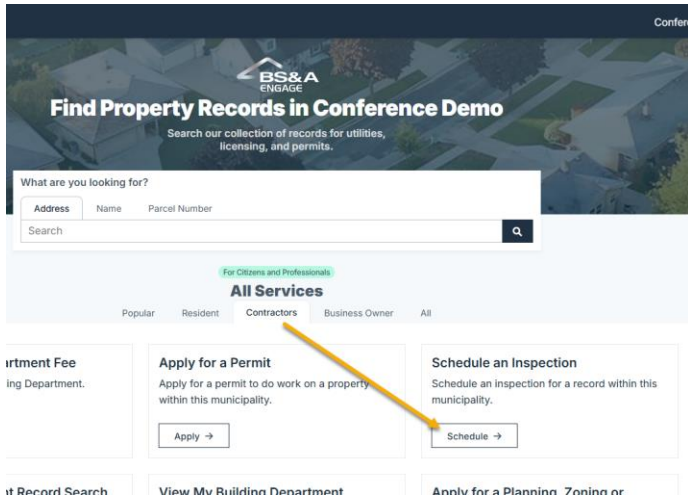


BS&A Online: Scheduling Inspections Online – Contractors

Getting There

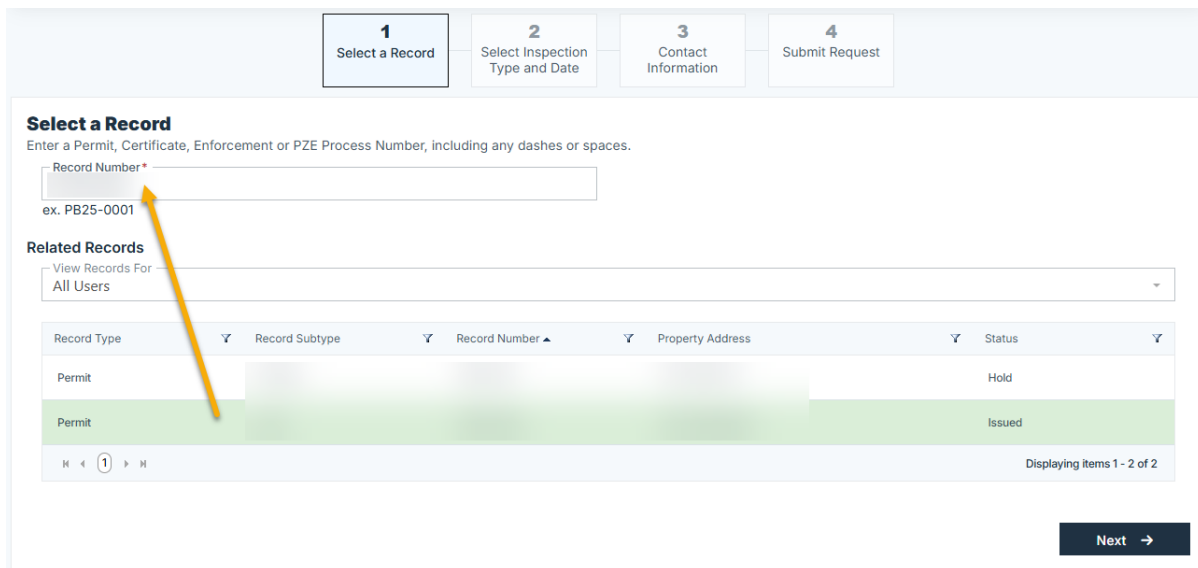
Go to the Contractors tab > Schedule an Inspection > Schedule



The image shows the BS&A Online home page. At the top, there's a banner for "Find Property Records in Conference Demo". Below that is a search bar with tabs for "Address", "Name", and "Parcel Number". A navigation bar includes "All Services" with sub-tabs for "Popular", "Resident", "Contractors", "Business Owner", and "All". An orange arrow points from the "Contractors" tab to the "Schedule an Inspection" button in the "All Services" section. Other buttons visible include "Apply for a Permit", "Apply for a Planning/Zoning", "View My Building Department", and "Payment Fee".

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 image shows the "Select a Record" step of the process. 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. Below this, the "Select a Record" section has a text input field for "Record Number" with a red asterisk and a red arrow pointing to it. Below the input field is a dropdown menu for "View Records For" set to "All Users". A table of "Related Records" is shown below the dropdown. The table has columns for Record Type, Record Subtype, Record Number, Property Address, and Status. The first row is "Permit" with status "Hold". The second row is "Permit" with status "Issued" and is highlighted in green. At the bottom right, there is a "Next" button with a right arrow.

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*

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 Available	15 Available	16 Available	17 Available
Date is in the past.	Date is in the past.	21 Available	22 Available	23 Available	24 Available
No inspector availability.	Available 14/04/2025	28 Available	29 Available	30 Available	1
20	21	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/>

