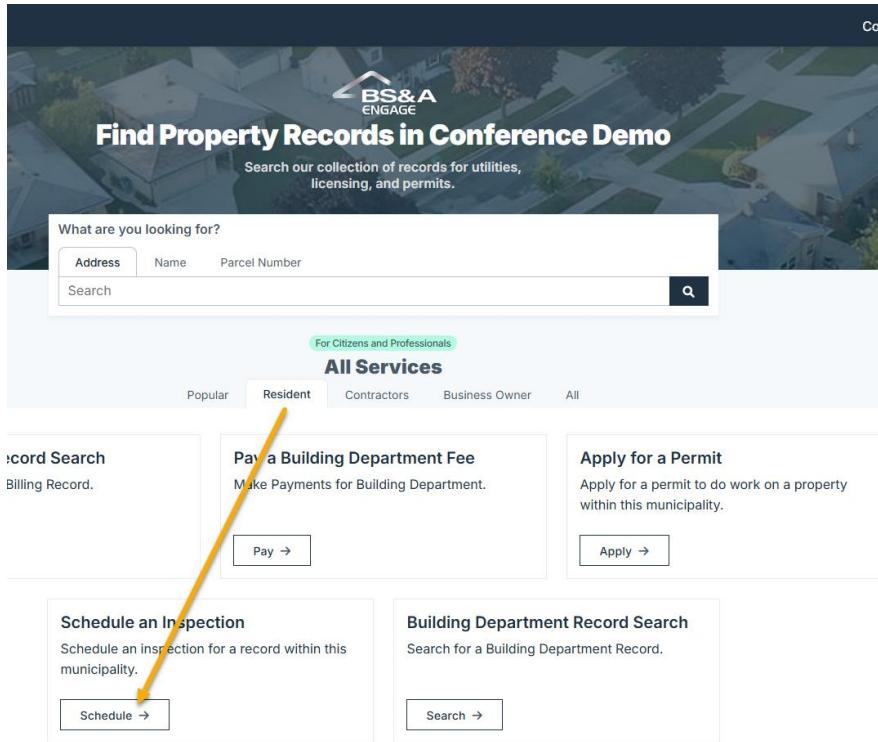


BS&A Online: Scheduling Inspections Online - Homeowners

Getting There

Go to the Resident 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

Record Search

Billing Record.

Schedule an Inspection

Schedule an inspection for a record within this municipality.

Schedule

Pay a Building Department Fee

Make Payments for Building Department.

Pay

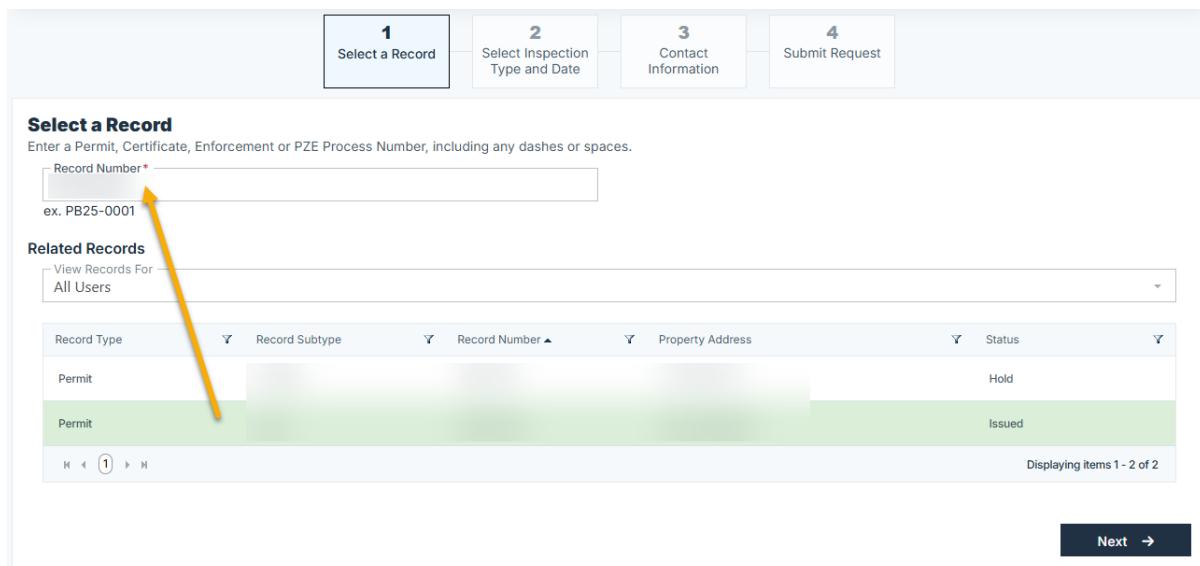
Apply for a Permit

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

Apply

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	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	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.

Name *	Phone Number *
Don Rickles	1111111111

Email Address * Confirm Email *

Select Parties to Notify

Select one or more email addresses to include in notifications.

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

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/>