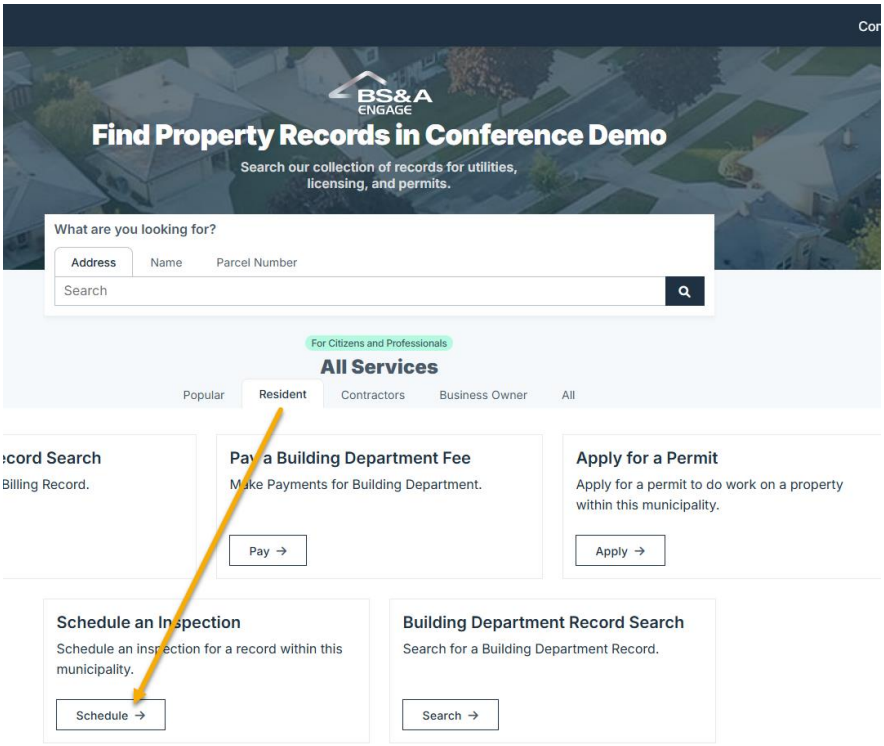
BS&A Online: Scheduling Inspections Online - Homeowners

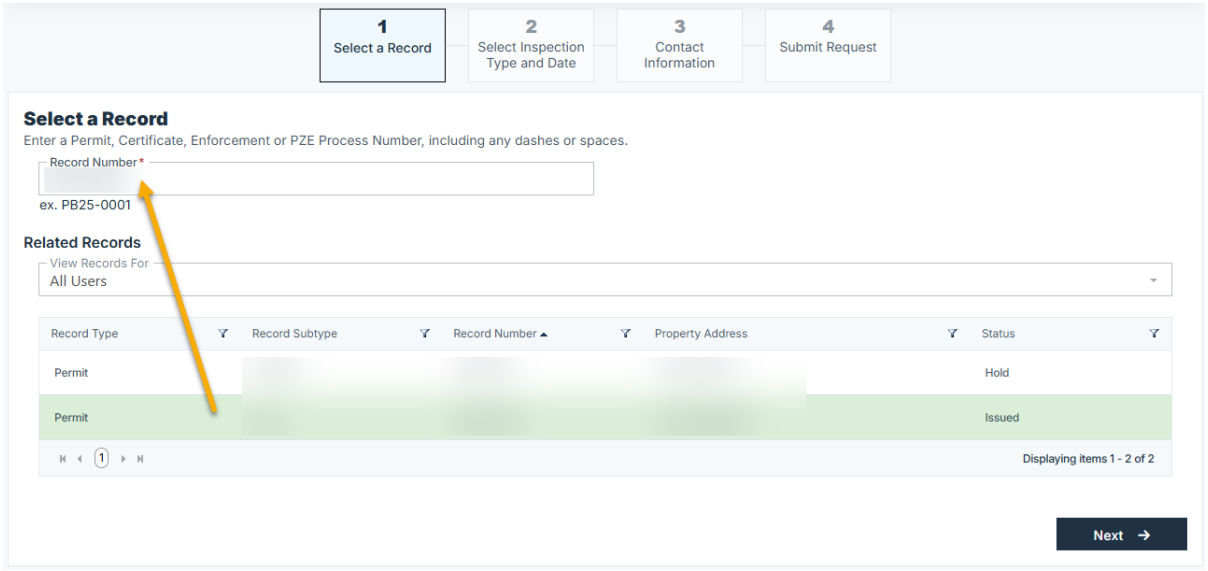
Getting There

Go to the Resident tab > Schedule an Inspection > Schedule



Step 1: Select a Record

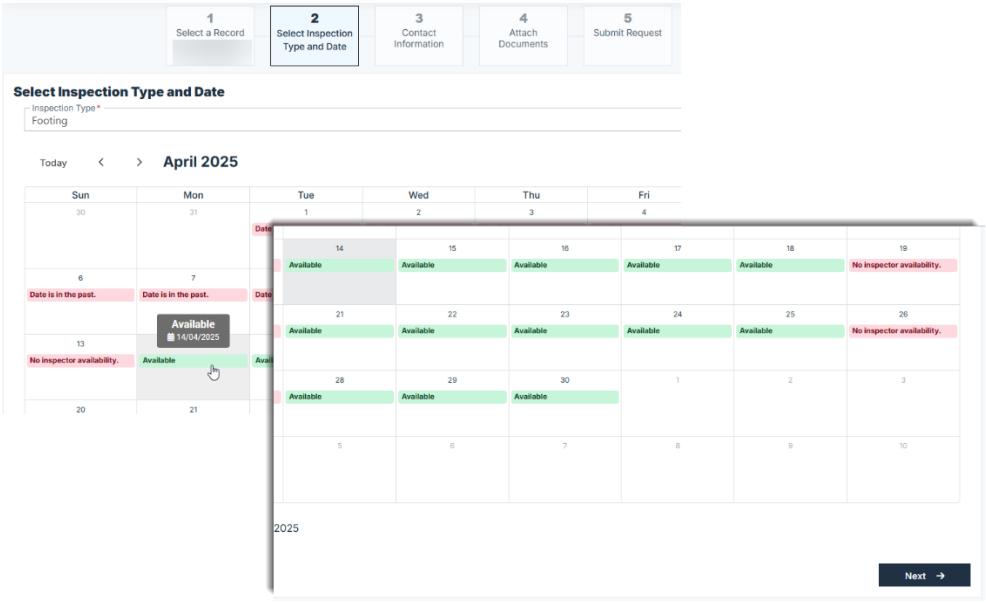
You can enter the Record Number or click on a record in the table below to fill the Record Number field > Next



Step 2: Select Inspection Type and Date

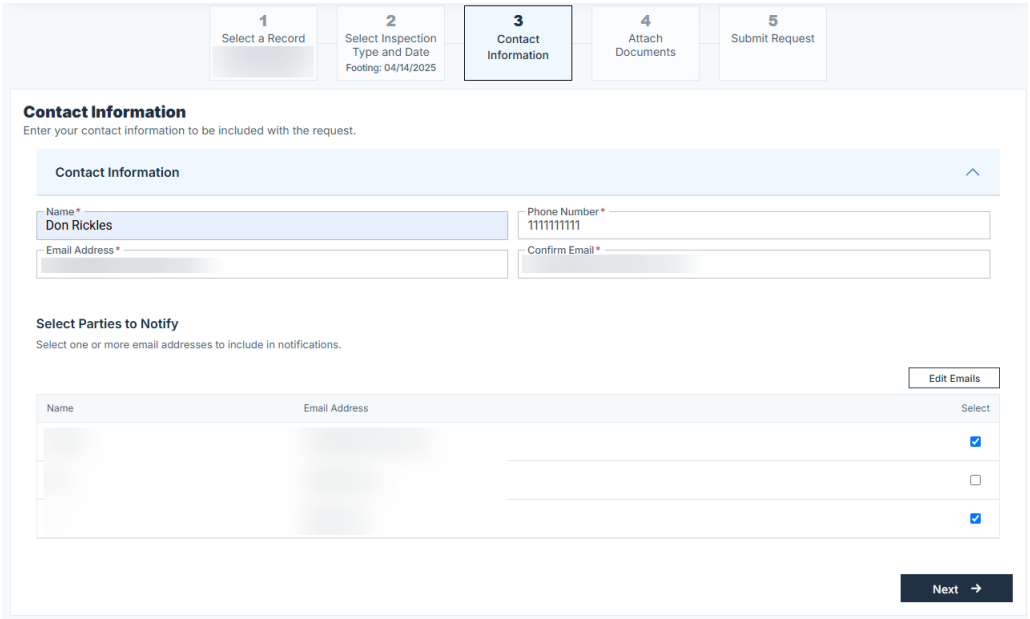
Choose the inspection type > click a date* on the calendar > Next

**If your desired date is unavailable, please contact the municipality*



Step 3: Verify Contact Information

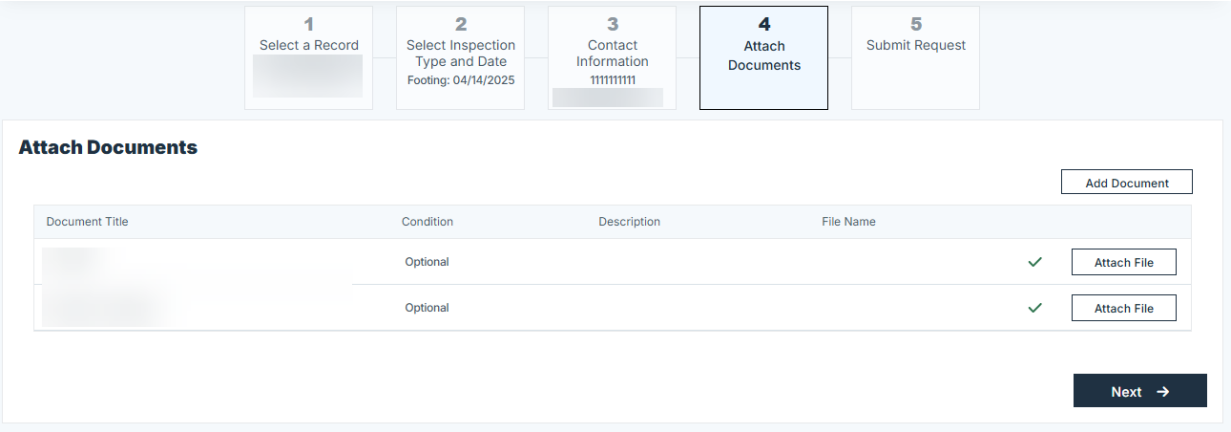
Verify your contact information, and choose the parties that are to receive email notifications when the inspection's status changes > Next



Step 4: Attach Documents (rare)

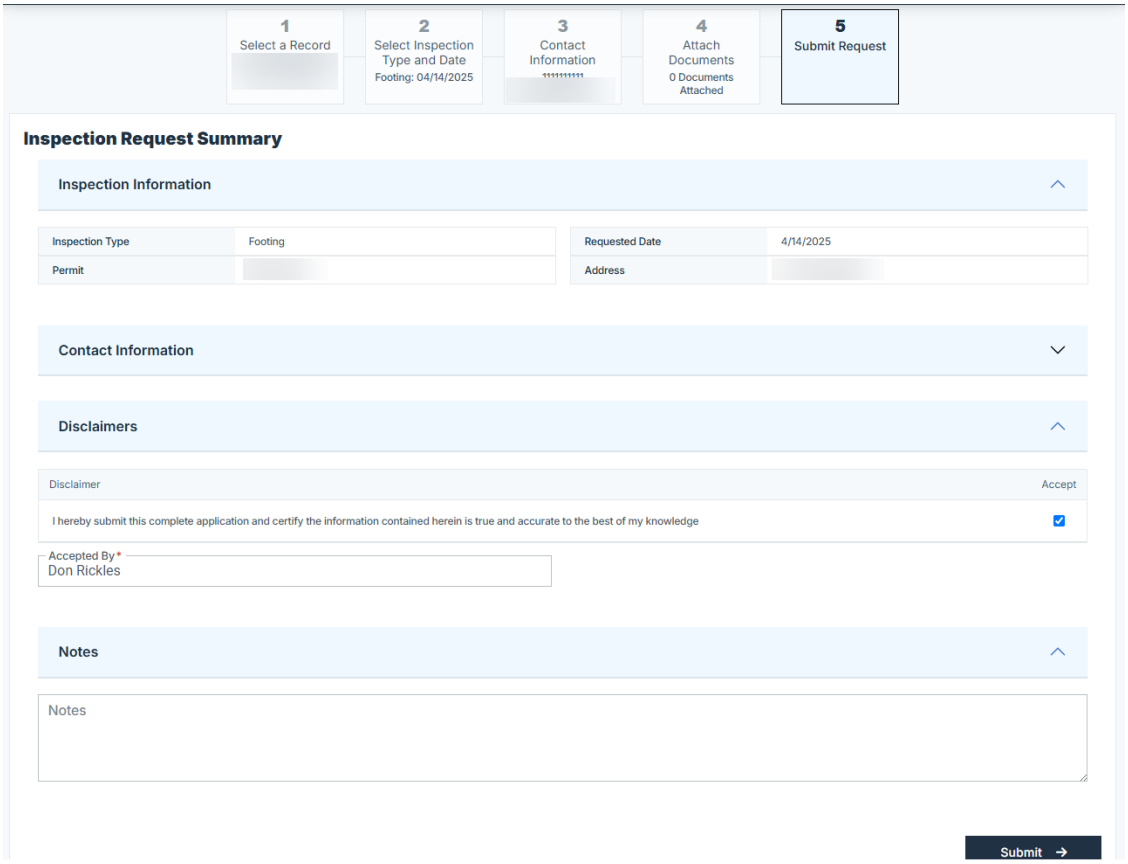
If applicable, you can attach documents; otherwise, click Next

(The "Applying for Permits Online" help doc shows an example of attaching documents)

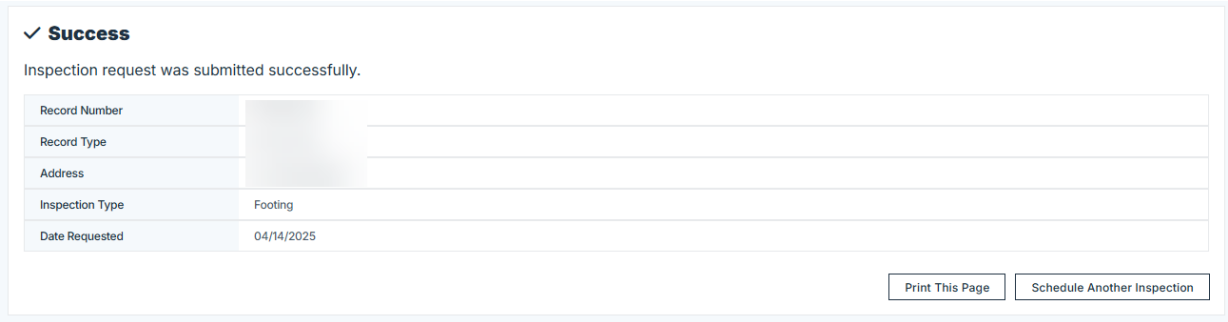


Successful Inspection Submittal

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



You will receive the following confirmation:



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/