

BS&A Online: Scheduling Inspections Online – Homeowners

Getting There

Go to the Resident tab > Schedule an Inspection > Schedule

BS&A ENGAGE

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.

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 →

Schedule an Inspection
Schedule an inspection for a record within this municipality.
Schedule →

Building Department Record Search
Search for a Building Department Record.
Search →

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*
ex. PB25-0001

Related Records
View Records For All Users

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

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*

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

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/>

