Applying for Permit Online FOR HOMEOWNERS

CLICK HERE TO APPLY ONLINE

STEP 1: Select a Property

You can search by Address, Parcel Number, or Owner Name

Applying for Permits Online

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STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage (if applicable)

STEP 3: Enter Applicant Info

Verify your contact information and choose the parties to receive e-mail notifications when the permit's status changes

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

STEP 5: Attachments

Some permit types may allow, or even require an attachment

While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.

Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating a successful application

Online Payments

Once your application has been processed, you can pay your invoice using the "Online Payments: Building Department Payments." When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website

Once completed, you can then print the confirmation, exit the webpage, or apply for another permit

Online Inspection Requests

FOR HOMEOWNERS

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STEP 1:
Find the permit you wish to schedule an inspection for by typing in the permit number.

STEP 2: Select the desired inspection type and choose from the available days on the calendar.

STEP 3: Enter contact information.

Schedule an Inspection
Submit an inspection request for a permit online.

Select a Permit	Select Inspection Type and Date	Contact Information
Permit PE14300177	Final: 2/21/2014	
111 Fake		

Step 3: Contact Information

Enter your contact information to be included with the request.

Required fields are marked with ☆

☆ Name:
☆ Phone:
☆ Email:
☆ Confirm Email:
Notes:

Back   Finish

SCHEDULING CONFIRMATION

You will receive a confirmation message that the inspection has been scheduled successfully.

Email notifications will be sent regarding any status changes or if the inspection must be rescheduled.

Visit the "Contractor Learning Center" for more BS&A Online information and detailed walkthroughs

http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center