Applying for Permits Online

FOR HOMEOWNERS

Developed by

BS&A
SOFTWARE
Service, Solutions, Support...Satisfaction

STEP 1: Select a Property

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

STEP 2: Enter Permit Details

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

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

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

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 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.

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

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