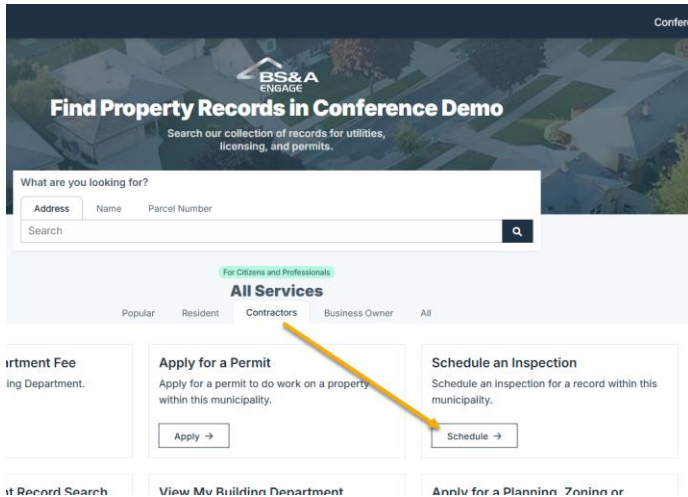


# BS&A Online: Scheduling Inspections Online – Contractors

## Getting There

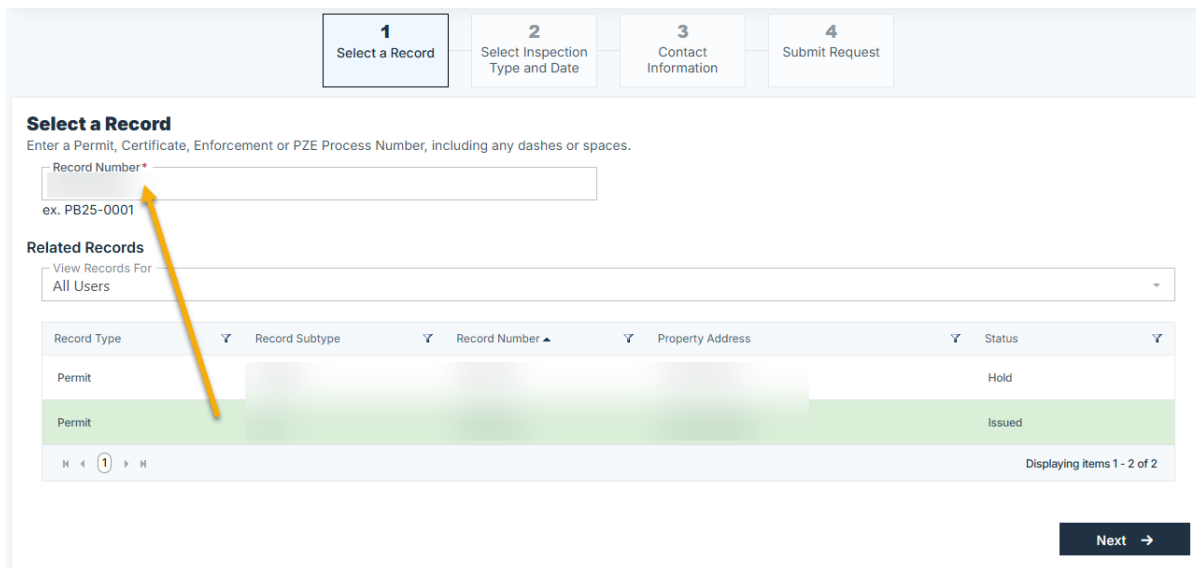
Go to the Contractors tab > Schedule an Inspection > Schedule



The image shows the BS&A Online home page. At the top, there's a banner for "Find Property Records in Conference Demo". Below that is a search bar with the text "What are you looking for?". Under the search bar, there are tabs for "Address", "Name", and "Parcel Number". Below the search bar, there's a section for "All Services" with tabs for "Popular", "Resident", "Contractors", "Business Owner", and "All". An orange arrow points from the "Contractors" tab to the "Schedule an Inspection" button. Below the "All Services" section, there are several buttons: "Apply for a Permit", "Schedule an Inspection", "Apply for a Planning Zoning or", "View My Building Department", and "Apply for a Planning Zoning or".

## 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



The image shows the "Select a Record" form. At the top, there are four steps: 1. Select a Record, 2. Select Inspection Type and Date, 3. Contact Information, and 4. Submit Request. Below the steps, there's a section for "Select a Record" with the text "Enter a Permit, Certificate, Enforcement or PZE Process Number, including any dashes or spaces." Below this text is a text input field for "Record Number" with a red asterisk. An orange arrow points from the "Record Number" field to the "Related Records" table. Below the "Record Number" field is a dropdown menu for "View Records For" with "All Users" selected. Below the dropdown menu is a table with the following columns: Record Type, Record Subtype, Record Number, Property Address, Status, and a dropdown arrow. The table has two rows: "Permit" with "Hold" status and "Permit" with "Issued" status. The "Permit" row with "Issued" status is highlighted in green. Below the table is a pagination bar with "1" in a circle and "Displaying items 1 - 2 of 2". At the bottom right, there is a "Next" button with a right arrow.

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

## 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                        |
|----------------------------|----------------------|-----------|-----------|-----------|----------------------------|
| 30                         | 31                   | 1         | 2         | 3         | 4                          |
| 6                          | 7                    | 14        | 15        | 16        | 17                         |
| Date is in the past.       | Date is in the past. | Available | Available | Available | Available                  |
| 13                         | 14/04/2025           | 21        | 22        | 23        | 24                         |
| No inspector availability. | Available            | Available | Available | Available | No inspector availability. |
| 20                         | 21                   | 28        | 29        | 30        | 1                          |
|                            |                      | Available | Available | Available | 2                          |
|                            |                      | 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.

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/>

