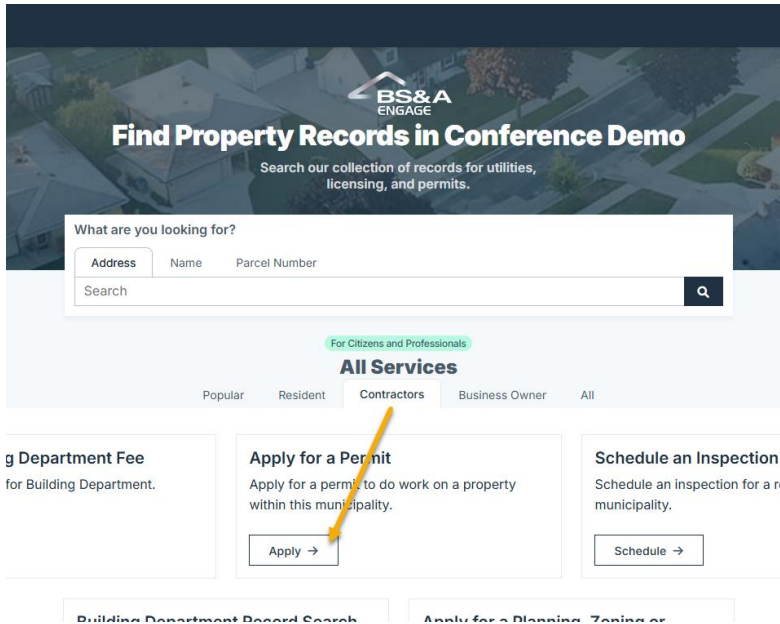


BS&A Online: Applying for Permits Online – Contractors

Getting There

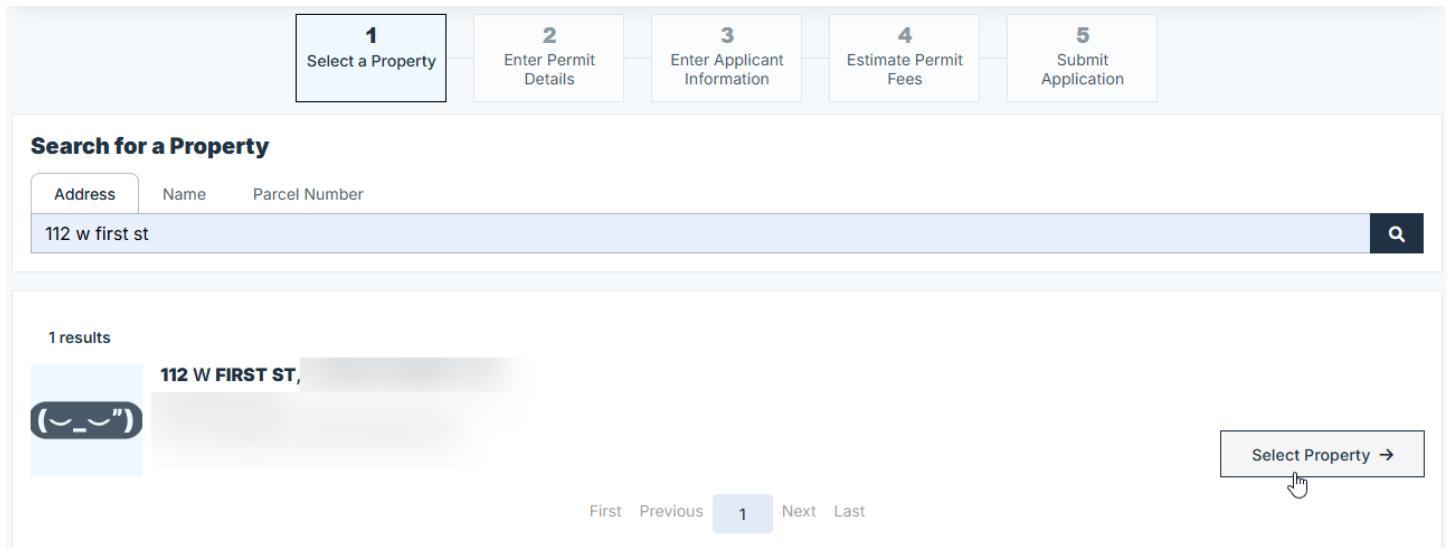
Go to the Contractors tab > Apply for a Permit > Apply



The screenshot shows the BS&A ENGAGE website interface. At the top, there's a header with the logo and a search bar. Below the header, there's a section titled "Find Property Records in Conference Demo" with a subtext "Search our collection of records for utilities, licensing, and permits." Below this, there's a search bar with the placeholder text "What are you looking for?" and tabs for "Address", "Name", and "Parcel Number". Below the search bar, there's a section titled "All Services" with tabs for "Popular", "Resident", "Contractors", "Business Owner", and "All". The "Contractors" tab is selected. Below the tabs, there's a section titled "Apply for a Permit" with a subtext "Apply for a permit to do work on a property within this municipality." and a button labeled "Apply →". An orange arrow points to the "Apply →" button. To the right of the "Apply for a Permit" section, there's a section titled "Schedule an Inspection" with a subtext "Schedule an inspection for a record municipality." and a button labeled "Schedule →".

Step 1: Select a Property

You can search by Address, Parcel Number, or Owner Name > Select Property



The screenshot shows the "Select a Property" step in the BS&A Online application process. At the top, there's a navigation bar with five steps: 1. Select a Property, 2. Enter Permit Details, 3. Enter Applicant Information, 4. Estimate Permit Fees, and 5. Submit Application. Step 1 is highlighted. Below the navigation bar, there's a section titled "Search for a Property" with a search bar and tabs for "Address", "Name", and "Parcel Number". The "Address" tab is selected. The search bar contains the text "112 w first st". Below the search bar, there's a section titled "1 results" with a thumbnail image of a property and the address "112 W FIRST ST, [REDACTED]". Below the thumbnail, there's a button labeled "Select Property →". At the bottom, there's a pagination bar with the text "First Previous 1 Next Last".

Step 2: Enter Permit Details

Choose the permit type, input the work description, and fill out any required fields (if applicable) > Next

1 Select a Property
112 W FIRST ST

2 Enter Permit Details

3 Enter Applicant Information

4 Estimate Permit Fees

5 Attach Documents

6 Submit Application

Enter Permit Details

Permit Details

Select the permit type for which you wish to apply
Building

Please describe the work to be done in detail *
Enter work description here

Application Details

Construction Details

Basic Usage
N/A

Baths

Baths Half

Bedrooms

Construction Value *
100000

Kind of Structure

Occupancy Load

Ownership
Private

Structure Total Square Footage *
2000

Septic

Septic Sewage Disposal Type

Tank Capacity Total

Next →

Step 3: Enter Applicant Info

Verify your contact information, select a licensee* (if applicable), and choose the parties that are to receive email notifications when the permit's status changes > Next

**Two things:*

1. Licensee must be active and match the work type being done
2. If you have changes or updates to your Contractor/Licensee info, or any related questions, please contact the municipality

1 Select a Property
112 W FIRST ST

2 Enter Permit Details
Building

3 Enter Applicant Information

4 Estimate Permit Fees

5 Attach Documents

6 Submit Application

Enter Applicant Information

Contact Information

Name *
Don Rickles

Phone Number *
1111111111

Email Address *

Confirm Email *

Contractor Information

Parties to Notify

Next →

Step 4: Estimate Fees

Locate the fees needed for the permit and follow any prompts > Next

Estimate Permit Fees

PLEASE PAY AMOUNT IN FULL. PARTIAL PAYMENTS ARE NOT ACCEPTED

Available Fees

Fee Description	Category	Add
\$1,001-\$10,000	Standard Item	Add
\$10,001-\$100,000	Standard Item	Add
\$100,001-\$500,000	Standard Item	Add
(f) < \$1,000	Standard Item	Add

Selected Fees

Fee Description	Quantity	Fee	Remove
\$10,001-\$100,000	100000.00	\$185.00	Remove
Administrative Fees			
ADMIN FEE	1.00	\$5.00	
Total Estimated Fees		\$170.00	

Next →

Accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe port@bsasoftware.com or 517-641-8900.

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Step 5: Attach Documents

Some permit types may allow, or even require (hazard sign, as pictured), one or more attachments. Even if not required, this can still be used to submit any relevant plans or images for the permit.

Attach File > Select > locate the file > Save > repeat as needed, and optionally, Add (additional) Document > Next

Attach Documents

Document Title	Condition	Description	File Name
Building Plans	Required		
Application	Required		

Attach File

Title: Building Plans

Description: No Date to Display

Next →

Successful Permit Application

You will receive a summary at the end...

1

Select a Property
112 W FIRST ST

2

Enter Permit
Details
Building

3

Enter Applicant
Information
Don Rickles
1111111111

4

Estimate Permit
Fees
Estimated Amount:
\$170.00

5

Attach
Documents
2 Documents
Attached

6

Submit
Application

Permit Application Summary

Property and Application Details

Property Address

112 W FIRST ST

Parcel Number

0000000000

Work Description

Enter work description here

Permit Type

Building

Owner Name

Project

No Data to Display

Contact Information

Contact

Don Rickles

Phone

1111111111

Email

Contractor Information

Name

BS&A Software

Address

14965 ABBEY LN

Estimated Fees

Fee Description	Quantity	Total Fee
\$10,001-\$100,000	100000.00	\$165.00
Administrative Fees		

...scroll down > accept any Disclaimers > Submit

Disclaimers

Disclaimer

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge

Accepted By *
Don Rickles

Accept

☒

Submit

You will receive the following confirmation:

✓ **Application Submitted Successfully**

Your permit has been created. [Click here to view details.](#)

A payment is still required before the permit can be issued. [Click here to submit a payment.](#)

Permit Number

Application Date

Application Type

Email Address

Address

Parcel Number

Total Estimated Fees

Apply for another permit:

On Same Property

On A Different Property

Online Payment

If you'd like to pay now, click the link and follow through (municipality-dependent). A separate help doc is available.

✓ **Application Submitted Successfully**

Your [redacted] permit has been created. [Click here to view details.](#)

A payment is still required before the permit can be issued. [Click here to submit a payment.](#)

Permit Number	[redacted]
Application Date	[redacted]
Application Type	[redacted]

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/>