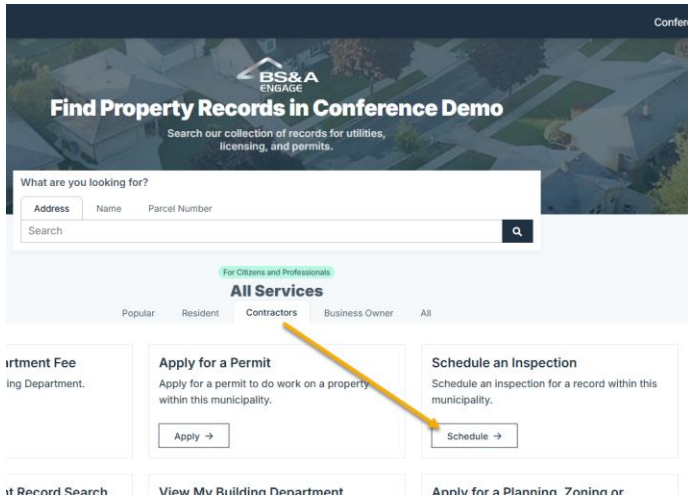


# BS&A Online: Scheduling Inspections Online – Contractors

## Getting There

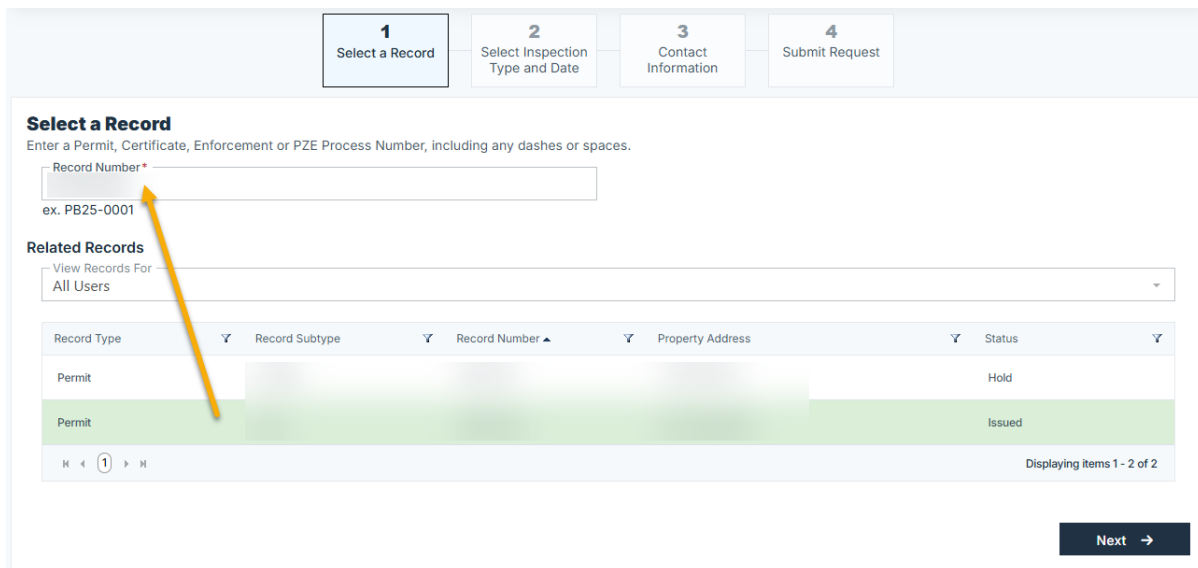
Go to the Contractors tab > Schedule an Inspection > Schedule



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 tabs for "Address", "Name", and "Parcel Number". A navigation bar includes "All Services" with sub-tabs for "Popular", "Resident", "Contractors", "Business Owner", and "All". An orange arrow points from the "Contractors" tab to the "Schedule an Inspection" button in the "All Services" section.

## 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" step of the process. It includes a progress bar with four steps: 1. Select a Record (active), 2. Select Inspection Type and Date, 3. Contact Information, and 4. Submit Request. Below the progress bar, there's a "Select a Record" section with a text input field for "Record Number" and an example "ex. PB25-0001". An orange arrow points from the "Record Number" field to the first record in the "Related Records" table. The table has columns for "Record Type", "Record Subtype", "Record Number", "Property Address", and "Status". The first record is "Permit" with status "Hold", and the second is "Permit" with status "Issued". A "Next" button is at the bottom right.

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

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: FootingRequested Date: 4/14/2025

Permit: Address:

Contact Information

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

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/>

