




## STEP 1:

Find and select the permit you wish to schedule an inspection for.



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

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Select a Permit
Select Inspection Type and Date
Contact Information

**Step 1: Select a Permit**

Enter a Permit Number, including any dashes or spaces.

★ Permit Number:  ex. PB14-0013

Permit Number	Permit Type	Property Address
PD15-0004	Demolition	822 SCHUSTER AVE
PE14-0139	Electrical	
PBC15-0009	Building Commercial	3717 LOVERS LN

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

# Online Inspection Requests


FOR CONTRACTORS

Developed by



Solutions, Support...Satisfaction





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

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Select a Permit  
Permit PBR13-0014  
1234 Main Street
Select Inspection Type and Date
Contact Information
Add Attachments

**Step 2: Select Inspection Type and Date**

**Inspection Details**

★ Inspection Type:  ▼  
Select the type of inspection you wish to request.

**Inspection Date**

Using the calendar below, select an available date for your inspection request.

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

★ Requested Date: 09/25/2013

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## STEP 3: Verify Contact Information.

### Schedule an Inspection

Submit an inspection request for a permit online.

Select a Permit  
 Permit PBR13-0014  
 1234 Main Street

Select Inspection Type and Date  
 Final: 9/25/2013

Contact Information

Add Attachments

#### Step 3: Contact Information

Enter your contact information to be included with the request.

★ Name:

★ Phone:

Notes:

Select Parties to Notify

Select one or more email addresses to include in notifications regarding inspection request updates.

Name	Email Address		
BSA Contractor	bsacontractor@bsa.com	<input checked="" type="checkbox"/>	
John Smith	jsmith@abc.com	<input type="checkbox"/>	
Chris Jones	cjones@abc.com	<input checked="" type="checkbox"/>	

## 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.

## VIEW INSPECTIONS:

In the "View My Activity" section you can view, cancel or reschedule pending inspections, or review completed inspections.

#### Inspection Details: Ceiling Inspection

Property Address: 30678 VINE CT, NASH, NH 03077 | Permit: 90-22-02-202-000

**Property Owner:** ELIZABETH C SMITH

**Summary Information**

> 0 Violation(s) Found

**Jump To:** [Inspection Information](#) | [Associated Record Information](#)

**Amount Due**

Permit Total **\$68.00**

[Pay Now](#)

**Inspection Information**

Inspection Type	Ceiling	Status	Scheduled
Inspector	Electrical Inspector	Result	Not Available
Scheduled Date	01/31/2014	Scheduled Time	12:00:00
Scheduled By	Web		

## STEP 4: Add attachments (if applicable).

### Schedule an Inspection

Submit an inspection request for a permit online.

Select a Permit  
 Permit PBR13-0014  
 1234 Main Street

Select Inspection Type and Date  
 Final: 9/25/2013

Contact Information  
 (999) 123-4567  
 bsacontractor@bsa.com

Add Attachments

#### Step 4: Add Attachments

If you have any files or attachments that will be required for the approval of your Inspection Request click the button below to browse your computer and attach them. **Please note: If you fail to submit required documents, your request may be delayed or denied.**

● Desert.jpg
 ✖ Remove

Upload successful!

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

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

