



## 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





**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

Back
Next

## STEP 3: Verify Contact Information.



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

<a href="#">Select a Permit</a> Permit PBR13-0014 1234 Main Street	<a href="#">Select Inspection Type and Date</a> Final: 9/25/2013	<b>Contact Information</b>	<a href="#">Add Attachments</a>
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**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, ME 04077 | Permit: 90-22-02-202-000

**Property Owner: ELIZABETH C SMITH**

**Summary Information**  
> 0 Violation(s) Found

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

**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		

**Amount Due**

Permit Total **\$68.00**

[Pay Now](#)

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



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

<a href="#">Select a Permit</a> Permit PBR13-0014 1234 Main Street	<a href="#">Select Inspection Type and Date</a> Final: 9/25/2013	<a href="#">Contact Information</a> (999) 123-4567 bsacontractor@bsa.com	<b>Add Attachments</b>
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**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

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>

