

HOW TO SCHEDULE AN INSPECTION

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II. Scheduling an Inspection

There are two simple ways to Schedule an Inspection:

- Using the Link in Permit Issued Email
- Logging into BS&A Account

If you use the link within the email, after clicking on the Link and logging in, you will be sent directly to “Step 2: Select Inspection Type and Date” screen for that specific permit.

See Video: [Scheduling Inspection via BS&A Portal](#)

Com Electrical Permit PE21-0378 with City of...

City of East Point - Building To: Terrance Harris 10:00 PM

PE21-0378.pdf 195 KB

Phish Alert + Get more add-ins

Your Com Electrical permit has been issued. Permit number: PE21-0378 [View Details](#) or [Schedule an Inspection](#)

Address: 99999 Address for Testing
Parcel Number: 14015700120016
Subdivision:
Lot:
Block:
Project Number:
https://www.bsaonline.com/CD_MyRequestActivity/PermitApplicationGuid=cf3cfe0b-6aa4-4bd1-92cf-b269f45c3291

Select a Record Select Inspection Type and Date

Step 2: Select Inspection Type and Date

Inspection Details

Inspection Type: <None Selected>

Select the type of inspection you wish to request.

Inspection Date

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

December 2021

Available Days
Unavailable Days
Tip: Hover the unavailable days for additional information.

To Login and Schedule Inspection:

1. After logging in, select “Schedule an Inspection” under Building Department.

Building Department

Apply for a Permit
Apply for a Planning, Zoning or Engineering Process
Schedule an Inspection
View My Activity
Update Contact Information

Unlike using the email, with logging in, the correct Permit must be selected 1st.

2. Use the search and or navigation buttons to locate permit, click on it to select it and click Next.

Select a Record Select Inspection Type and Date Contact Information Submit Request

Step 1: Select a Record

Enter a Permit, Certificate, Enforcement or PZE Process Number, including any dashes or spaces.

Record Number: ex. PB21-0001

Record Type	Record Subtype	Record Number	Property Address	Project	Parcel	Lot	Block
Occupancy Certificate	Final	OF21-0063	99999 Address for Testing	J2021-00664	14015700120016		
Occupancy Certificate	Final	OF21-0072	99999 Address for Testing	J2021-00792	14015700120016		
Permit	Com Electrical	PE21-0378	99999 Address for Testing	J2020-00973	14015700120016		
Permit	Res Roof	PROOF20-0091	99999 Address for Testing	J2020-00973	14015700120016		


Displaying items 1 - 4 of 4

Next

3. Select the type of Inspection.
4. Use the calendar to select the next available Date you want for the inspection.
5. Confirm the Contact Information.
6. Upload an supporting documents and/or pictures.

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

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	31	



Step 3: Contact Information

Enter your contact information to be included with the request.

Name:

Phone Number:

Email Address:

Confirm Email:

Step 4: Attach Documents

Attach Documents

Document Title	Status	Description	File Name
No records to display			

[Add Additional Document](#)

7. Put in any scheduling notes that you Inspections to know, for example lockbox numbers, etc... and click submit.

Notes

[Back](#) [Submit](#)

III. Viewing Status of Inspection

1. Login into BS&A Account
2. Click on View My Activity
3. Click on Inspections tab
4. Uncheck the Box: Only Show Future Inspections

See Video: [View Status of Past Inspection](#)

Building Department

[Apply for a Permit](#)

[Apply for a Planning, Zoning or Engineering Process](#)

[Building Department Search](#)

[Schedule an Inspection](#)

[View My Activity](#)

[Update Contact Information](#)

[Business Licensing](#)

View activity with:

If the desired municipality is not in this list click here

Contractor Information **Inspections** Permits

Certificates

☐ Inspections

View, reschedule or cancel inspections.

☒ Only Show Future Inspections

5. Locate Inspect Type for correct Permit. The status of the Inspection will be under the Result column.
6. For more details click on View link

Contractor Information **Inspections** Permits Permit Applications Processes Process Applications

Certificates

☐ Inspections

View, reschedule or cancel inspections.

☐ Only Show Future Inspections

Property Address	Inspection Type	Scheduled Date	Completed Date	Result	Linked Record	
99999 Address for Testing	Ele - Final	12/7/2021	12/6/2021	Disapproved	PE21-0378	View
99999 Address for Testing	Final	12/6/2021			PROOF20-0091	View

7. The status of the inspection will be under the Inspection Information.

If there were any Violations – reasons for a Disapproved inspection – they will be listed under the Violations tab.

8. Click View on the specific violation for more details.

Jump To:
[Inspection Information](#)
[Violations](#)
[Associated Record Information](#)
[Attachments](#)

Inspection Information
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Inspection Type	Ele - Final	Status	Completed
Inspector	Not Available	Result	Disapproved
Scheduled Date	12/07/2021		
Completed Date	12/06/2021		

Violations
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Show All
[Collapse All]

Title	Violation Type	Date Found	Corrected	Date Corrected	
<div> This is a Test by TH - Denied </div>	Electrical Code	12/6/2021	No		View
Denied, 20 amp appliance circuit required for Kitchen counter					