

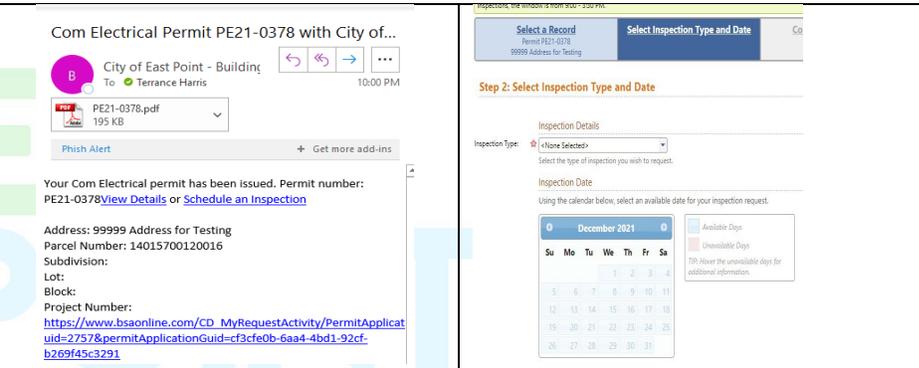
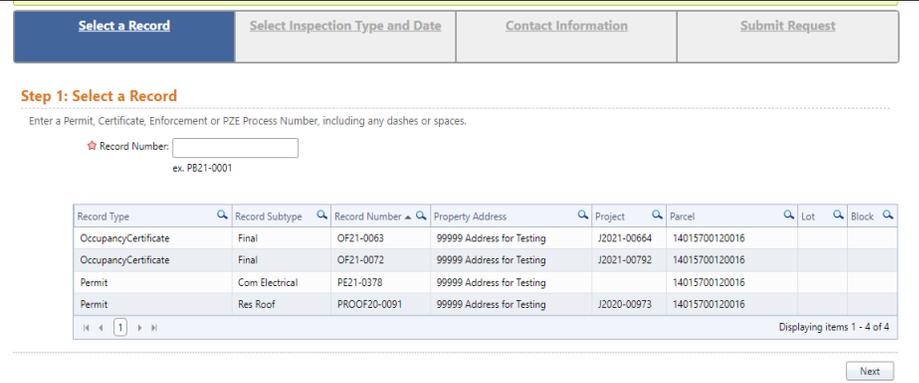
HOW TO SCHEDULE AN INSPECTION

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II. Scheduling an Inspection

<p>There are two simple ways to Schedule an Inspection:</p> <ul style="list-style-type: none"> Using the Link in Permit Issued Email Logging into BS&A Account <p>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.</p>	<p style="text-align: center;">See Video: Scheduling Inspection via BS&A Portal</p> 																																								
<p>To Login and Schedule Inspection:</p> <ol style="list-style-type: none"> After logging in, select “Schedule an Inspection” under Building Department. 																																									
<p>Unlike using the email, with logging in, the correct Permit must be selected 1st.</p> <ol style="list-style-type: none"> Use the search and or navigation buttons to locate permit, click on it to select it and click Next. 	 <table border="1" data-bbox="673 1648 1502 1774"> <thead> <tr> <th>Record Type</th> <th>Record Subtype</th> <th>Record Number</th> <th>Property Address</th> <th>Project</th> <th>Parcel</th> <th>Lot</th> <th>Block</th> </tr> </thead> <tbody> <tr> <td>Occupancy/Certificate</td> <td>Final</td> <td>OF21-0063</td> <td>99999 Address for Testing</td> <td>J2021-00664</td> <td>14015700120016</td> <td></td> <td></td> </tr> <tr> <td>Occupancy/Certificate</td> <td>Final</td> <td>OF21-0072</td> <td>99999 Address for Testing</td> <td>J2021-00792</td> <td>14015700120016</td> <td></td> <td></td> </tr> <tr> <td>Permit</td> <td>Com Electrical</td> <td>PE21-0378</td> <td>99999 Address for Testing</td> <td></td> <td>14015700120016</td> <td></td> <td></td> </tr> <tr> <td>Permit</td> <td>Res Roof</td> <td>PROOF20-0091</td> <td>99999 Address for Testing</td> <td>J2020-00973</td> <td>14015700120016</td> <td></td> <td></td> </tr> </tbody> </table>	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		14015700120016			Permit	Res Roof	PROOF20-0091	99999 Address for Testing	J2020-00973	14015700120016		
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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.
-
7. Put in any scheduling notes that you Inspections to know, for example lockbox numbers, etc... and click submit.

Step 2: Select Inspection Type and Date

Inspection Details
 Inspection Type: Ele - Final
Select the type of inspection you wish to request.

Inspection Date
 Using the calendar below, select an available date.

Notes

Notes

Back Submit

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	Date	Description	File Name
No records to display.			

Add Additional Document

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 to search for a different municipality.

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 [Back To Top](#)

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

Violations [Back To Top](#)

Show All [\[Collapse All\]](#)

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

