


STEP 1:

Find the permit you wish to schedule an inspection for by typing in the permit number



Schedule an Inspection

Submit an inspection request for a permit online.

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. PB13800950

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STEP 2:

Select the desired inspection type and choose from the available days on the calendar.



Schedule an Inspection

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Select a Permit
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

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Select a Permit
Select Inspection Type and Date
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"/>

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STEP 4:

Add attachments (if applicable)



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Select Inspection Type and Date
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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.**

[Select...](#)

Desert.jpg X Remove

Upload successful!

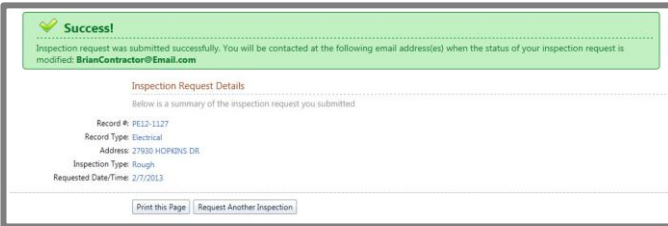
[Back](#) [Finish](#)



SCHEDULING CONFIRMATION:

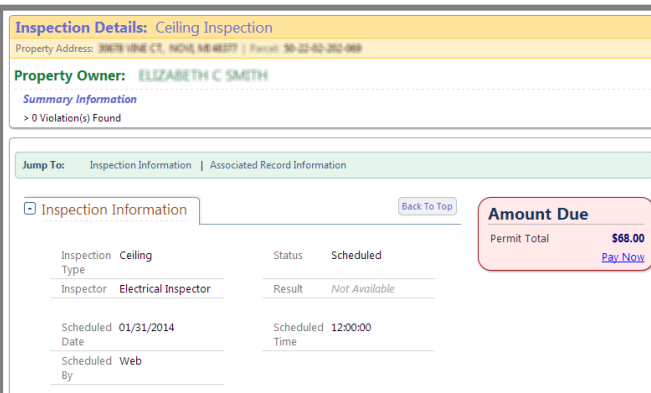
You will receive a confirmation message that the inspection has been scheduled successfully.

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



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Automated Inspection Hotline

FOR CONTRACTORS

