



## 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

SHELBY TOWNSHIP, MI

Developed by





**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
Add Attachments

Permit PBR13-0014  
1234 Main Street

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

**Inspection Details**

★ Inspection Type: Final

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:

(ONLY IF YOU HAVE A BS&A ACCOUNT)

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, NOND, ME 04277 | 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).

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

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

### 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

Upload successful!

