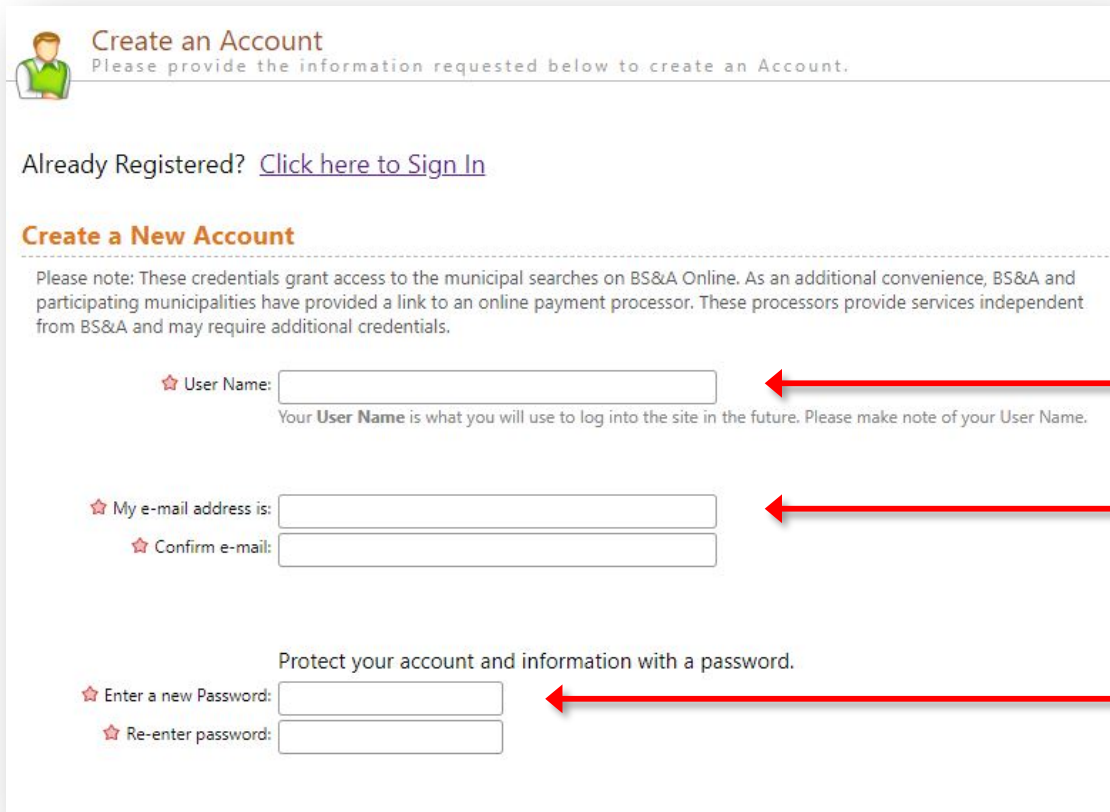



How to Create an Account

(Contractors)

Create an Account



 **Create an Account**
Please provide the information requested below to create an Account.

Already Registered? [Click here to Sign In](#)

Create a New Account

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

★ User Name: ←

Your **User Name** is what you will use to log into the site in the future. Please make note of your User Name.

★ My e-mail address is: ←

★ Confirm e-mail:

Protect your account and information with a password.

★ Enter a new Password: ←

★ Re-enter password:

A contractor account will allow you to apply for a permit on any property, track the review process, see review comments, submit revised documents, print the permit and reviewed documents, and track project inspections.

- Create a user name
- Enter email address
- Create a password

Create an Account

Account Information (Optional)

Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information may be required to use certain features within the site. This information can be entered at a later time if you wish.

Full Name:
Company Name:

Address Information


Street Number: Street Direction:
Street Name:
Address Line 2:
City:
State: Zip Code:

Contact Numbers

Phone Number: Extension:
Fax Number:
Mobile Number:
Other Number:

Verify Code

Check the box below to verify you are a human. This security feature helps prevent automated programs from registering for accounts.

I'm not a robot 
reCAPTCHA
[Privacy](#) · [Terms](#)

Create Account

- Add additional information for your account (optional)

- Verify you are a human

- Create account

Create an Account

Your BS&A Online account has been successfully created.
Your User Name is: [REDACTED]

Click the link below to activate your account.

<https://bsaonline.com/Account/CompleteRegistration?user=TDhooks&uCode=2D8E904E6076A63B9E067CBCD46115BF148850DFF75FFE408B86B3881A686F9D>

If you can't click the link, then copy and paste it into your web browser's address window.

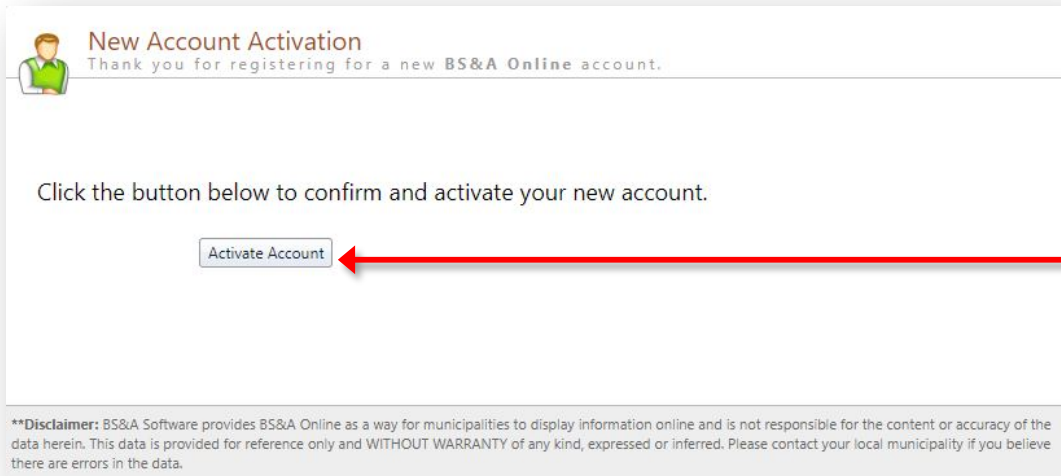
The above link will expire in 7 days. If you do not follow the link within that time, your registration will expire and your account will have to be recreated.

This is an auto-generated e-mail, please do not reply to it. If you have any questions about your account, please email itsupport@bsasoftware.com

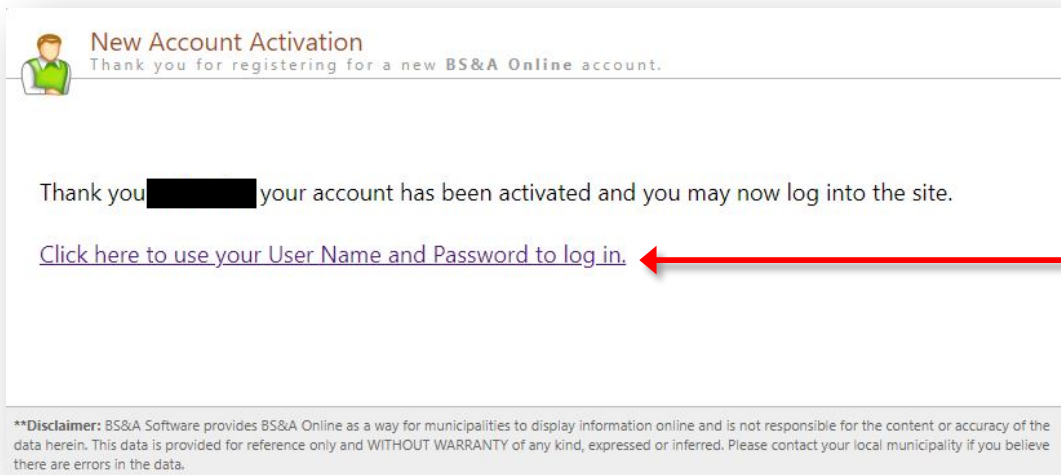
NOTE: This email message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please destroy all copies of the original message.

- You will receive an email with a link to activate your account

Create an Account



- Activate your account (you will be directed to the screen below)



- This link will direct you to the sign in screen

Be sure to contact the Building or Planning Department to have your account “linked” before signing in

Create an Account

Homeowner Application for Permit
Submit a permit application online.

Contractor Learning Center

If you do not see the type of permit listed, please contact the Building Department to apply for your permit.

Select a Property | Enter Permit Details | Enter Applicant Information | Estimate Fees | Submit Application

Step 1: Select a Property

Select the address of the property where the work will be done.

Click here if you are a contractor/design professional

Contractor/Design Professional Help

Your BS&A Online account is not enabled as a contractor/design professional. If you are either of these, please click the link below to access specific features and better interact with building departments.

[I am a contractor/design professional](#)

Next

Your account is not currently linked to a name record in this municipality. Please obtain your PIN from the municipality to allow viewing of your full history, as well as the ability to apply for permits online.

Enter the PIN provided to you by the municipality:

PIN:

Submit

**Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

- If you try to sign in with your new account before contacting the Building or Planning Department to have your account “linked” you will see this screen. Click on “I am a contractor/design professional”
- Obtain PIN number from the Building or Planning Dept. and enter here