



## **BS&A Software Guide** **Applying for Permits/ Requesting Inspections**

### **Town of Winterville - Inspections**

2571 Railroad Street Winterville NC 28590

Phone – 252-215-2419

Email – inspections@wintervillenc.com

### **Contractors - Applying for Permits Online**

**Step #1:** If you have not done so already, you will need to go to <https://bsaonline.com/Contractors/?uid=2831> to create your account profile. Select “Click here to get started” and follow the steps. Upon your account creation, you will need to contact the TOW Building Inspections Department through the above phone number or email to retrieve a PIN number that will allow you move forward with the permit application(s). Once this has been done, you will not need to do this again in the future.

**Step #2:** Navigate to [https://bsaonline.com/DirectUrl/Cd\\_PermitApplicationContractor/2831](https://bsaonline.com/DirectUrl/Cd_PermitApplicationContractor/2831) and sign in.

**Step #3:** Select a Property – You can search by Address, Parcel Number, or Owners Name.

**Step #4:** Enter Permit Details – Choose the permit type, input the work description and pick the Basic Usage (if applicable).

**Step #5:** Enter Applicant Info – Verify your contact information and choose the parties to receive e-mail notifications when the permit status changes.

**Step #6:** Estimate Fees – This is not an allowed feature, so you will skip over this. After you submit your application, a TOW Employee will delegate the fees appropriately and you will be notified by email that the permit invoice has been created.

**Step #7:** Attachments – Some permit types may allow, or even require an attachment. While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.

**Successful Permit Application:** You will receive a summary confirmation screen at the end of the permit application indicating a successful application.

**Online Payments:** Once your application has been processed and approved by TOW Building Inspections Department, you can pay your invoice using the “Online Payments; Building Department Payments” option. When you have chosen the invoice(s) to pay, you will be redirected to the municipality’s third-party payment website.

**Signing and Printing Permits:** Once you have completed the payment process you will be able to select the appropriate disclaimer and print the permit.

### **Contractors - Online Inspection Requests**

**Step #1:** Sign into your account to view all open permits.

**Step #2:** Find the permit you wish to schedule an inspection for by typing in the permit number.

**Step #3:** Select the desired inspection type and choose from the available days on the calendar.

**Step #4:** Enter your contact information.

**Scheduling Confirmation:** You will receive a confirmation message that the inspection has been requested successfully. Email notifications will be sent regarding any status changes or if the inspection must be rescheduled.

For further assistance, visit the brochure provided from BS&A at:

[https://www.bsasoftware.com/wp-content/uploads/2017/08/Online\\_Applying\\_For\\_Permit\\_Contractors.pdf](https://www.bsasoftware.com/wp-content/uploads/2017/08/Online_Applying_For_Permit_Contractors.pdf)

OR

Watch the tutorial videos provided from BS&A at:

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