

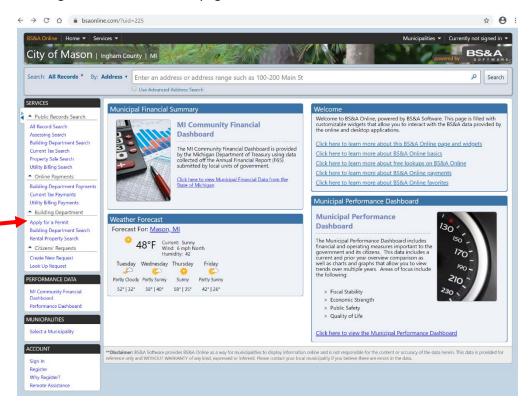
BS&A ONLINE PERMIT APPLICATION STEP BY STEP GUIDE FOR HOMEOWNERS

IF YOU ARE A CONTRACTER, PLEASE SEE THE STEP BY STEP GUIDE FOR CONTRACTORS TO SET UP YOUR ACCOUNT FIRST.

PART A - SUBMIT YOUR PERMIT APPLICATION

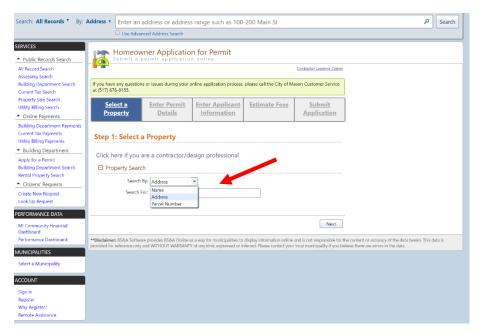
STEP 1:

Visit: www.bsaonline.com/?uid=225, and click on **Apply for a Permit** under the Building Department heading on the left side of the page.

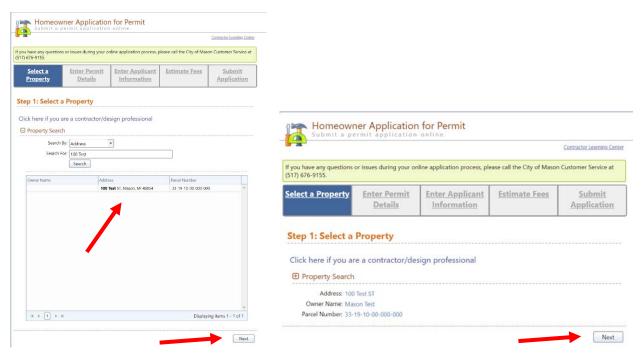


STEP 2: Select Your Property

Look up your property address. You can search by Address, Parcel Number, or Owner Name

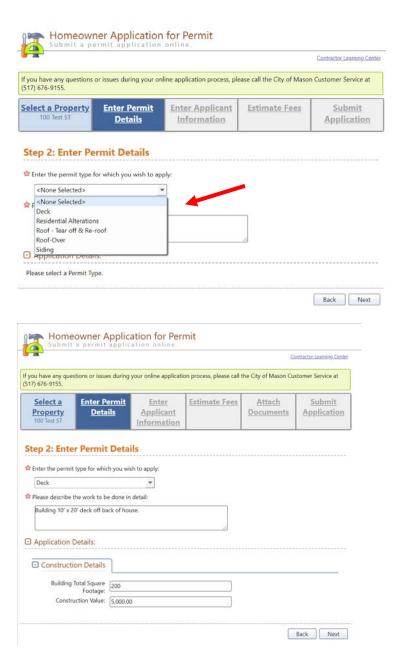


Select your property from the list and click on next.



STEP 3: Enter Permit Details

Choose the permit type, input the work description, and fill in the required project information.



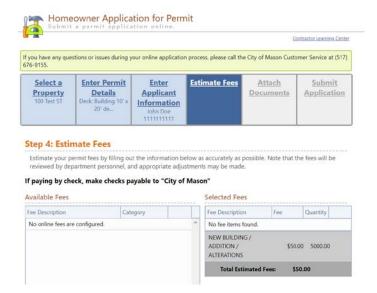
STEP 4: Enter Applicant Information

Verify your contact information and add phone and email address.



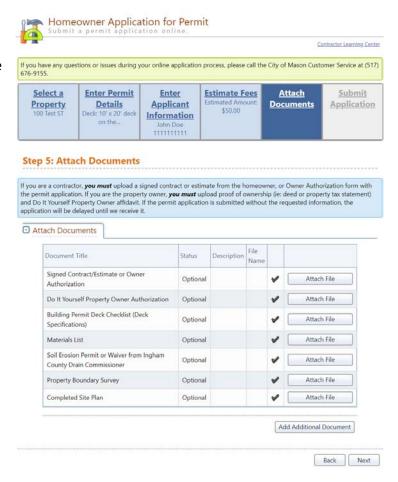
STEP 5: Estimate Fees

The fees will autofill based on the permit you select.



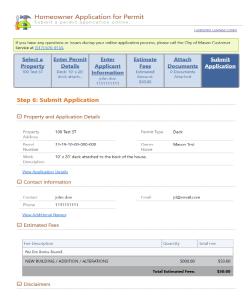
STEP 6: Attachments

There will be forms included in the corresponding Building Permit package from the City of Mason website that you will need to print, fill in, sign, and upload.



STEP 7: Confirm your Information and Submit

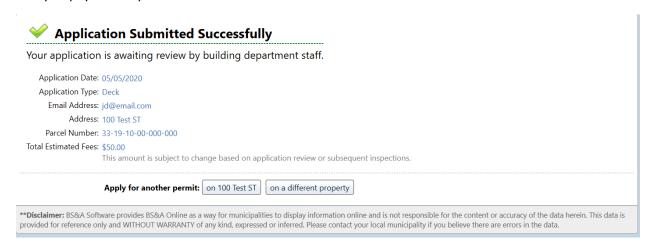
Carefully check that the information listed is correct. You will need to read through and accept all of the disclaimers.





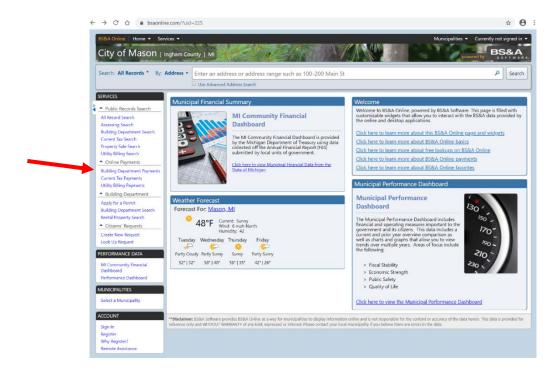
STEP 8: Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating that your application has been successfully submitted. You have competed the first part of the submittal and are ready to pay for the permit.

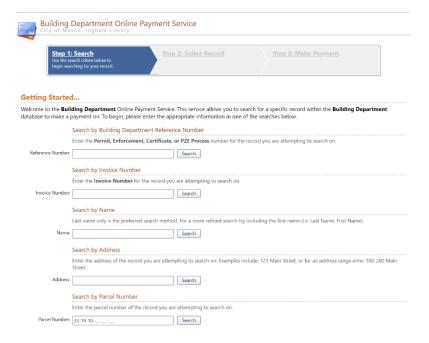


PART B – PAY YOUR PERMIT APPLICATION FEE

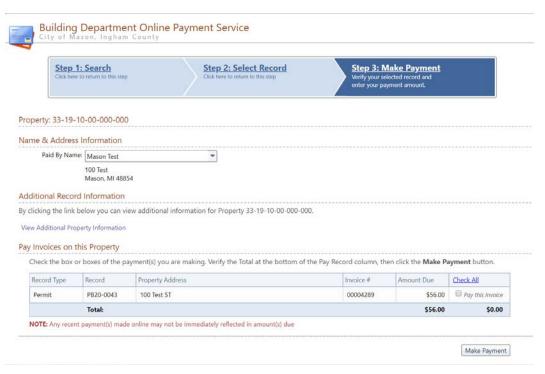
STEP 1 - Once your application has been processed, return to www.bsaonline.com/?uid=225 and select **Building Department Payment** under the Online Payment heading on the left side of the page.



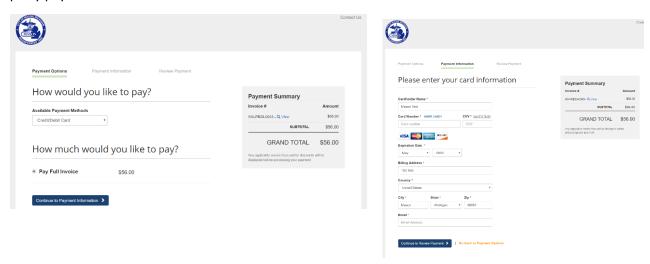
STEP 2 - Select a search option for the property where the permit is attached.



STEP 3 - Select the invoice to be paid.



STEP 4 - When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website.



STEP 5 - Once completed, you can then print the confirmation, exit the webpage, or apply for another permit.

PART C - PERMIT APPLICATION REVIEW AND APPROVAL

Staff will begin the review process once all required documents and payments are submitted. Estimated review time is 3-10 days for complete residential applications and up to 14 days for commercial applications. When the permit is approved, you will receive an email with your permit and permit card to post on the property. We will contact you to arrange pick up of your approved plan set that you need to have available to inspectors on the job site.

Please remember, work may not begin until the permit has been issued. Beginning work prior to receiving an approved permit may result in fines.