



Engineering Department

APPLYING FOR AN ONLINE PERMIT IN BS&A

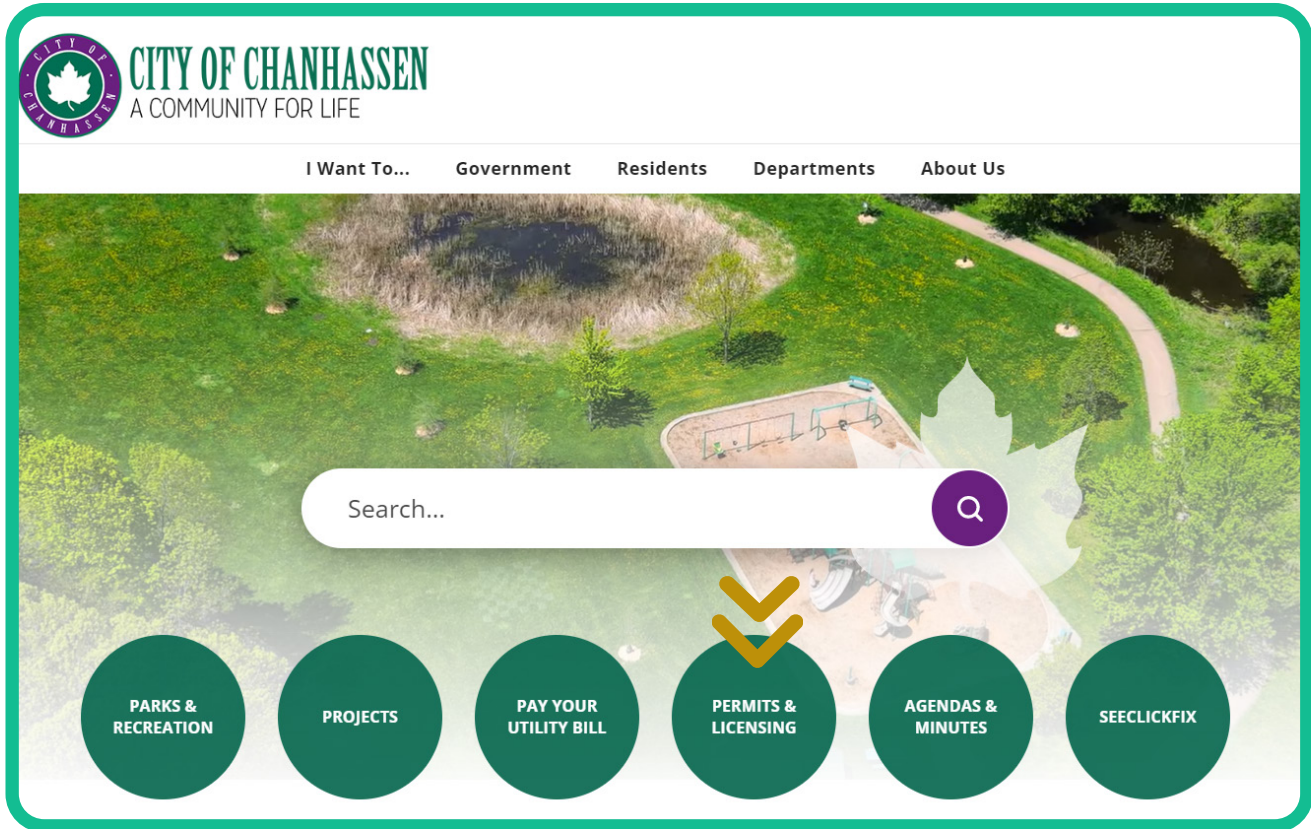
A Step-by-Step Guide

Updated 8/31/2022

The following guide walks you through our current online permit application process via BS&A Online. Follow the “” arrows on the pictures.

1

Visit the City of Chanhassen website at chanhassenmn.gov. Click on the ‘Permits & Licensing’ circle.



2

Choose from the list of available permits.
(All engineering permits will bring you to the Engineering Permits page)

Permits & Licenses

- [Beekeeping Permit](#)
- [Building Permit](#)
- [Burning Permit](#)
- [Canoe & Kayak Rack Permit](#)
- [Chicken Permit](#)
- [Driveway Replacement Permit](#)
- [Electrical Permit](#)
- [Event / Temporary Outdoor Sales Permit](#)
- [Field / Facility Reservations](#)
- [Fire Alarm Permit](#)

3

Click on the 'Online Permitting' button.
This will bring you to BS&A Online.

Online Permitting

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Click on 'Apply for a Permit' from the 'Services' menu on the left.

SERVICES

- Public Records Search
- Building Department Search
- Online Payments
- Building Department Permits
- Building Department **Apply for a Permit**
- Building Department Search
- Rental Property Search

Welcome

Welcome to BS&A Online, powered by BS&A Software. This page is filled with customizable widgets that allow you to interact with the BS&A data provided by the online and desktop applications.

- [Click here to learn more about this BS&A Online page and widgets](#)
- [Click here to learn more about BS&A Online basics](#)
- [Click here to learn more about free lookups on BS&A Online](#)
- [Click here to learn more about BS&A Online payments](#)
- [Click here to learn more about BS&A Online favorites](#)

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If you are a **Homeowner** applying for a permit, you should see 'Homeowner Application for Permit' at the top of the page. Proceed to 'Step 1: Select a Property' and search by address to find your property.

If you are a **Contractor** (see blue arrow) applying for a permit, you should see 'Contractor Application for Permit' at the top of the page. If not, click 'Click here if you are a contractor/design professional' to login to your account or create an account. Then proceed to search for the property address.

The screenshot shows the 'Homeowner Application for Permit' web page. At the top left, there is a logo with a hammer and a wrench, and the text 'Homeowner Application for Permit' and 'Submit a permit application online.' To the right of this is a blue double arrow pointing left. In the top right corner, there is a link for 'Contractor Learning Center'. Below this is a yellow box containing a welcome message and contact information. Underneath is a navigation bar with five buttons: 'Select a Property' (highlighted in blue), 'Enter Permit Details', 'Enter Applicant Information', 'Estimate Permit Fees', and 'Submit Application'. Below the navigation bar is the heading 'Step 1: Select a Property' with a blue double arrow pointing left. A blue box contains a recommendation to search by address number. Below that is a blue box with the text 'RIGHT OF WAY PERMITS - If you are applying for a Right of Way Permit, please select the property address 2022 Right of Way Permit'. A blue double arrow points left from the left edge of the page towards the text 'Click here if you are a contractor/design professional'. Below this is a 'Property Search' section with a dropdown menu set to 'Address', a search input field, and a 'Search' button. A blue double arrow points left from the right edge of the page towards the search input field.

NOTE: If you are applying for a 'Right of Way Permit,' be sure to use the current year as the street number, and Right of Way Permit as the street name for the property address (i.e. 2022 Right of Way Permit).

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Confirm the address from the list that pops up and select 'Next'.


Search By:

Search For:

| Owner Name | Address | Parcel Number |
|-----------------|---|---------------|
| John & Jane Doe | 7700 Test Permit Dr, Chanhassen, MN 55317 | 000000000 |

« 1 »

Displaying items 1 of 1



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At 'Step 2: Enter Permit Details', choose 'Engineering' from the drop-down list under 'Which type of permit are you applying for.' Then choose the specific engineering permit from the drop-down list under 'Enter the permit type for which you wish to apply.'

Step 2: Enter Permit Details

Which type of permit are you applying for?

Engineering

<None Selected>

Building

Engineering

Mechanical

Fire

Zoning

Plumbing

Septic

Application Details:

Please select a Permit Type.

Back Next

This screenshot shows the first step of the permit application process. A dropdown menu is open, showing various permit categories. The 'Engineering' option is highlighted. Below the menu, there is a section for 'Application Details' with a prompt to select a permit type. 'Back' and 'Next' buttons are visible at the bottom right.

Step 2: Enter Permit Details

Which type of permit are you applying for?

Engineering

Enter the permit type for which you wish to apply:

<None Selected>

<None Selected>

Eng: Driveway Commercial

Eng: Driveway Residential

Eng: Earthwork 50-1000 CY

Eng: Obstruction of ROW

Eng: Road Restrictions

Eng: ROW/Underground Utilities

Eng: Temp Lift of "No Parking"

Eng: Temp Street Closure

Eng: Water Use/Sprinkling

Back Next

This screenshot shows the second step of the permit application process. The first dropdown menu is now closed and shows 'Engineering' is selected. A second dropdown menu is open, showing specific engineering permit types. The 'Eng: Driveway Commercial' option is highlighted. 'Back' and 'Next' buttons are visible at the bottom right.

New boxes will appear depending on the type of permit selected. Be sure to fill in all the information required (★), then click 'Next'.

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As a **Homeowner**, you will need to (1) verify that you are the property owner listed by checking the box. (2) Enter your contact information and (3) click 'Next'.
 As a **Contractor**, you will need to (1) verify your contact information (auto-fills once you set up an account). (2) Select a contractor if there is more than one linked to your account (this assigns the applicant for the permit). (3) Select parties to notify (this allows you to email notifications to more than one person), and then (4) click 'Next'.

1 >>>
2 >>>

HOMEOWNER

3 >>>

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

Update your licensee information by emailing us at bldgsupport@ci.chanhassen.mn.us.

Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

Name: John & Jane Doe
 Address: 7700 Test Permit Drive

I certify that I am the owner of the property listed above.

Contact Information

Name: John & Jane Doe
 Phone Number:
 Email Address:
 Confirm Email:

Back Next

CONTRACTOR

<<< 1

2 >>>

3 >>>

4 >>>

Contact Information

Name: Building Support
 Phone Number: (952) 227-1180
 Email Address: bldgsupport@ci.chanhassen.mn.us
 Confirm Email: bldgsupport@ci.chanhassen.mn.us

Contractor Information

Select a Contractor

Your account is linked to more than one contractor capable of applying for permits. Please select which contractor will be the applicant on this permit.

| Contractor Name | Contractor Address | Contractor Phone | Contractor Federal Id Number | Select |
|----------------------------|--------------------|------------------|------------------------------|--------------------------|
| Building Department Demo | 7700 Market Blvd. | (952) 227 1182 | | <input type="checkbox"/> |
| Building Dept linking demo | pobox 231 | (952) 227 1182 | | <input type="checkbox"/> |

A valid licensee is not required for this permit type.

Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

| Name | Email Address | Select |
|---------|--|-------------------------------------|
| Default | bldgsupport@ci.chanhassen.mn.us | <input checked="" type="checkbox"/> |

Back Next



'Step 4: Estimate Permit Fees' shows you an estimate of what the permit will cost. This is **only an estimate**. Click **'Next'**.

Step 4: Estimate Permit Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

FEES ARE AN ESTIMATE ONLY - DO NOT make payment until the permit has been reviewed, approved and is ready to issue. Other fees may apply upon final review of your permit.

Inspections will not be made until your permit has been ISSUED AND PAID FOR IN FULL. You will receive an email along with a copy of your permit when your permit has been issued.

Available Fees

| Fee Description | Category |
|--------------------------------|----------|
| No online fees are configured. | |

Selected Fees

| Fee Description | Fee | Quantity |
|------------------------------|---------|----------------|
| No fee items found. | | |
| Driveway Permit Fee | \$50.00 | 1.00 |
| Total Estimated Fees: | | \$50.00 |



[Back](#) [Next](#)

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Depending on which type of permit you are applying for, there will be different attachments required, as well as some that may be optional depending on the work being done. They will be clearly marked as such and you will not be able to proceed without attaching required documents. (1) Click on the link to download fillable forms, which you can fill out, save, and (2) attach here along with any plans or drawings. (3) You may add additional attachments. Then (4) click 'Next'.

Note: The attachments shown in this image are an example from a driveway permit and will be different based on the type of permit selected.

Step 5: Attach Documents

Permit Application - The permit application can be found here: [PERMIT APPLICATION](#)

Construction Plan/Survey - Provide a detailed plan of the proposed improvement.

Residential Driveway Detail - Provide and read the entire detail for construction requirements of residential driveways. The details can be found here: [RESIDENTIAL DRIVEWAY DETAIL \(BITUMINOUS\)](#) OR [RESIDENTIAL DRIVEWAY DETAIL \(CONCRETE\)](#)

Temporary Traffic Control Plan - Provide only if construction activities will impact the traveling public.

Hard Surface Calculations - Provide only if the proposed improvement increases hard surface area. The hard surface calculation worksheet can be found here: [HARDCOVER WORKSHEET](#)

Attach Documents

| Document Title | Status | Description | File Name | | |
|--------------------------------|----------|-------------|-----------|-------------------------------------|-------------|
| Permit Application | REQUIRED | | | | Attach File |
| Construction Plan/Survey | REQUIRED | | | | Attach File |
| Residential Driveway Detail | Optional | | | <input checked="" type="checkbox"/> | Attach File |
| Temporary Traffic Control Plan | Optional | | | <input checked="" type="checkbox"/> | Attach File |
| Hard Surface Calculations | Optional | | | <input checked="" type="checkbox"/> | Attach File |

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Review the information you have entered, read the disclaimer, and click 'Accept.' Then click 'Submit'.

Step 6: Submit Application

Property and Application Details

| | | | |
|------------------|----------------------------|-------------|---------------------------|
| Property Address | 7700 Test Permit Dr | Permit Type | Eng: Driveway Residential |
| Parcel Number | 000000000 | Owner Name | John & Jane Doe |
| Work Description | TEST ---Replacing Driveway | Project | No Data to Display |

[View Application Details](#)

Contact Information

| | | | |
|---------|------------------|-------|---------------------------------|
| Contact | Building Support | Email | bidgsupport@ci.chanhassen.mn.us |
| Phone | 9522271180 | | |

[View Additional Names](#)

Contractor Information

| | | | |
|-------|--------------------------|-------------------|--------------------|
| Name | Building Department Demo | Address | 7700 Market Blvd. |
| Phone | (952) 227 1182 | Federal Id Number | No Data to Display |

Estimated Fees

| Fee Description | Quantity | Total Fee |
|------------------------------|----------|----------------|
| No fee items found. | | |
| Driveway Permit Fee | 1.00 | \$50.00 |
| Total Estimated Fees: | | \$50.00 |

Attached Documents

| Document Title | Description | File Name | |
|--------------------------|-------------|--------------------------|--|
| Permit Application | | Carver County Map.png | <input type="button" value="View Attachment"/> |
| Construction Plan/Survey | | Test Watering Permit.pdf | <input type="button" value="View Attachment"/> |

Disclaimers

Disclaimer Accept

I have read, understand and will comply with all requirements of the permit along with all applicable rules, regulations and specifications of the City of Chanhassen.

★ Accepted By:

You have successfully submitted your application for review. Please monitor your email inbox for updates, additional requirements, and your confirmed permit.

Thank You.