




Planning Department

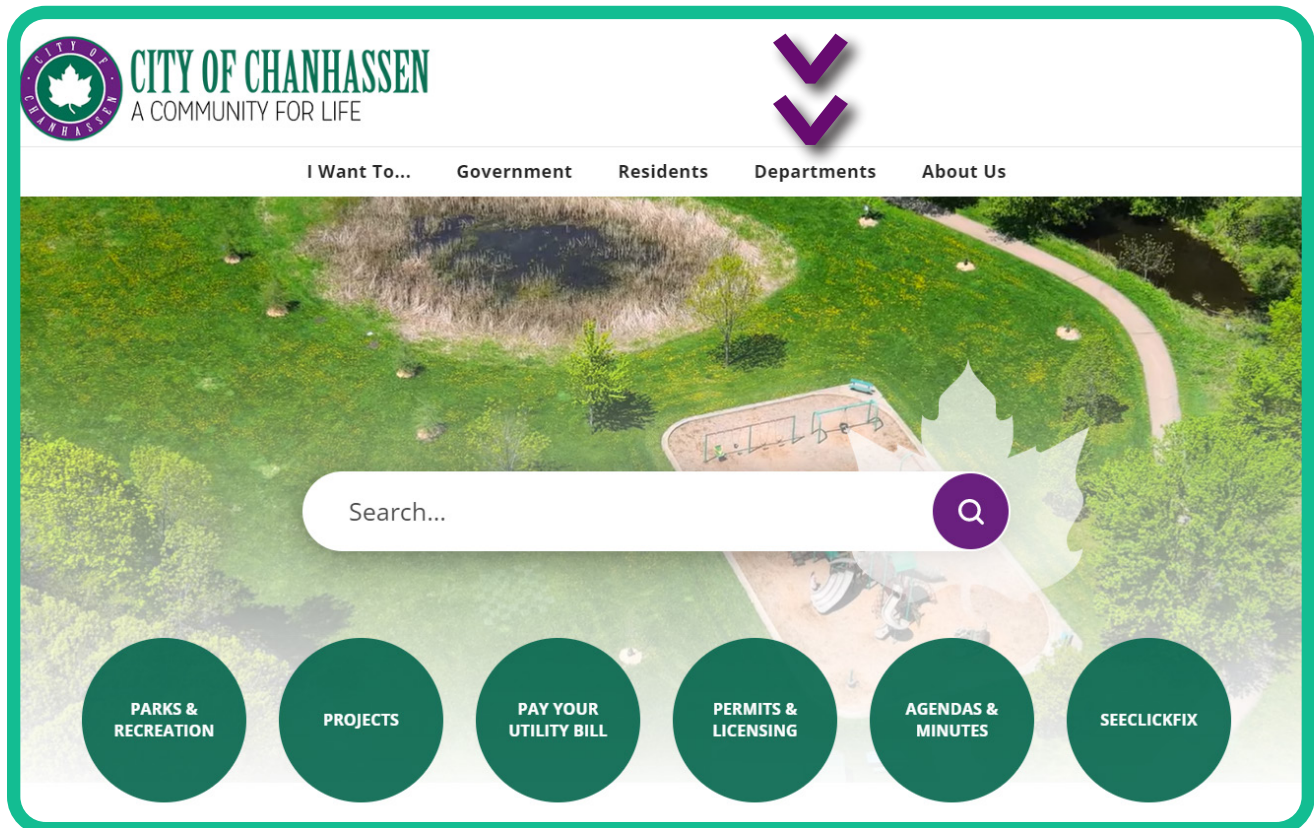
# **APPLYING FOR AN ONLINE PERMIT IN BS&A**

*A Step-by-Step Guide*

*Updated 1/10/2024*

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](http://chanhassenmn.gov). Hover over the **Departments** tab, click on **Planning** under **Community Development**.



2

On the left nav, click the '+' by **Development Application & Zoning Permits**, and then the '+' by **Zoning Permits**. Then select the permit of your choice.

The screenshot shows the City of Chanhassen website. The header includes the city logo and navigation tabs: "I Want To...", "Government", "Residents", "Departments", and "Businesses". The left sidebar menu is expanded to show "PLANNING" with sub-items: "Development Application & Zoning Permits", "Zoning Permits", "Accessory Structure Permits", "Beekeeping Permits", "Chicken Permits", "Short-Term Rentals", "Sign Permits", and "Temporary Event Permits". Below this are "Planning Staff & Commission", "Proposed Development Projects", "Processed Development Projects", and "Resources". A "CONTACT" section provides the address for Planning & Zoning. The main content area features a banner for the "CHANHASSEN BLUFFS SPORTS COMPLEX PROJECT" and a "Planning" section with an "Overview" and "FAQS" link. Utility icons for font size, share, feedback, and print are visible.

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Click the **application button** to download the permit application. This must be filled out and saved to be uploaded to the online permitting software.



[Temporary Event Permit Application](#)



[Online Permitting](#)

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Once the application has been filled out, click the Online Permitting button. This will bring you to BS&A Online.



[Temporary Event Permit Application](#)

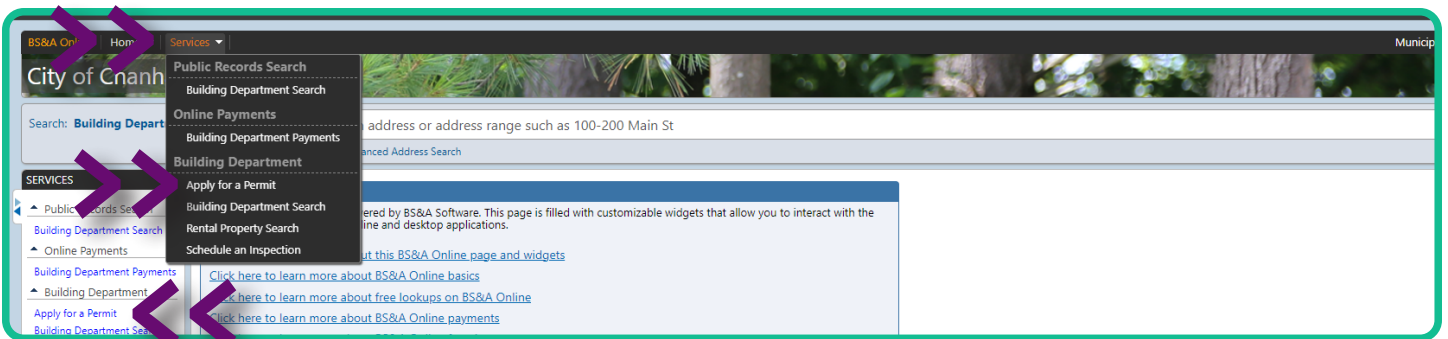


[Online Permitting](#)



5

Click on **Apply for a Permit** from the **Services** menu on the top left or the left nav.



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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' 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 purple 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. A navigation bar below the yellow box has 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 a section titled 'Step 1: Select a Property' with a purple double arrow pointing left. Underneath is a blue box with a recommendation to search by address number. Below that is a light blue box with a note about Right of Way Permits. A blue arrow points to the right 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 purple double arrow points left towards the search input field.

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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 - 1 of 1

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At Step 2: Enter Permit Details, choose Zoning from the drop-down list under 'Which type of permit are you applying for.' Then choose the specific zoning 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 'Zoning' option is highlighted. Below the dropdown, there is a section for 'Application Details' with a prompt to select a permit type. Navigation buttons for 'Back' and 'Next' are visible at the bottom right.

Step 2: Enter Permit Details

Which type of permit are you applying for?

Zoning

Enter the permit type for which you wish to apply:

<None Selected>

<None Selected>

Zoning: Deck Less Than 30"

Zoning: Fence

Zoning: Gazebo/Pergula

Zoning: Patio

Zoning: Res Above Ground Pool

Zoning: Retain Wall Under 4'

Zoning: Shed

Zoning: Sidewalk

Zoning: Temporary Events

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\*Disclaimer: BSA Software provides BSA 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.

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This screenshot shows the second step of the permit application process. The 'Zoning' option is selected in the first dropdown. A second dropdown menu is open, showing specific zoning permit types. The 'Zoning: Deck Less Than 30"' option is highlighted. Below the dropdown, there is a section for 'Application Details' with a prompt to select a permit type. Navigation buttons for 'Back' and 'Next' are visible at the bottom right. A disclaimer and copyright notice are visible at the bottom of the page.

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'.

### 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](mailto: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

HOMEOWNER

#### Contact Information

Name: Building Support

Phone Number: (952) 227-1180

Email Address: [bldgsupport@ci.chanhassen.mn.us](mailto:bldgsupport@ci.chanhassen.mn.us)

Confirm Email: [bldgsupport@ci.chanhassen.mn.us](mailto: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	<a href="mailto:bldgsupport@ci.chanhassen.mn.us">bldgsupport@ci.chanhassen.mn.us</a>	<input checked="" type="checkbox"/>

Back Next

CONTRACTOR





**'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
<b>Total Estimated Fees:</b>		<b>\$50.00</b>




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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				<input type="button" value="Attach File"/> 
Construction Plan/Survey	REQUIRED				<input type="button" value="Attach File"/>
Residential Driveway Detail	Optional			<input checked="" type="checkbox"/>	<input type="button" value="Attach File"/>
Temporary Traffic Control Plan	Optional			<input checked="" type="checkbox"/>	<input type="button" value="Attach File"/>
Hard Surface Calculations	Optional			<input checked="" type="checkbox"/>	<input type="button" value="Attach File"/>





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Review the information you have entered. If there is a disclaimer, read it and click 'Accept.' Then click 'Submit'.

**Step 6: Submit Application**

Property and Application Details

Property Address	7700 Test Permit Dr	Permit Type	Zoning: Patio
Parcel Number	000000000	Owner Name	CHARLES CUDD
Work Description	Things	Project	No Data to Display

[View Application Details](#)

Contact Information

Contact	CHARLES CUDD	Email	test@testmail.com
Phone	8888888888		

[View Additional Names](#)

Estimated Fees

Fee Description	Quantity	Total Fee
No fee items found.		
No additional fees found.		
<b>Total Estimated Fees:</b>		<b>\$0.00</b>

Attached Documents

Document Title	Description	File Name	
Survey		Recalls January 2024.pdf	<a href="#">View Attachment</a>
Hard Cover Calculation Worksheet		Utility Billing Website.pdf	<a href="#">View Attachment</a>

[Back](#) [Submit](#)

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

Thank You.