



Planning Department

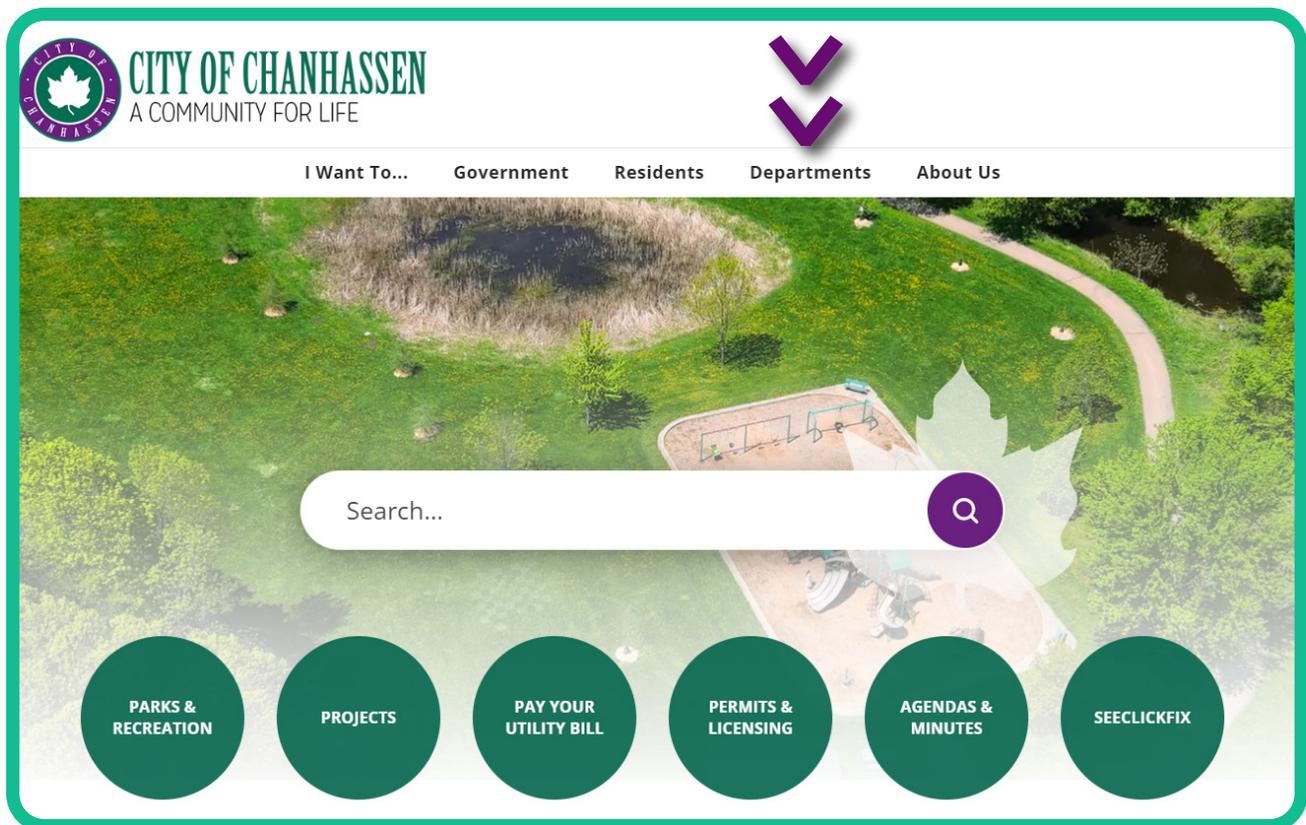
# **PAYING FOR YARD WASTE DISPOSAL ONLINE THROUGH BS&A**

*A Step-by-Step Guide*

*Updated 4/12/2024*

The following guide walks you through our current online payment 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 **Natural Resources** under **Community Development**.



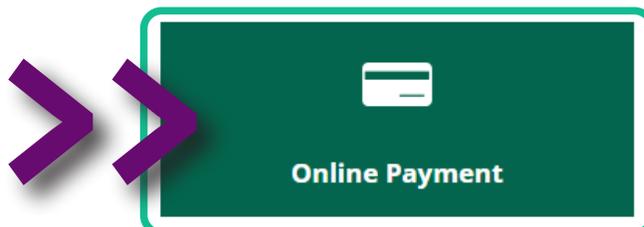
2

On the left nav, click the '+' by **Recycling, Garbage, and Yard Waste**. Then select **Yard Waste** from the drop down menu.



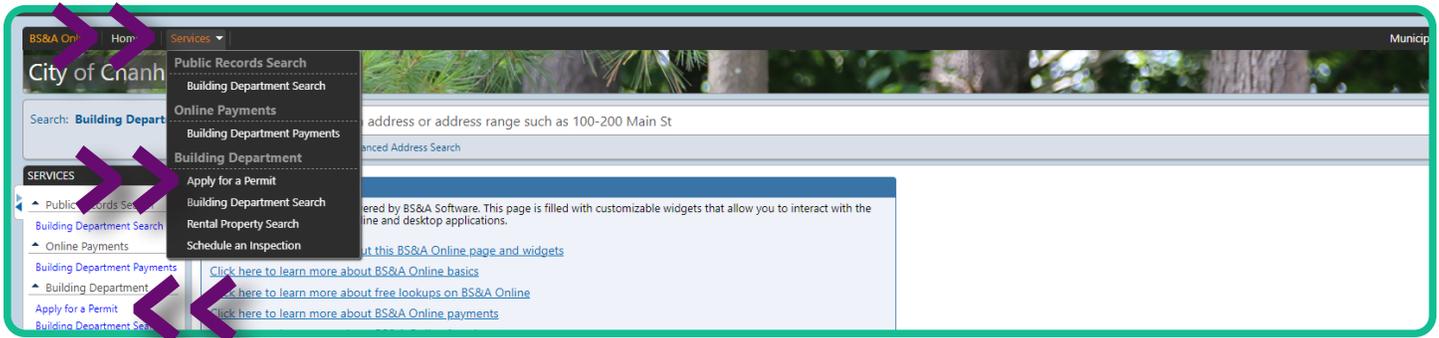
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No application form is required for Yard Waste Drop Off. Click the **Online Payment** button to bring you to BS&A Online.



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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** paying for dropping off yard waste, 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), 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.

*\*Note: Event though this stage is using the term "permit," a permit is not required for dropping off yard waste. It is simply the terminology used by BS&A Online.*

Homeowner Application for Permit  
Submit a permit application online.

Contractor Learning Center

Welcome to the City of Chanhassen's online permit application page. Online permitting and payment is available.

Contractors must be registered with BS&A. Contractors must have current state license information on file.

To register for an account, click [HERE](#). Once you have registered for an account, please contact us for your Web PIN, so you can link your account to your contractor profile in our database.

If you have questions regarding building permits, please contact us at (952) 227-1180 or email us at [bldgsupport@chanhassenmn.gov](mailto:bldgsupport@chanhassenmn.gov).  
If you have questions regarding engineering permits, please contact us at (952) 227-1160 or email us at [engdept@chanhassenmn.gov](mailto:engdept@chanhassenmn.gov).  
If you have questions regarding planning/zoning permits, please contact us at (952) 227-1130 or email us at [jpotter@chanhassenmn.gov](mailto:jpotter@chanhassenmn.gov).

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

Step 1: Select a Property

It is recommended to search by address number only when searching for your desired address.

RIGHT OF WAY PERMITS - If you are applying for a Right of Way Permit, please select the property address 2022 Right of Way Permit

[Click here if you are a contractor/design professional](#)

Property Search

Search By: Address

Search For:

Search

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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 **Public Works** from the drop-down list under ‘Which type of permit are you applying for.’ Then choose **PW - Yard Waste** from the drop-down list under ‘Enter the permit type for which you wish to apply.’ Under ‘Enter the category for which you wish to apply:’ click the drop-down menu and select the way that you are dropping off your yard waste. Under ‘Please describe the work being done in detail:’ Type in “**Yard waste drop-off**” then click next.

### Step 2: Enter Permit Details

Which type of permit are you applying for?

<None Selected>

- <None Selected>
- Building
- Engineering
- Mechanical
- Fire
- Zoning
- Plumbing
- Septic
- Sign
- Public Works

Which type of permit are you applying for?

Public Works

Enter the permit type for which you wish to apply:

<None Selected>

<None Selected>

PW - Yard Waste

### Step 2: Enter Permit Details

PW - Yard Waste Permit Type selected. [Click Here](#) to select a different Permit Type.

Enter the category for which you wish to apply:

<None Selected>

<None Selected>

Bags

Bulk

Application Details:

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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.

#### Owner Information on File

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

Name: CHARLES CUDD

Address: *No Data to Display*

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

#### Contact Information

Name: CHARLES CUDD

Phone Number: (952) 227-1100

Email Address: ChanhassenTest@chanhassenmn.gov

Confirm Email: ChanhassenTest@chanhassenmn.gov

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Next

HOMEOWNER

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3 >>>

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'Step 4: Estimate Permit Fees' allows you to calculate how much you will owe based on how much yard waste you are dropping off. Under 'Available Fees' Click 'Add' next to the method in which you are dropping off your yard waste. Enter the number of bags or truck or trailer loads that you are dropping off, then click next.

Available Fees		
Fee Description	Category	
Yard Waste Bagged	Yard Waste	<input type="button" value="Add"/>
Yard Waste Volume	Yard Waste	<input type="button" value="Add"/>

Selected Fees			
Fee Description	Fee	Quantity	
No online fees are configured.			
Total Estimated Fees:		\$0.00	

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Review the information that you have entered and click submit.



Once it says that your application was submitted successfully, you will be able to submit your payment by clicking on 'Click here to submit a payment.'



**Application Submitted Successfully**

Your PW - Yard Waste permit has been created. [Click here to view details.](#)  
A payment is still required before the process can be started. [Click here to submit a payment.](#)

Permit Number: PYW24-0010  
Application Date: 04/12/2024  
Application Type: PW - Yard Waste  
Email Address: zoromskida@gmail.com  
Address: 7700 Test Permit Dr  
Parcel Number: 000000000



Total Estimated Fees: \$1.00  
This amount is subject to change based on application review or subsequent inspections.

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Enter your payment information (card or check) to complete the payment.

Payment Options      Payment Information      Review Payment

How would you like to pay?

Available Payment Methods

Credit/Debit Card

How much would you like to pay?

Pay Full Invoice      \$1.00

Continue to Payment Information >

**Payment Summary**

Invoice #	Amount
INV-PYW24-0010 - <a href="#">View</a>	\$1.00
<hr/>	
SUBTOTAL	\$1.00
SERVICE FEE *	+ \$0.00
<hr/>	
GRAND TOTAL	\$1.00

\*A non-refundable service fee of \$0.00 is included in your total.

You have successfully submitted your Yard Waste Drop-Off payment. Please monitor your email for confirmation and any updates.

Thank You.