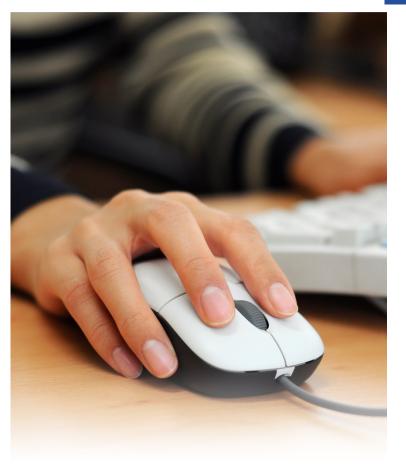
CITY OF CHANHASSEN



STEP 1: Select a Property

You can search by Address, Parcel Number, or Owner Name

Submit a p	ra Pe permit	rmit applicatio	on online	¥(
ect a Property	Enter Pen	mit Details	Enter App Informa		Estimate Fees
p 1: Select a	a Prop	erty			
Property Search		ress	•		
Search	By: Addr For: 100	ress	•		
Search Search F	By: Addr For: 100	arch	•		
Search	By: Addr For: 100		•	Parcel Numbe	r
Search Search F	By: Addr For: 100 Sea	arch	yn Property, 5	Parcel Numbe	
Search Search F Owner Name	By: Addr For: 100 Sea	Address	5		-000

Applying for Permits Online

FOR HOMEOWNERS

Developed by





STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage (if applicable)

Apply for a Permit	on online.	
Select a Property LOO PLEASANT COVE DR	Enter Applicant Information	Estimate Fees
Step 2: Enter Permit Details		
Enter the type of permit for which you wish to	apply:	
Building Residential		
Please describe the work to be done in detail:		
Enter Work Description Here		

Visit the "Contractor Learning Center" for more BS&A Online information and detailed walkthroughs

http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center

STEP 3: Enter Applicant Info

Verify your contact information and choose the parties to receive e-mail notifications when the permit's status changes

Hom Submi	eowner App tapermitap	plication for	Permit	
<u>Select a</u> <u>Property</u> 111 Fake	Enter Permit Details Electrical: Test	Enter Applicant Information	Estimate Fees	Add Attachments
Step 3: Ent	er Applican	t Informatio	n	
Property Own	ner: TEST PROPER	e building depart	ment to correct	the issue.
☆ Phone Numl ☆ Email Addr	ess:	updates regarding t	he status of your ap	plication.
🏫 Confirm Em	iail:			
	🔲 I certify tha	at I am the owner of	the property listed	above.
			Ba	ck Next

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

	Enter Permit Details Building Residential: Enter	Enter Applica Information	
	it fees by filling out th the fees will be review		ation as accurately as ent personnel, and
Fee Description	Details	Quantity	Total Fee
	Details Enter quantity:	Quantity 1	-
Fee Description Application Fee BOCA Review			-
Application Fee	Enter quantity: Enter quantity:		\$30.00 \$0.00
Application Fee BOCA Review	Enter quantity: Enter quantity:		\$30.00 \$0.00
Application Fee BOCA Review Contractor Registratic	Enter quantity: Enter quantity: Enter quantity: Enter quantity: Enter quantity:		\$30.00 \$0.00 \$15.00

STEP 5: 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, you can pay your invoice using the "Online Payments: Building Department Payments." When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website

Use the :	<u>:: Search</u> iearch critera below to arching for your	Step 2: Select Record	Step 3: Make Payment
Getting Starte	d		
	he appropriate information ir	n one of the searches below.	specific record within the Building Department database to make a payment
	Search by Building Depart		
	Enter the permit, enforceme	ent, or certificate number for the record you are attemp	ting to search on.
😭 Reference Number		Search	
🏫 Reference Number	Search by Name	Search	
☆ Reference Number	Search by Name	Search ed search method. For a more refined search try includi	ig the first name (i.e. Last Name, First Name).
술 Reference Number 술 Name	Search by Name Last name only is the preferre		ng the first name (i.e. Last Name, First Name).
	Search by Name Last name only is the preferre	ed search method. For a more refined search try includi	ng the first name (i.e. Last Name, First Name).
	Search by Name Last name only is the preferm Search by Address	ed search method. For a more refined search try includi	ng the first name (i.e. Last Name, First Name). 23 Main Street, or for an address range enter 100-200 Main Street.
	Search by Name Last name only is the preferm Search by Address Enter the address of the reco	ed search method. For a more refined search try includi	
n Name	Search by Name Last name only is the preferm Search by Address Enter the address of the reco	ed search method. For a more refined search try includi	

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