

## **STEP 1:** Select a Property

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

ct a Property	Enter Per	rmit Details	Enter App Informa		Estimate	Fees
	ch By: Add	ress	•			
Search	By: Add	lress	•			
Search	By: Add	iress	<b>*</b>	*********		
Search	By: Add	11	¥	Parcel Num	ber	
Search Search	By: Add	arch Address 100 Conversion	on Property,	Parcel Num 00-00-00-0	12/25	
Search Owner Name	By: Add For: 100 Se	arch Address	'5		00-000	



#### FOR CONTRACTORS

NOTICE: Prior to applying for a permit online you must register through BS&A online at (https://bsaonline.com/?uid=2782). You will need to create a user name and password. If you have previously created an online account through BS&A you may use the same user name and password you already have. Once you have created a user name and password you will need a web pin to complete your online registration for the City of Chanhassen.

To obtain your web pin please contact the building department at:

- 952-227-1180
- bldgsupport@ci.chanhassen.mn.us

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

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

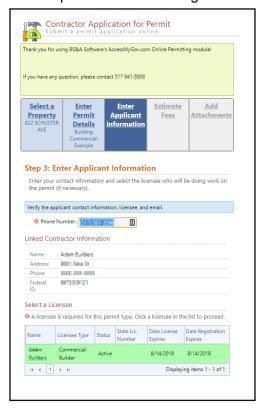
# **STEP 2:** Enter Permit Details

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

PLEASANT COVE DR	Enter Permit Details	Enter Applicant Information	Estimate Fees
ep 2: Enter	Permit Details		
er the type of perr	nit for which you wish to	apply:	
c. the type of pen		-PP-7.	
Building Resident			
50 50 500	THE RESIDENCE OF THE PERSON NAMED IN		
50 50 500	ork to be done in detail:		

# **STEP 3:** Enter Applicant Info

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



## **STEP 4:** Estimate Fees

Locate the fees needed for the permit and enter the quantity.



#### **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(s) online from the "View My Activity" Screen. When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website.



Once your application has been processed, you can pay your invoice(s) online from the "View My Activity" Screen.