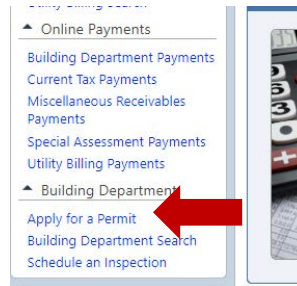


BS&A ONLINE PERMIT APPLICATIONS

To apply for a permit via our online permit application and inspection module at bsaonline.com, homeowners can click on the 'Apply for a Permit' link on the left side of the screen on the City's welcome page.

Contractors will need to sign in to their online account.

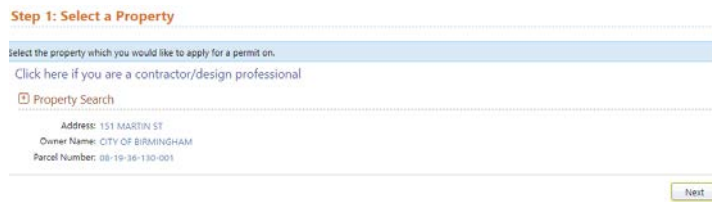
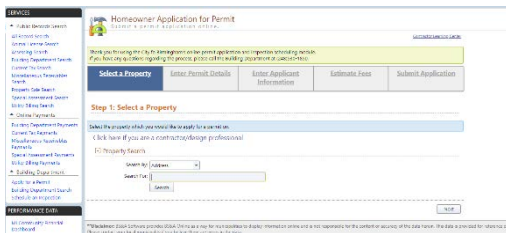
Please note throughout the process that a star (★) indicates a required field.



STEP 1: SELECT A PROPERTY

You can search by address, parcel number, or owner name.

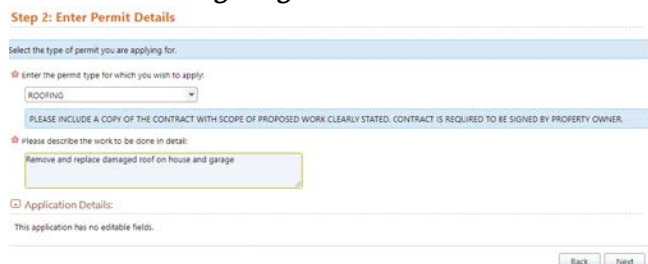
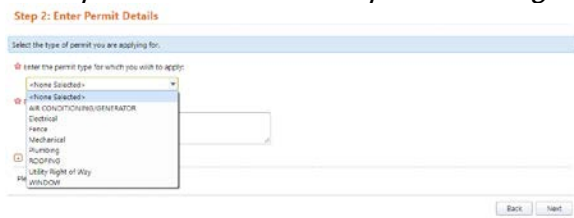
Highlight the correct address and click 'Next'.



STEP 2: ENTER PERMIT DETAILS

Choose the permit type from the drop down menu and input the work description. Descriptions should include a brief summary of the intended work along with any other details as they pertain to the project.

Example: Remove and replace damaged roof on house and garage.



BS&A ONLINE PERMIT APPLICATIONS

STEP 3: ENTER APPLICANT INFO

Verify your contact information and choose the parties to receive email notifications when the permit status changes.

If you are applying for a permit as a homeowner, this is the screen where you will need to check the box asking you to certify that you are the owner of the property.

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.

Verify the applicant contact information, licenses, and email.

Owner Information on File

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

Name: CITY OF BIRMINGHAM
Address: PO BOX 3001

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

Contact Information


Name: _____
Phone Number: _____
Email Address: _____
Confirm Email: _____

Owner Information on File

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

Name: CITY OF BIRMINGHAM
Address: PO BOX 3001

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



STEP 4: ESTIMATE FEES

Locate the fees needed for the permit and enter the quantity. For all Building permits, you will be asked to enter the construction value of the project before fees can be calculated.

Step 4: Estimate 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.

Please note that all selected fees are estimates only, and may change during the application review process.

Available Fees

Fee Description	Category	
CONTRACTOR REGISTRATION	Registration Fee	<input type="button" value="Add"/>
ROOF PERMIT CONST VALUE \$1-\$100K	Building Permits	<input type="button" value="Add"/>
ROOF PERMIT CONST VALUE \$100,0001+	Building Permits	<input type="button" value="Add"/>

Selected Fees

Fee Description	Fee	Quantity
No fee items found.		
ROOFING BOND	\$100.00	1.00
Total Estimated Fees:	\$100.00	

STEP 5: ATTACHMENTS

Some permit types may allow, or even require an attachment.

Ex: Roofing and Window applications require the submission of a homeowner signed contract and copy of all licensing.

While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.

Step 5: Attach Documents

Please attach any relevant documents needed to review your request.

Attach Documents

Document Title	Status	Description	File Name	
CONTRACTOR LICENSE	REQUIRED			<input type="button" value="Attach File"/>
PROPERTY OWNER SIGNED CONTRACT	REQUIRED			<input type="button" value="Attach File"/>
ADMINISTRATIVE APPROVAL APPLICATION	Optional			<input type="button" value="Attach File"/>

Attach File

Document Title: CONTRACTOR LICENSE

Description: No Data to Display

BS&A ONLINE PERMIT APPLICATIONS

STEP 6: SUBMISSION

You will receive a summary confirmation screen at the end of the process indicating a successful application. Once your application has been processed and approved you will receive an email with a link redirecting you to our online payment website for the payment of the permit fees.

Step 6: Submit Application

Property and Application Details

Property Address	151 MARTIN ST	Permit Type	ROOFING
Parcel Number	08-19-36-130-001	Owner Name	CITY OF BIRMINGHAM
Work Description	Remove and replace damaged roof on house and garage		

[View Application Details](#)

Contact Information

Contact	Heather Tolliver	Email	htolliver@bhamgov.org
Phone	2485301850		

[View Additional Names](#)

Estimated Fees

Fee Description	Quantity	Total Fee
ROOF PERMIT CONST VALUE \$1-\$100K	1.00	\$85.00
ROOFING BOND	1.00	\$100.00
Total Estimated Fees:		\$185.00