

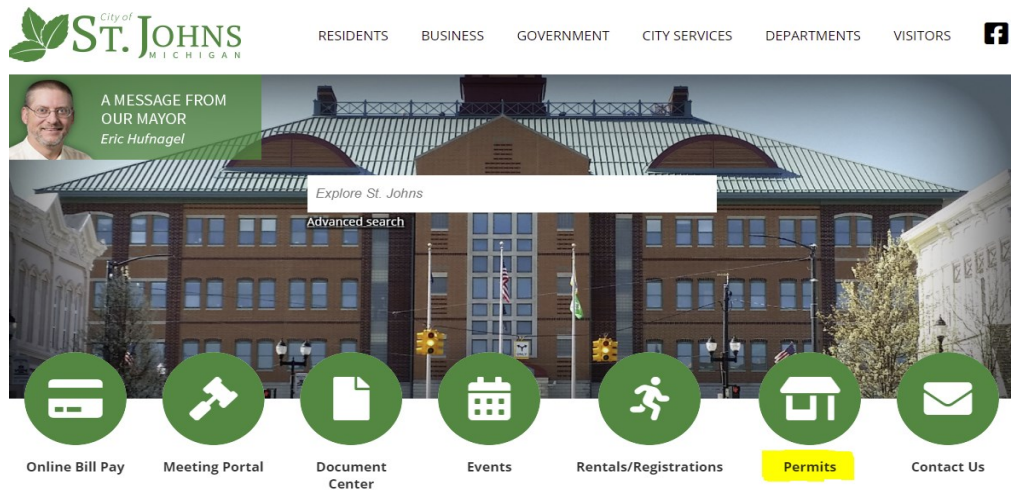


Online Permit Application Step-by-Step Guide

The BS&A portal is used to submit and manage applications for planning, zoning, rezoning, or other engineering processes. All permits must be requested using the following steps.

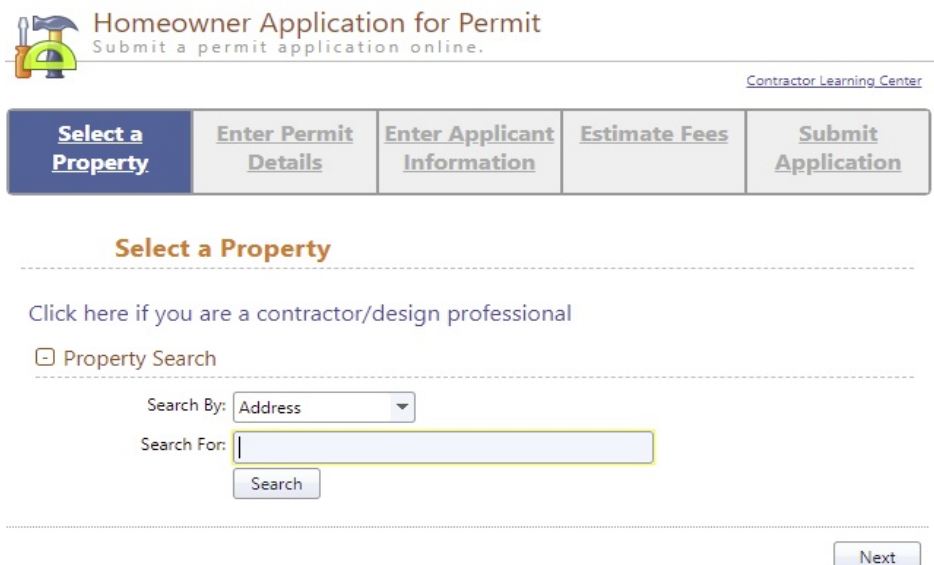
Step #1

Click the Permit icon on the City of St. Johns website homepage to go to the BS&A online portal.



Step #2

Select the property you are trying to receive a permit for in BS&A.



Step #3

Select the permit type from the provided options and write a description of the work to be done.



Homeowner Application for Permit
Submit a permit application online.

[Contractor Learning Center](#)

Select a Property 100 E STATE ST	Enter Permit Details	Enter Applicant Information	Estimate Fees	Submit Application
-------------------------------------	-----------------------------	-----------------------------	---------------	--------------------

Enter Permit Details

★ Enter the permit type for which you wish to apply:

<None Selected>

★ Please describe the work to be done in detail:

[Text input field]

Application Details:

Please select a Permit Type.

Back Next

Step #4

Verify property owner information on file and provide contact information for City staff to follow-up on the request.

Select a Property 100 E STATE ST	Enter Permit Details ZONING - FENCE:	Enter Applicant Information	Estimate Fees	Attach Documents	Submit Application
-------------------------------------	---	------------------------------------	---------------	------------------	--------------------

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: COUNTY OF CLINTON
Address: 100 E STATE ST STE 2100

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

Contact Information

★ Name: [input]
★ Phone Number: [input]
★ Email Address: [input]
★ Confirm Email: [input]

Back Next

Step #5

An estimate for the fees required to process the request will be calculated.

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.

Available Fees			Selected Fees		
Fee Description	Category		Fee Description	Fee	Quantity
No online fees are configured.			No fee items found.		
			Zoning Fee	\$35.00	1.00
			Total Estimated Fees:	\$35.00	

Step #6

Attach any documents that will be needed for City staff to process the request.

Attach Documents

Document Title	Status	Description	File Name		
No records to display.					

Step #7

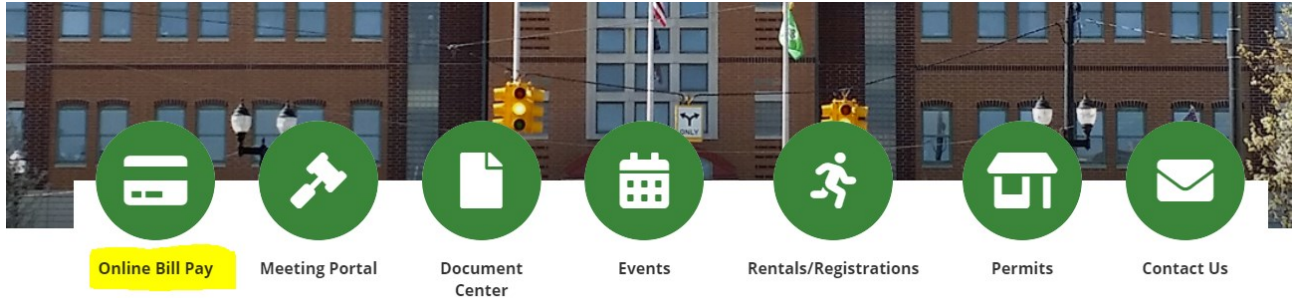
Review all information and submit application. City staff will receive all submitted information and begin the review process.

Step #8

City staff will send email confirming whether or not preliminary approval was received for the permit.

Step #9

Once preliminary approval is received go to the Online Bill Pay Portal of the City of St. Johns website to pay the appropriate permit fee. Click the first link to look up and pay a bill at bsaonline.com.



Online Bill Pay

To look up and pay a tax or utility bill, visit bsaonline.com

For more information on tax or utility bills, visit the [City Treasurer/Finance Department](#)

To pay a water/sewer bill, visit the [Water/Sewer Billing Department](#).

Step #10

When you reach BS&A Online click the “Building Department Payments” link on the left-hand side of the screen under the Services toolbar. You may then search for the unpaid permit by its record number, invoice number, owner’s name, property address, or parcel number.

SERVICES

- Public Records Search
 - All Record Search
 - Assessing Search
 - Building Department Search
 - Current Tax Search
 - Delinquent Personal Property Search
 - Utility Billing Search
- Online Payments
 - Building Department Payments**
 - Current Tax Payments
 - Utility Billing Payments
- Building Department
 - Apply for a Permit
 - Apply for a Planning, Zoning or Engineering Process
 - Building Department Search
 - Rental Property Search
 - Schedule an Inspection

Getting Started...

Welcome to the **Building Department** Online Payment Service. This service allows you to search for a specific record within the **Building Department** database to make a payment on. To begin, please enter the appropriate information in one of the searches below.

Search by Building Department Record Number

Enter the **Permit, Enforcement, Certificate, or PZE Process** number for the record you are attempting to search on.

Record Number:

Search by Invoice Number

Enter the **Invoice Number** for the record you are attempting to search on.

Invoice Number:

Search by Name

Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name).

Name:

Search by Address

Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street.

Address:

Search by Parcel Number

Enter the parcel number of the record you are attempting to search on.

Parcel Number:



**Step
#11**

Select the correct record from the options provided in the search. Make a payment for any unpaid permits or building department related fees on the selected record.

This completes the required steps for submitting and managing applications related to planning, zoning, rezoning, or other engineering processes using our online BS&A portal. If you have any questions or need assistance regarding Community Development/Zoning, please contact:

Christopher Khorey, McKenna Associates

CKhorey@mcka.com