

# APPLYING FOR A PERMIT ONLINE



## **NEW TO OUR ONLINE SYSTEM? FOLLOW THE STEPS BELOW TO CREATE A NEW ACCOUNT:**

1. Create a new account
2. Go to your email account
3. Open the email received from BSA to activate your new account
4. Once your account has been activated, login
5. Select apply for a permit
6. Select “click here if you are a contractor” (written in blue)
7. Enter PIN given to you by Town Staff
8. Follow application submittal steps one through five.

**PLEASE NOTE: Skip the estimated fees step as you do not have the authorization to complete this step.**

## **EXISTING CONTRACTOR WITH AN ACTIVE ACCOUNT:**

1. Login to your account
2. Select apply for a permit
3. Follow steps one through five.

**PLEASE NOTE: skip estimated fees step as you do not have the authorization to complete this step.**