



All items must be submitted electronically and in conformed, unlocked .pdf documents.

ADMINISTRATIVE DOCUMENTS:

- COMPLETED APPLICATION WITH WATER DISTRICT SIGNOFF - **REQUIRED**
- OWNERS AUTHORIZATION - **REQUIRED**

BUILDING & PLANNING DOCUMENTS:

- CONSTRUCTION PLANS (INCLUDE SITE PLAN, GRAPHICS & MOUNTING DETAIL) - **REQUIRED**
- MASTER SIGN PLAN FORM (GOVERNMENT WAY ADDRESSES 9205-9265)

ENGINEERING DOCUMENTS:

- EASEMENT DEDICATION EXHIBITS - SEE CITY CODE, CHAPTER 4 <https://codelibrary.amlegal.com/codes/haydenid/latest/overview>
- EASEMENT DEDICATION LEGAL DESCRIPTION - SEE CITY CODE, CHAPTER 4 <https://codelibrary.amlegal.com/codes/haydenid/latest/overview>
- RIGHT OF WAY DEDICATION EXHIBITS - SEE CITY CODE, CHAPTER 4 <https://codelibrary.amlegal.com/codes/haydenid/latest/overview>
- RIGHT OF WAY DEDICATION LEGAL DESCRIPTION - SEE CITY CODE, CHAPTER 4 <https://codelibrary.amlegal.com/codes/haydenid/latest/overview>

Applying for a Permit: <https://bsaonline.com/?uid=2689>

Need help with your submittal? The City has a kiosk located in our Building Department where we will be happy to walk you through the process.

STEP 1: On the left under Services/Building Department select Apply for a Permit.

STEP 2: Sign in or create/register an account. If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter Permit Details Choose Sign and enter work description.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the permit status changes.

STEP 6: Estimate Fees Click Next. (No fees to estimate for this permit type at submittal.)

STEP 7: Attachment Upload required documents for your permit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review.

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.

Scheduling Inspections: <https://bsaonline.com/?uid=2689>

STEP 1: Find and select the permit you wish to schedule an inspection for.

STEP 2: Select the desired inspection type and choose from the available days on the calendar.

STEP 3: Verify Contact Information.

STEP 4: Add attachments (if applicable).

SCHEDULING CONFIRMATION: You will receive a confirmation message that the inspection has been scheduled.