1. Go to the City of Franklin web portal https://bsaonline.com/?uid=2362#

Sign in (you must be a registered user of "BS&A", if you are not, please register.)

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BS&A Online Home & Services & Municipalities & Pavor City of Franklin Milwaukee County WI Search: All Records * By: Address * Enter an address or address range such as 100-200 Main St Use Advanced Address Search SERVICES * Public Records Search Building Department Search Miscellaneous Receivables Special Assessment Search Special Assessment Search Monday Turesday Wednesday Thursday	ge is fillec data prov	s See See	arch	
Contine Payments Micclaneous Receivables Payments Micclaneous Micclan	ne a is provideo	d for refere	nce only	

Once "logged in", you will be asked for your "Unique Franklin PIN". You can obtain your PIN by calling Franklin Inspection Services at 414-425-0084 or emailing your request to generalinspection@franklinwi.gov. (Please note that you will only need to enter your PIN the first time you access the online permit module.)

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BS&A Online Home ▼ Se	Vices 👻 Municipalities	▼ Favorite Records bd_test ▼
City of Franklin	BSA Test Milwaukee County WI Links in Testing	BS&A
Search: Building Departme	nt * By: Address * Enter an address or address range such as 100-200 Main St	P Search
	Use Advanced Address Search	
SERVICES		
Dublic Pacarde Saarch	Your account is not currently linked to a name record in this municipality. Please obtain	
Building Department Search	your PIN from the municipality to allow viewing of your full history, as well as the ability to apply for permits online.	
 Building Department 		
Apply for a Permit	Enter the PIN provided to you by the municipality:	
Building Department Search	PIN:	
View My Activity		
Link Account	Submit	
Citizens' Requests		
Create New Request View My Requests	"Disclaimer BS&A software provides BS&A Unline as a way for municipalities to display information online and is not responsible for the content of accuracy of the data nere and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.	in. This data is provided for reference only
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Salad a Musicaulta		
Recent		
City of Franklin BSA Test		
ACCOUNT		
BD Test@franklinwi.gov		
Account Settings		
Remote Assistance		
Sign Off		

3. Once the PIN is entered, the progam goes back to the main page where you can **Make Payments** or **Apply for a Permit**.



- 4. **NOTE:** You must be registerd with us for the type of permit you are applying for (*e.g. An Electrical contractor can only apply for electrical permits*).
- 5. Type in address of the property.



6. Click **"Search"**.

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Online Payments Building Department Payments Miscellaneous Receivables Payments Utility Billing Payments Building Department Apply for a Permit Building Department Search View My Activity	To view a list of applications and checklists with required information for submittal, please <u>click here</u> . Generally, a proper submittal includes a completed online application along with all required submittal documents. The contractor and property owner will be contacted by phone or email when the permit is ready for issuance. Please be sure to provide correct contact information. Inspection Services Staff is available for pre-application assistance by calling (414) 425-0084 or you may email your questions to generalinspection@Hanklinw.gov. You may also continue to apply for permits by mail to 9229 W. Loomis Road, Franklin, WI 53132. Inspection Services is available to assist you Monday-Friday, 8:00 a.m. to 4:30 p.m. We are committed to helping your project go smoothy! Sincerely, Inspection Services				^
MUNICIPALITIES Select a Municipality ACCOUNT	Select a Property Enter Permit Enter Applicant Estimate Fees Submit Details Information Estimate Fees Application				h
©msn.com Account Settings Remote Assistance Sign Off	Step 1: Select a Property Property Search				
	Search By: Address				
	Next				
	**Disclaimer: 858.4 Software provides 858.4 Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is pre and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.	ovided fo	r referen	e only	
	Copyright © 2021 <u>BS&A Software</u> . Inc.				Ţ

7. You will see multiple same number addresses. Select the property you want.

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/iew My Activity	Sincerely, Inspection Services							
Select a Municipality	Select a Property	er Permit Details	Enter Applicant Information	Estimate Fees	Submit Application			
@msn.com	Step 1: Select a Prope	rty						
Remote Assistance	Property Search							
J	Search By: Address	s 💌		٦				
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8. Click "Next".

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All Record Search Building Department Search					Contractor Learning Center					
Viscellaneous Receivables Search Special Assessment Search Jtility Billing Search	Welcome to the City of Fran 1. Electrical Permits (any wo 2. Plumbing Permits (any wo 3. HVAC Permits - 1 & 2-Far 4. HVAC Permits - Multi-far	klin's online permit applic rk) ork) nily dwellings (any work) ily dwellings (equipment	ation page.You can apply <u>o</u> replacement work only)	<u>uline</u> here for the following	Permits:					
Online Payments Building Department Payments Miscellaneous Receivables Payments	To view a list of applications includes a completed online contacted by phone or ema	and checklists with requi application along with al il when the permit is read	red information for submitta I required submittal docume y for issuance. Please be sur	II, please <u>click here</u> . General ents. The contractor and pro e to provide correct contact	lly, a proper submittal operty owner will be t information.					
Jtility Billing Payments Building Department	Inspection Services Staff is a generalinspection@frankling	vailable for pre-applicatio wi.gov. You may also conti	on assistance by calling (414) inue to apply for permits by	425-0084 or you may ema mail to: 9229 W. Loomis Ro	il your questions to bad, Franklin, WI 53132.					
Apply for a Permit Building Department Search View My Activity	Inspection Services is availal smoothly! Sincerely,	ole to assist you Monday-	Friday, 8:00 a.m. to 4:30 p.m	. We are committed to help	ing your project go					
UNICIPALITIES	Inspection Services									
Select a Municipality	<u>Select a Property</u>	<u>Enter Permit</u> <u>Details</u>	Enter Applicant Information	Estimate Fees	Submit Application					
CCOUNT @msn.com Account Settings	Step 1: Select a F	Property				J				
Remote Assistance	Property Search									
	Address: 9229 Owner Name: FRAN Parcel Number: 802 9	W LOOMIS RD KLIN CITY OF 995 001								
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9. Enter permit information.

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Miscellaneous Receivables Search Special Assessment Search Utility Billing Search • Online Payments Building Department Payments Miscellaneous Receivables Payments Utility Billing Payments • Building Department Apply for a Permit Building Department Search View My Activity	Welcome to the City of Franklin's online permit application 1. Electrical Permits (any work) 2. Plumbing Permits (any work) 3. HVAC Permits - 1 & 2-Family dwellings (any work) 4. HVAC Permits - Multi-family dwellings (equipment reprint) To view a list of applications and checklists with required includes a completed online application along with all re- contacted by phone or email when the permit is ready for Inspection Services Staff is available for pre-application and generalinspection@franklimvi.gov. You may also continu- Inspection Services is available to assist you Monday-Frid smoothly! Sincerely, Inspection Services	on page.You can apply <u>on</u> lacement work only) information for submittat quired submittat docume or issuance. Please be sure ussistance by calling (414) e to apply for permits by day, 8:00 a.m. to 4:30 p.m.	line here for the following I, please <u>click here</u> . General nts. The contractor and pro- to provide correct contact 425-0084 or you may ema mail to: 9229 W. Loomis Ro We are committed to help	Permits: ly, a proper submittal operty owner will be Linformation. il your questions to ad, Franklin, WI 53132. ing your project go					•
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Account Settings	Step 2: Enter Permit Details								
Remote Assistance	$rac{l}{2}$ Enter the permit type for which you wish to apply:								
Sign Off	<none selected=""></none>								
	 Please describe the work to be done in detail: 	1.							
	Please select a Permit Type.								
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10. Select the type of permit you are applying for.

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Miscellaneous Receivables Search Special Assessment Search Utility Billing Search Online Payments Building Department Payments Miscellaneous Receivables Payments Utility Billing Payments Building Department Apply for a Permit Building Department Search View My Activity MINICIPALITIES	Welcome to the City of Franklin's online permit application page.You can apply online here for the following Permits: 1. Electrical Permits (any work) 2. Plumbing Permits (any work) 3. HVAC Permits - 1 & 2-Family dwellings (any work) 4. HVAC Permits - Multi-family dwellings (any work) 4. HVAC Permits - Multi-family dwellings (equipment replacement work only) To view a list of applications and checklists with required information for submittal documents. The contractor and property owner will be contacted by phone or email when the permit is ready for issuance. Please be sure to provide correct contact information. Inspection Services Staff is available for pre-application assistance by calling (414) 425-0084 or you may email your questions to generalinspection@Hanklinw.gov. You may also continue to apply for permits by mail to: 9229 W. Loomis Road, Franklin, WI 53132. Inspection Services is available to assist you Monday-Friday. 8:00 a.m. to 4:30 p.m. We are committed to helping your project go smoothyl: Sincerely, Inspection Services					•
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11. Enter a **complete** description of the work/project that is being done, then click "Next".

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Select a Municipality	Select a PropertyEnter Permit DetailsEnter Applicant InformationEstimate FeesAttach DocumentsSubmit Application9229 W LOOMIS RDDetailsInformationEstimate FeesAttach DocumentsSubmit Application			
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Sign Off				
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12. Enter your name and phone number and confirm that email address is correct.

13. Check **"Select"** box to pick contractor being used (*one Select box must be checked*). Click **"Next"**.

🏫 Name:	Steve F						
🏫 Phone Number:	(414) 427-7575						
😭 Email Address:	: i@msn.com						
🏫 Confirm Email:	;@msn.com						
Contractor Information	mation						
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Address:							
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ACCOUNT	9229 W LOOMIS RD Electrical: test to	oday Inform	ation									
Your login name		Steve 414427	e F 7575									
Account Settings												
Remote Assistance	Step 4: Estimate Fees											
Sign Off	Estimate your permit fees by fillin	a out the informa	ation below as ac	curately as possib	ole. Note that the	fees will be						
	reviewed by department personn	el, and appropria	te adjustments m	nay be made.								
	Available Fees			Selected Fees								
	Fee Description	Category		Fee Description	Fee	Quantity						
	Above or Inground Pool	Standard Item	Add	No online fees	are configured.							
	AC - New or Replacemenet	Standard Item	Add	Total Estin	nated Fees:	\$0.00						
	Clothes Dryer - 220V	Standard Item	Add									
	Cranes & Hoists	Standard Item	Add									
	Dimmers	Standard Item	Add									
	Elevators	Standard Item	Add									
	Failure to Obtain Permit Prior to Work	Standard Item	Add									
	Fans & Motors	Standard Item	Add									
	Feeders & Sub Panels	Standard Item	Add									
	Fire Alarm Panels & Controllers	Standard Item	Add									
	Fire, Carbon Monoxide, and Smoke Alarms	Standard Item	Add									-

14. Click the **"Add"** for the type/quantity of items in your project.

Replacements Standard item Hours Standard item Requested inspections Non-Work Service Disconnect Standard item Add Signs - inside Illumination Standard item Stage Lights Standard item Stage Lights Standard item Add Stage Cheets & Spotlights Standard item Stage Cheets & Spotlights Standard item Stage Cheets & Spotlights Standard item Stage Pockets & Spotlights Standard item Inchnology Fee - Permit S100 and Over Standard item Technology Fee - Permit S100 and Over Standard item Temp Or Construction Service Standard item Wring Standard item Transformers and/or Generators Standard item Add Motifpool, Hot Tub, or Spa Standard item Add				No online fees are configured.		_	o dier idvo
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Whirlpool, Hot Tub, or Spa Standard Item Add	Water Heater	Standard Item	Add				
	Whirlpool, Hot Tub, or Spa	Standard Item	Add	-			

15. An **"Estimate"** of your fee will be calculated (*please note that fee estimate would not typically include the minimum fee or technology fee. Such fees are added administratively during review and/or when actual jobsite counts differ).*

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	Fountains	Standard Item	Add		Outlets Total Estimat	ed Fees	\$17.50									
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	Furnaces & Heating Devices	Standard Item	Add													
	Garbage Disposal	Standard Item	Add													
	In Pool Lighting	Standard Item	Add													
	LED, HID, Mercury, Sodium & Metal Halite	Standard Item	Add													
	Light Fixtures	Standard Item	Add													
	Light Poles - Commercial	Standard Item	Add	-												
	Machines, X-Rays, Motion Picture, Welder	Standard Item	Add													
	Main Service	Standard Item	Add													
	Motor Disconnects or Controllers	Standard Item	Add													
	Motors (Commercial) - Total HP	Standard Item	Add													
	Motors (Commercial) - Total Number	Standard Item	Add													
	Post Light - Residential	Standard Item	Add													
	Power Receptacles - 1-30 Amp	Standard Item	Add	•												
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16. "Attach" other documents here if needed and click "Next".

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17. View your information (Keep in mind that the represented fees are only an estimate).

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View My Activity	Inspection Services													^
MUNICIPALITIES Select a Municipality	Select a Property 9229 W LOOMIS RD	Enter Permit Details Electrical: test today	Enter Applicant Information Steve F 4144277575	Estimate Fees Estimated Amount \$17.50	Attach Documents 0 Documents Attached	<u>Subm</u>	it Application							
Account @msn.com	Step 6: Submit Appli	ication												
Remote Assistance	Property and Applicatio	n Details												
	Property Address	9229 W LOOMIS RD		Permit Type	Electrical									
	Parcel Number	802 9995 001		Owner Name	FRANKLIN CITY OF									
	Work Description	test today												
	View Application Details													
	Contact Information													
	Contact	You	r name here	Email YOU	ur email here									
	Phone	You	ur number here											
	View Additional Names													
	Contractor Information		Your email here											
	Name Yo	our name here		Address Your here										
	Phone	You	r number here	Federal Id Number	No Data to Display									
	C coensee mormation													
	Name	C	ontractor name here	State License Number										
	Licensee Type			Date License Expires	06/30/2025									
	Status	Active		Date Registration Expires	06/30/2025									
	 Estimated Fees 													
	Fee Description					Quantity	Total Fee							
	Switches and Outlets					5.00	\$5.00							
	Light Fixtures					10.00	\$12.50							
	No additional fees found.													
					Tota	I Estimated Fees	\$17.50							
	Disclaimers													
														-

Check "Accept" box check, then click "Submit".

18. Application submitted successfully!

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IISBA Online Home ▼ See City of Franklin Search: All Records ▼ By:	Address	rds BS8 sor	Search	
SERVICES	Application Submitted Successfully Vour application is awaiting review by building department staff. Application Date: 05/04/2021 Application Type: Electrical Email Address: 1: 1: 9: 9: 9: 9: 0: 0: 0: 0: 0: 0: 0: 0: 0: 0: 0: 0: 0:	ded for refe	rence only	
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Elect	rical Permit Application with City of Franklin Submitted			
N	noreply <mfcadmin@franklinwi.gov> Tue 5/4/2021 10:19 AM To: :@msn.com Your Electrical permit application has been submitted. Your application is awaiting review by building department</mfcadmin@franklinwi.gov>	چے staff.	→ <u>View</u>	
	Address: 9229 W LOOMIS RD Parcel Number: 802 9995 001 Subdivision: Franklin Civic Center Lot: Block: Project Number:			
	Reply Forward			

19. You will receive an email like the one below.

20. Your application is reviewed by Inspection Services. Another email will be sent if adjustments to the invoice are needed.

If application is accepted, click on the **"View Details"** or **"Make a Payment"**. Payments may also be done through a link on the main Web Portal as shown at the beginning of this tutorial.



21. NOTE: This message will pop up if you are <u>not</u> **"logged in"** to the Online Portal when clicking links on previous page.

← → C 🌢 bsaonline.cc	X Z Link Account J City of Franklin IIS X Z Details J City of Franklin IISS&A C X + om/CD_PropertySearchDetails/PropertyRecordDetails?uid=2362&recordKeyType=3&recordKey=b0f101b8-f7cd-4bed-8d5a-ad1e00b09b49	
DS&A Online Home • See City of Franklin Search: All Records • By:	arvices Municipal Miliwaukee County Wi Address	Ities • Currently not signed in • wered by BS&A so of t w A t c. P Search
SERVICES	In error has occurred: User's does not have access to view this permit. **Declaimer: ISSA Software provides ISSA Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data here and WITHOUT WARRAUTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.	in. This data is provided for reference only

22. If properly **"Logged in"** you will see your actual amount due.

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Public Records Search All Record Search Building Department Search Miscellaneous Receivables Search Special Assessment Search Utility Billing Search Utility Billing Search Online Payments Permit Information Process Step Information Document Summary Review Comments/Concerns Inspection Information Violations Attachments Contractor Information Applicant Information Occupant Information Document Summary Review Comments/Concerns Inspection Information Violations Attachments Contractor Information Applicant Information Owner Information Docupant Information Decupant Information Construction Details Miscellaneous Fields										Information	
	Miscellaneous Receivables Payments Utility Billing Payments	- Perr	nit Information					Back to top	Amount Due Permit - Electrical	\$107.00	
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	Apply for a Permit Building Department Search View My Activity		Applied Date Issue Date	05/04/2021 No Data to Display		Expire Date Finaled Date	No Data to Display No Data to Display				
	MUNICIPALITIES Select a Municipality		Work Description	Not Available							
	ACCOUNT		Stipulations	Not Available							
	@msn.com										
	@msn.com Account Settings									Reals To Tax	

23. This completes the Online Permit Application Portal. Proceed to "Make a Payment".

24. To **"Make a Payment"** at any time, go to the City portal and click **"Building Department Payments"**.

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		Bank Account # *	Re-enter Bank Account # *							
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You should receive an email confirming your payment. Once we receive notification of payment, your permit will be "Issued" and an email with confirmation will be sent to you that includes a copy of your permit.

Check Number (Optional)