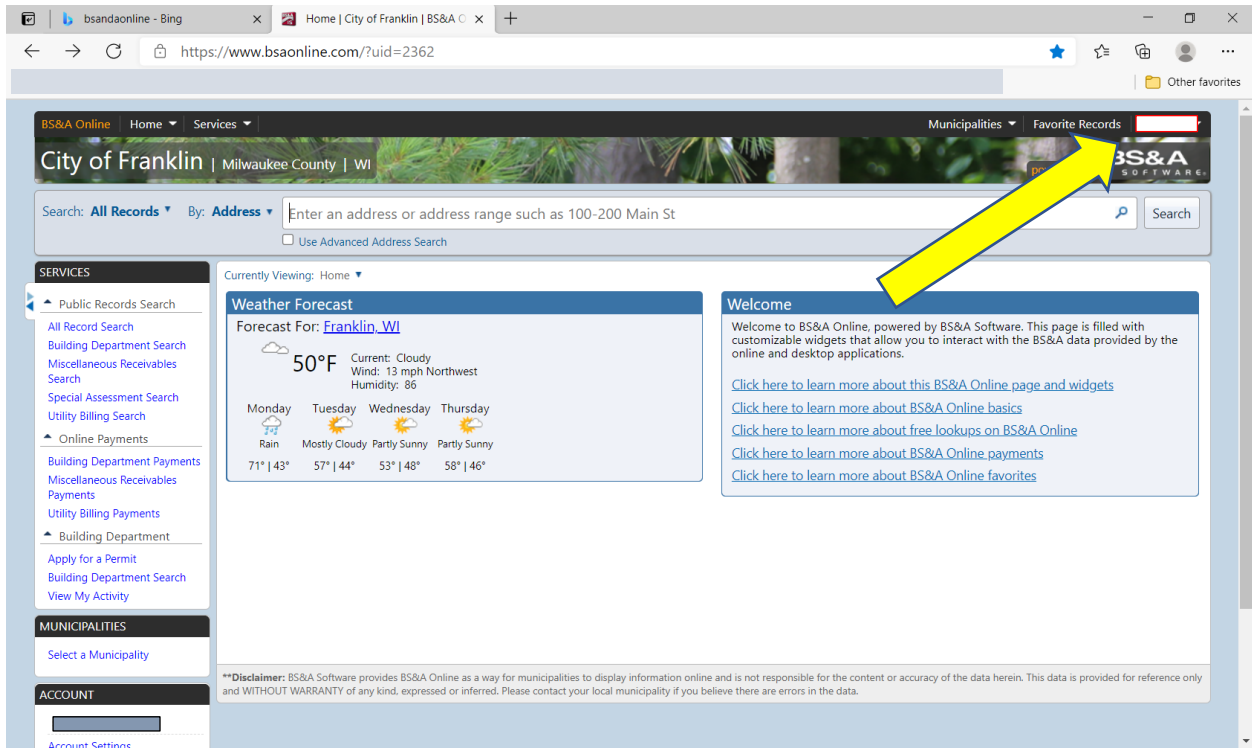
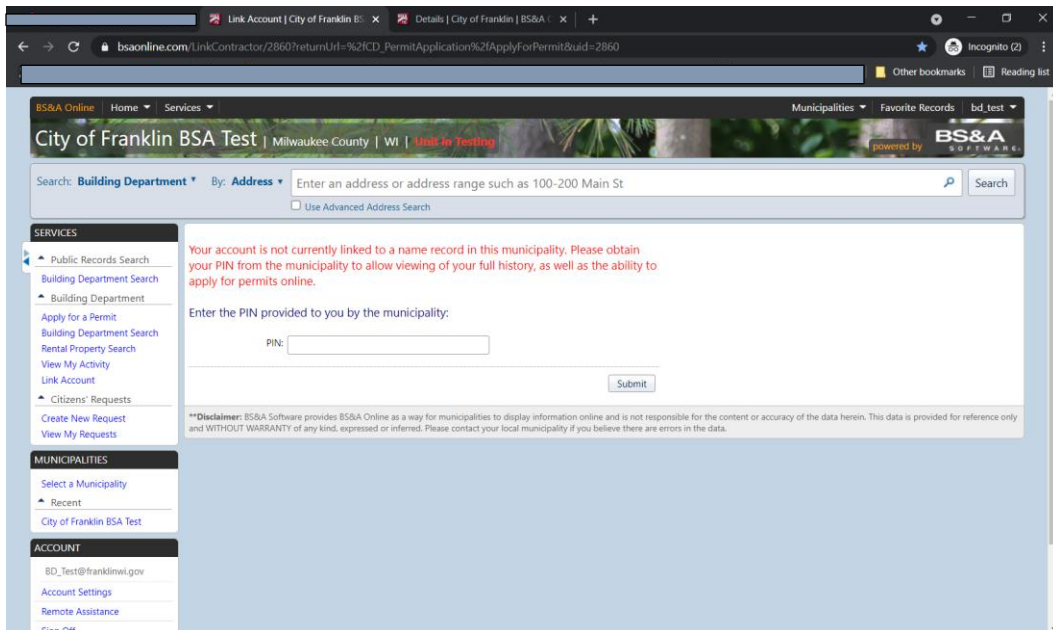


1. Go to the City of Franklin web portal <https://bsaonline.com/?uid=2362#>

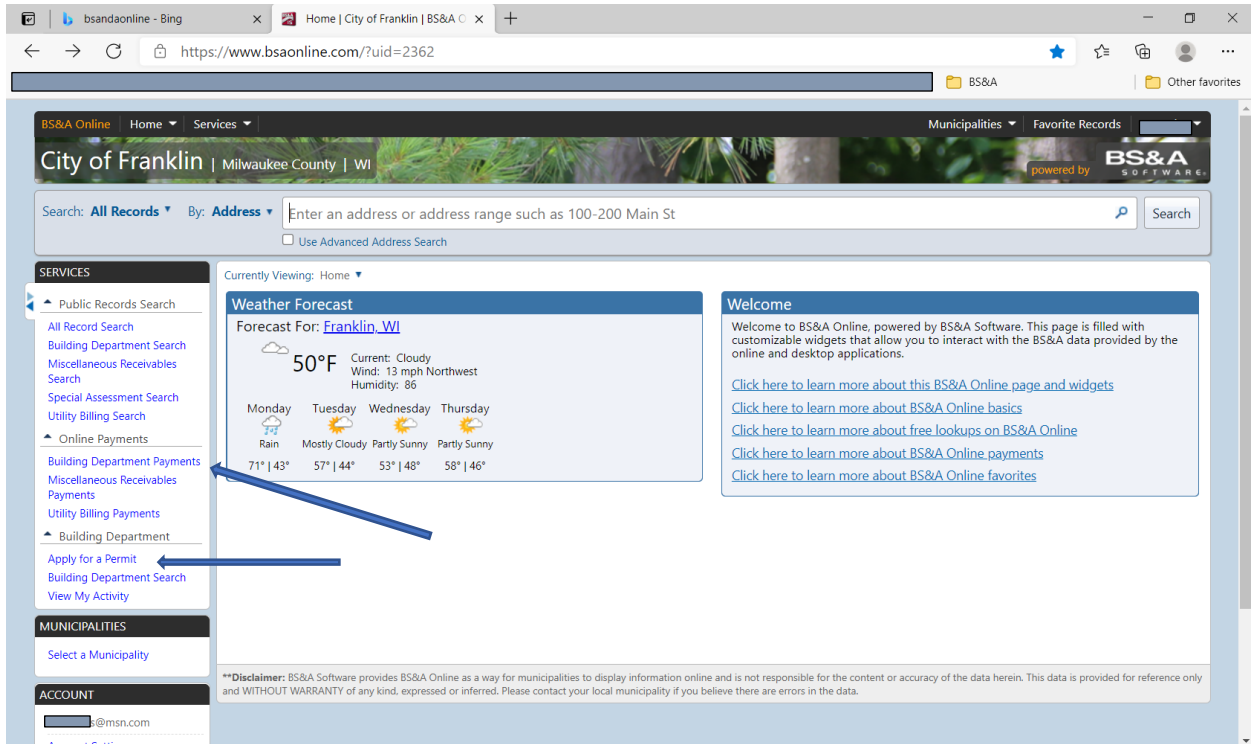
Sign in (you must be a registered user of “BS&A”, if you are not, please register.)



2. 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](mailto:generalinspection@franklinwi.gov). (Please note that you will only need to enter your PIN the first time you access the online permit module.)

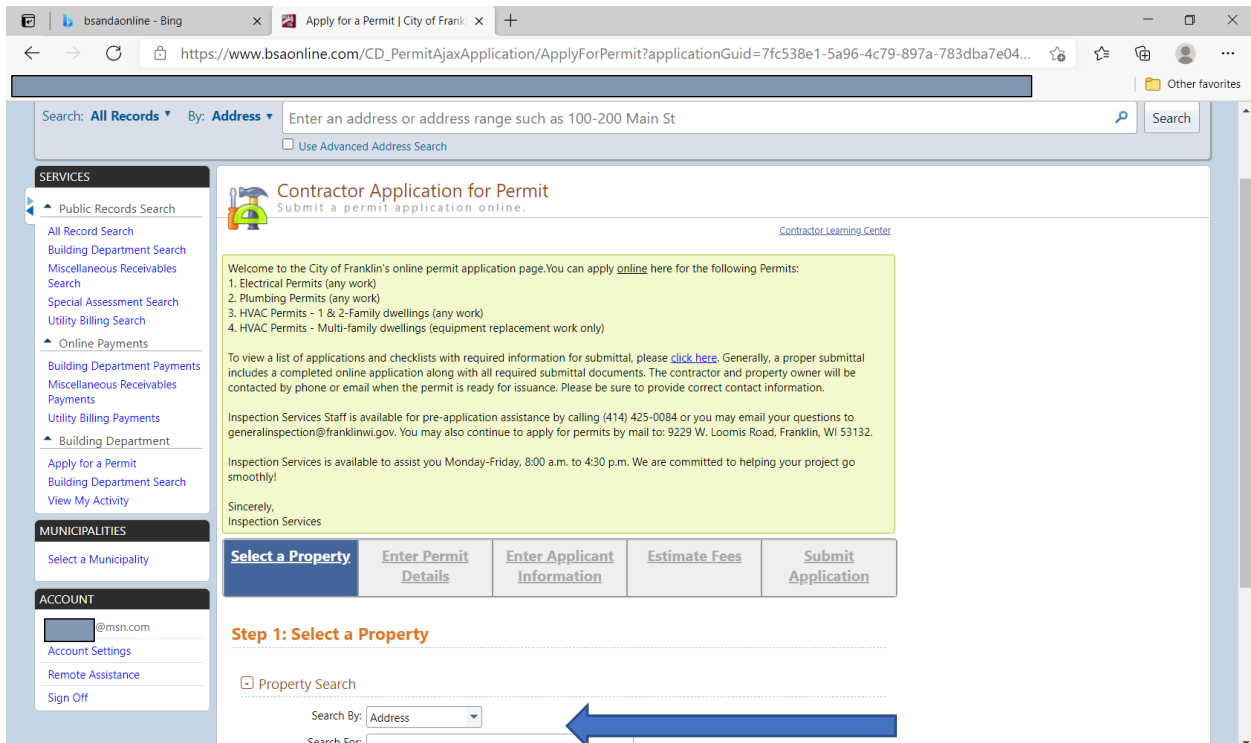


3. Once the PIN is entered, the program goes back to the main page where you can **Make Payments** or **Apply for a Permit**.



4. **NOTE:** You must be registered 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".

The screenshot shows a web browser window with the URL [https://www.bsaonline.com/CD\\_PermitAjaxApplication/ApplyForPermit?applicationGuid=7fc538e1-5a96-4c79-897a-783dba7e04...](https://www.bsaonline.com/CD_PermitAjaxApplication/ApplyForPermit?applicationGuid=7fc538e1-5a96-4c79-897a-783dba7e04...). The page has a left sidebar with navigation links like "Online Payments", "MUNICIPALITIES", and "ACCOUNT". The main content area features a yellow box with instructions and a navigation bar with buttons: "Select a Property", "Enter Permit Details", "Enter Applicant Information", "Estimate Fees", and "Submit Application". Below the navigation bar, the "Step 1: Select a Property" section is active. It contains a "Property Search" form with a "Search By" dropdown set to "Address" and a "Search For" input field containing "9229". A blue arrow points to the "Search" button. A "Next" button is located at the bottom right of the search section. A disclaimer and copyright notice are visible at the bottom of the page.

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

The screenshot shows the same web browser window as in step 6, but now displaying search results. The "Search For" input field contains "9229". Below the search form, a table lists search results. A blue arrow points to the first row of the table, which is highlighted in blue. The table has three columns: "Owner Name", "Address", and "Parcel Number".

Owner Name	Address	Parcel Number
	Not Available, Not Available, Not Available, Not Available	882 0005 000
	Not Available, Not Available, Not Available, Not Available	882 0059 000
FRANKLIN CITY OF	Not Available, Not Available, Not Available, Not Available	802 9995 001

## 8. Click "Next".

The screenshot shows a web browser window with the URL [https://www.bsaaonline.com/CD\\_PermitAjaxApplication/ApplyForPermit?applicationGuid=d9372561-ec6b-4716-8ffb-ee0d549856...](https://www.bsaaonline.com/CD_PermitAjaxApplication/ApplyForPermit?applicationGuid=d9372561-ec6b-4716-8ffb-ee0d549856...). The page is titled "Apply for a Permit | City of Franklin". On the left, there is a navigation menu with options like "All Record Search", "Building Department Search", "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", and "View My Activity". Below the menu are sections for "MUNICIPALITIES" and "ACCOUNT".

The main content area features a yellow box with the following text:

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 (equipment replacement work only)

To view a list of applications and checklists with required information for submittal, please [click here](#). 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@franklinwi.gov](mailto:generalinspection@franklinwi.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 smoothly!

Sincerely,  
Inspection Services

Below the yellow box is a navigation bar with five buttons: "Select a Property", "Enter Permit Details", "Enter Applicant Information", "Estimate Fees", and "Submit Application".

The main content area is titled "Step 1: Select a Property". It includes a "Property Search" section with the following information:

Address: 9229 W LOOMIS RD  
Owner Name: FRANKLIN CITY OF  
Parcel Number: 802 9995 001

A blue arrow points from the "Next" button to the "Next" button.

At the bottom, there is a disclaimer: "\*\*Disclaimer: BS&A Software provides BS&A 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 provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

## 9. Enter permit information.

The screenshot shows the same web browser window as in the previous step, but now at "Step 2: Enter Permit Details". The URL is the same. The navigation menu and disclaimer are still present.

The main content area features a yellow box with the same text as in the previous step.

Below the yellow box is a navigation bar with five buttons: "Select a Property", "Enter Permit Details", "Enter Applicant Information", "Estimate Fees", and "Submit Application".

The main content area is titled "Step 2: Enter Permit Details". It includes a "Property Search" section with the following information:

Address: 9229 W LOOMIS RD  
Owner Name: FRANKLIN CITY OF  
Parcel Number: 802 9995 001

A blue arrow points from the "Next" button in the previous step to the "Next" button in this step.

The "Enter Permit Details" section includes the following information:

Enter the permit type for which you wish to apply:  
<None Selected>

Please describe the work to be done in detail:

Application Details:  
Please select a Permit Type.

At the bottom, there are "Back" and "Next" buttons.

## 10. Select the type of permit you are applying for.

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 (equipment replacement work only)

To view a list of applications and checklists with required information for submittal, please [click here](#). 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@franklinwi.gov](mailto:generalinspection@franklinwi.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 smoothly!

Sincerely,  
Inspection Services

**Select a Property**  
9229 W LOOMIS RD

**Enter Permit Details**

**Enter Applicant Information**

**Estimate Fees**

**Submit Application**

### Step 2: Enter Permit Details

Enter the permit type for which you wish to apply:

<None Selected>

<None Selected>

Electrical

Mechanical

Plumbing

Application Details:

Please select a Permit Type.

Back Next

## 11. Enter a **complete** description of the work/project that is being done, then click “Next”.

Inspection Services Staff is available for pre-application assistance by calling (414) 425-0084 or you may email your questions to [generalinspection@franklinwi.gov](mailto:generalinspection@franklinwi.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 smoothly!

Sincerely,  
Inspection Services

**Select a Property**  
9229 W LOOMIS RD

**Enter Permit Details**

**Enter Applicant Information**

**Estimate Fees**

**Attach Documents**

**Submit Application**

### Step 2: Enter Permit Details

Enter the permit type for which you wish to apply:

Electrical

Please describe the work to be done in detail:

test today

Application Details:

Back Next

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12. Enter your name and phone number and confirm that email address is correct.

bsandaonline - Bing   Apply for a Permit | City of Frank

https://www.bsandaonline.com/CD\_PermitAjaxApplication/ApplyForPermit?applicationGuid=d9372561-ec6b-4716-8ffb-ee0d549856...

Name:

Phone Number:

Email Address:

Confirm Email:

**Contractor Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Federal ID: *No Data to Display*

**Select a Licensee**

A licensee is required for this permit type. Click a licensee in the list to proceed.

Name	Licensee Type	Status	State License Number	Date License Expires	Date Registration Expires	Select
	Electrical Contractor	Active		6/29/2025	6/29/2025	<input type="checkbox"/>

Displaying items 1 - 1 of 1

**Select Parties to Notify**

Select one or more email addresses to include in notifications regarding permit application updates.

[Edit Emails](#)

Name	Email Address	Select
Default	i@msn.com	<input checked="" type="checkbox"/>

[Back](#)   [Next](#)

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

bsandaonline - Bing   Apply for a Permit | City of Frank

https://www.bsandaonline.com/CD\_PermitAjaxApplication/ApplyForPermit?applicationGuid=d9372561-ec6b-4716-8ffb-ee0d549856...

Name:

Phone Number:

Email Address:

Confirm Email:

**Contractor Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Federal ID: *No Data to Display*

**Select a Licensee**

A licensee is required for this permit type. Click a licensee in the list to proceed.

Name	Licensee Type	Status	State License Number	Date License Expires	Date Registration Expires	Select
	Electrical Contractor	Active		6/29/2025	6/29/2025	<input type="checkbox"/>

Displaying items 1 - 1 of 1

**Select Parties to Notify**

Select one or more email addresses to include in notifications regarding permit application updates.

[Edit Emails](#)

Name	Email Address	Select
Default	i@msn.com	<input checked="" type="checkbox"/>

[Back](#)   [Next](#)

14. Click the “Add” for the type/quantity of items in your project.

**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.

Fee Description	Category	
Above or Inground Pool	Standard Item	Add
AC - New or Replacemenet	Standard Item	Add
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

Fee Description	Fee	Quantity
No online fees are configured.		
<b>Total Estimated Fees:</b>	<b>\$0.00</b>	

Switches and Outlets

Enter Number of Switches and Outlets:

4

OK Cancel

Replacements - Water Htr or Furnace	Standard Item	Add
Requested Inspections - Non-Work Hours	Standard Item	Add
Service Disconnect	Standard Item	Add
Signs - Inside Illumination	Standard Item	Add
Space Heating	Standard Item	Add
Stage Lights	Standard Item	Add
Stage Pockets & Spotlights	Standard Item	Add
Switches and Outlets	Standard	Add
Technology Fee - Permit \$100 and Over	Standard	
Technology Fee - Permit Under \$100	Standard	
Temp or Construction Service Wiring	Standard	
Temp Wiring for Festivals	Standard Item	Add
Transformers and/or Generators	Standard Item	Add
Trip Charge	Standard Item	Add
Water Heater	Standard Item	Add
Whirlpool, Hot Tub, or Spa	Standard Item	Add

Back Next

\*\*Disclaimer: BS&A Software provides BS&A 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 provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

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).

The screenshot shows a web browser window with the URL [https://www.bsaaonline.com/CD\\_PermitAjaxApplication/ApplyForPermit?applicationGuid=d9372561-ec6b-4716-8ffb-ee0d549856...](https://www.bsaaonline.com/CD_PermitAjaxApplication/ApplyForPermit?applicationGuid=d9372561-ec6b-4716-8ffb-ee0d549856...). The page displays a list of fee items on the left and a summary table on the right.

Fee Description	Category	Fee	Quantity
Alarms	Standard Item		
Fluorescent and LED	Standard Item		
Fountains	Standard Item		
Fuel or Water Pumps, Mound Systems	Standard Item		
Furnaces & Heating Devices	Standard Item		
Garbage Disposal	Standard Item		
In Pool Lighting	Standard Item		
LED, HID, Mercury, Sodium & Metal Halite	Standard Item		
Light Fixtures	Standard Item	\$12.50	10.00
Light Poles - Commercial	Standard Item		
Machines, X-Rays, Motion Picture, Welder	Standard Item		
Main Service	Standard Item		
Motor Disconnects or Controllers	Standard Item		
Motors (Commercial) - Total HP	Standard Item		
Motors (Commercial) - Total Number	Standard Item		
Post Light - Residential	Standard Item		
Power Receptacles - 1-30 Amp	Standard Item		
<b>Total Estimated Fees:</b>		<b>\$17.50</b>	

Buttons: Back, Next

16. “Attach” other documents here if needed and click “Next”.

The screenshot shows the 'Apply for a Permit' web application at the 'Attach Documents' step. The page includes a navigation menu on the left, a main content area with instructions, and a summary bar at the top.

**Navigation Menu:**

- 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
- MUNICIPALITIES
  - Select a Municipality
- ACCOUNT
  - @msn.com
  - Account Settings
  - Remote Assistance
  - Sign Off

**Summary Bar:**

- 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** (Current Step)
- Submit Application

**Step 5: Attach Documents**

Attach Documents

Document Title	Status	Description	File Name
No records to display.			

Buttons: Add Additional Document, Back, Next

A blue arrow points to the 'Next' button.



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

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

The screenshot shows the 'Apply for a Permit' application form in the City of Franklin's BSA Online system. The form is titled 'Step 6: Submit Application' and contains several sections for user input:

- Navigation Bar:** Includes buttons for 'Select a Property', 'Enter Permit Details', 'Enter Applicant Information', 'Estimate Fees', 'Attach Documents', and 'Submit Application'.
- Property and Application Details:** Fields for Property Address (9229 W LOOMIS RD), Parcel Number (802 9995 001), Permit Type (Electrical), Owner Name (FRANKLIN CITY OF), and Work Description (test today).
- Contact Information:** Fields for Contact (Your name here), Phone (Your number here), Email (Your email here), and View Additional Names (Your email here).
- Contractor Information:** Fields for Name (Your name here), Address (Your here), Phone (Your number here), and Federal Id Number (No Data to Display).
- Licensee Information:** Fields for Name (Contractor name here), License Type, Status (Active), State License Number, Date License Expires (06/30/2025), and Date Registration Expires (06/30/2025).
- Estimated Fees:** A table showing fee descriptions, quantities, and total fees.
- Disclaimers:** A section for disclaimers.

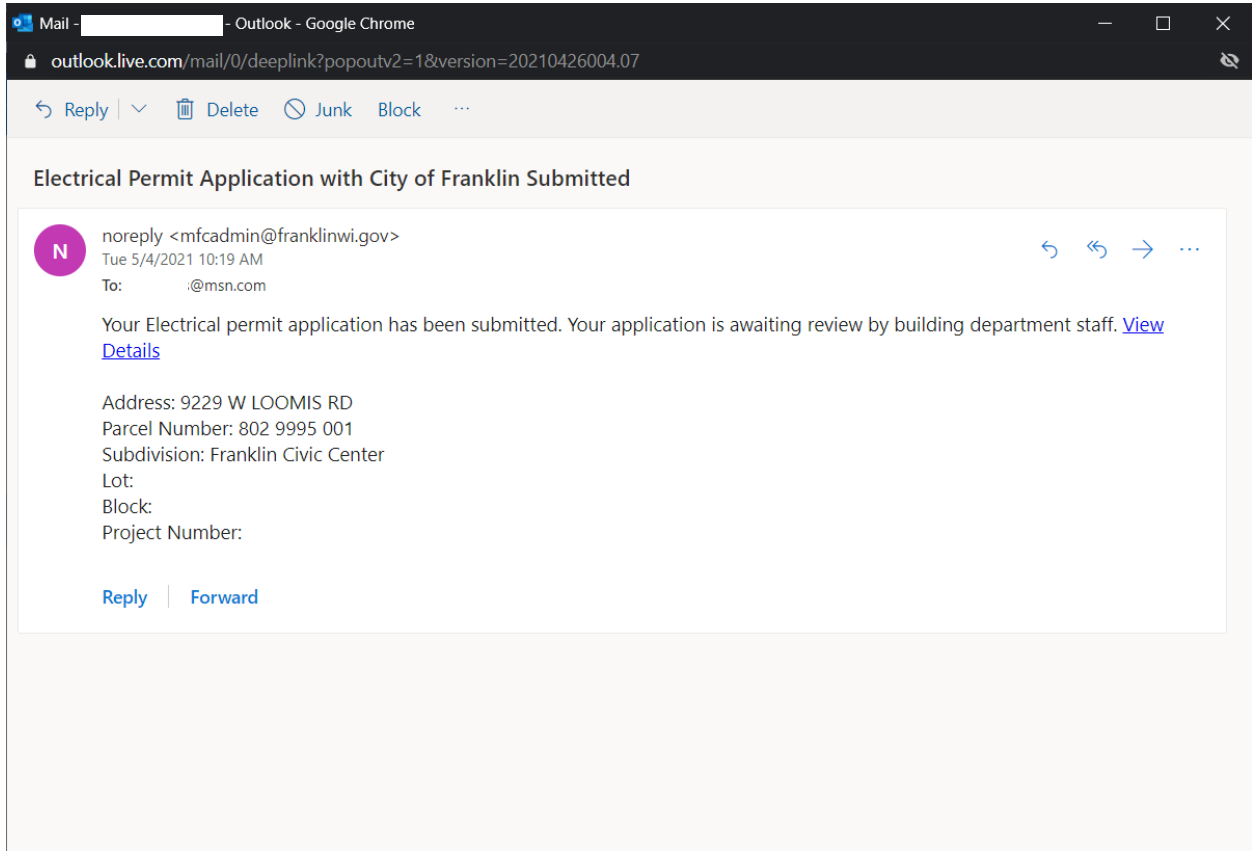
Fee Description	Quantity	Total Fee
Switches and Outlets	5.00	\$5.00
Light Fixtures	10.00	\$12.50
No additional fees found.		
<b>Total Estimated Fees:</b>		<b>\$17.50</b>

18. Application submitted successfully!

The screenshot shows the 'Application Submitted Successfully' confirmation page in the City of Franklin's BSA Online system. The page displays the following information:

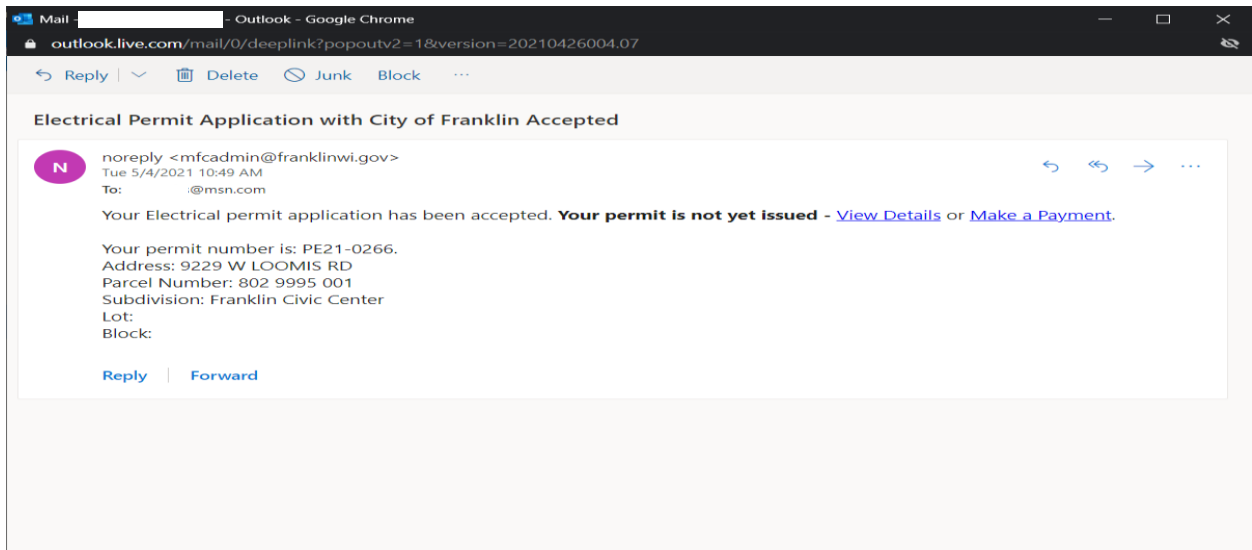
- Header:** City of Franklin | Milwaukee County | WI
- Search Bar:** Search: All Records | By: Address | Enter an address or address range such as 100-200 Main St
- Services:** Public Records Search, All Record Search, Building Department Search, Miscellaneous Receivables Search, Special Assessment Search, 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
- Municipalities:** Select a Municipality
- Account:** @msn.com, Account Settings
- Application Status:** Application Submitted Successfully. Your application is awaiting review by building department staff.
- Application Details:** Application Date: 05/04/2021, Application Type: Electrical, Email Address: @msn.com, Address: 9229 W LOOMIS RD, Parcel Number: 802 9995 001, Total Estimated Fees: \$185.00.
- Disclaimer:** BSA Software provides BSA Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein.

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

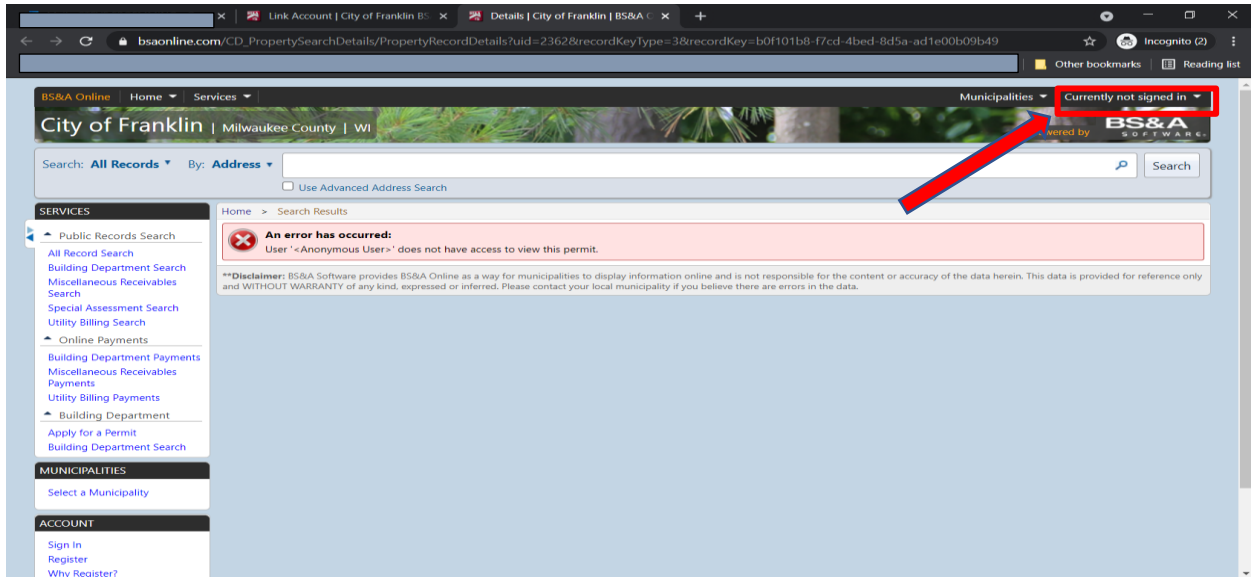


20. Your application is reviewed by Inspection Services. Another email will be sent if adjustments to the invoice are needed.

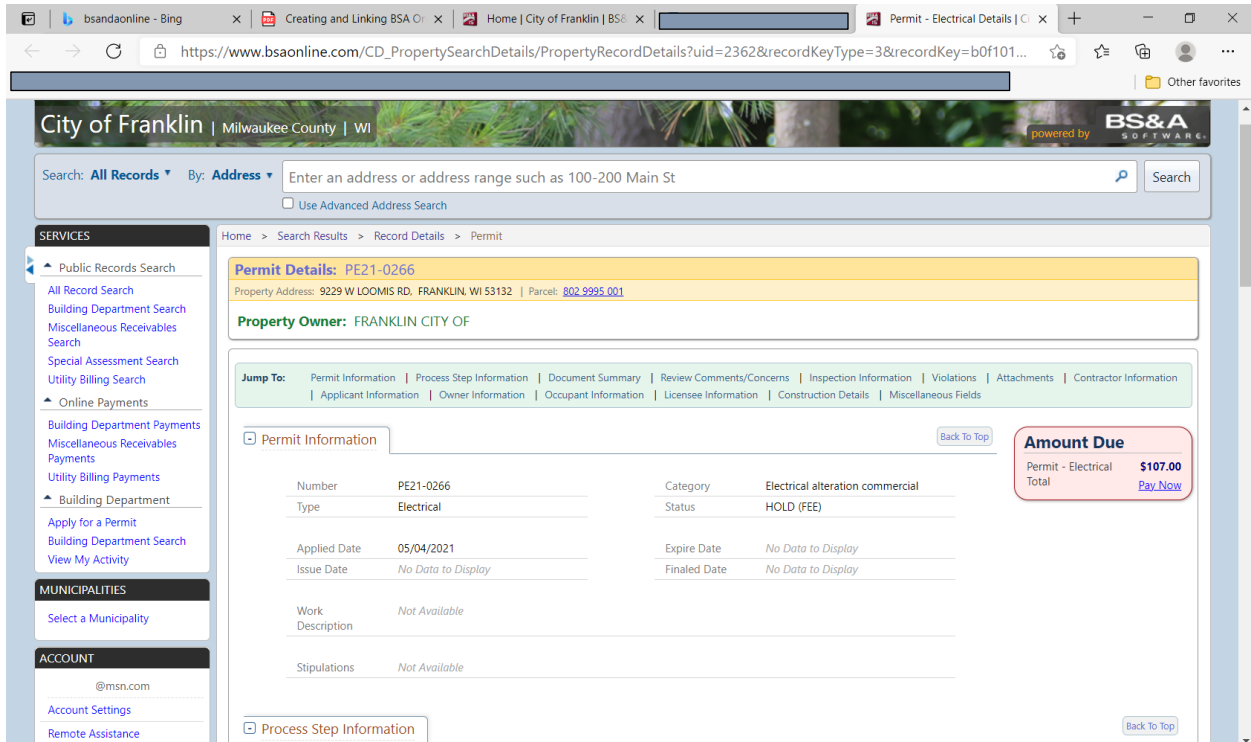
If application is accepted, click on the “**View Details**” or “**Make a Payment**”. Payments may also be done through a link on the main Web Portal as shown at the beginning of this tutorial.



21. NOTE: This message will pop up if you are not “logged in” to the Online Portal when clicking links on previous page.



22. If properly “Logged in” you will see your actual amount due.



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”.

City of Franklin WI

https://www.invoicecloud.com/portal/(S(xds4dmqldaimfvcwjh4zpv5e))/2/cloudpayment.aspx?key=INV20215414336471

Other favorites Contact Us

**Franklin WISCONSIN**

Payment Options    Payment Information    Review Payment

How would you like to pay?

Available Payment Methods

- Credit/Debit Card
- Credit/Debit Card
- EFT (Check)
- Google Pay

How much would you like to pay?

Pay Full Invoice    \$64.00

[Continue to Payment Information](#)

**Payment Summary**

Invoice #	Amount
INV-PM21-0147 - <a href="#">View</a>	\$64.00
<b>SUBTOTAL</b>	<b>\$64.00</b>
<b>GRAND TOTAL</b>	<b>\$64.00</b>

Any applicable service fees and/or discounts will be displayed before processing your payment

City of Franklin WI

https://www.invoicecloud.com/portal/(S(xds4dmqldaimfvcwjh4zpv5e))/2/CloudPaymentMethod.aspx?vp=cityoffranklinwi

Other favorites Contact Us

**Franklin WISCONSIN**

Payment Options    **Payment Information**    Review Payment

Please enter your bank information

Please fill out all fields below and click Continue to Review Payment to save your information.  
Need help filling out this information?

**Bank Account Holder's Name \***

**Address \***

Select One

**Routing # \***

Routing #

**Bank Account # \***    **Re-enter Bank Account # \***

Account #    Re-enter Account #

**Check Number (Optional)**

[Continue to Review Payment](#)

**Payment Summary**

Invoice #	Amount
INV-PM21-0147 - <a href="#">View</a>	\$64.00
<b>SUBTOTAL</b>	<b>\$64.00</b>
<b>GRAND TOTAL</b>	<b>\$64.00</b>

Any applicable service fees will be displayed before processing your payment

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.