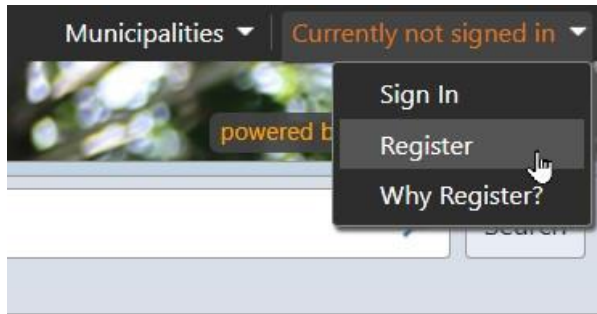


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CREATE AND LINK YOUR ACCOUNT

1. Navigate to bsaonline.com



All contractors will need to register and create an account.

This account will need to be linked to the town of Ocean Ridge using your unique web pin (top of page)

If you have an existing account for another municipality, this account can be used for Ocean Ridge.

2. Create your account

Create a New Account

Please note: These credentials grant access to the municipal searches on BS&A Online. As an ac
These processors provide services independent from BS&A and may require additional credent

1 ☆ User Name:
Your User Name is what you will use to log into the site in the future. f

2 ☆ My e-mail address is:
☆ Confirm e-mail:

Protect your account and information with a password.
3 ☆ Enter a new Password: Show Password
☆ Re-enter password: Show Password

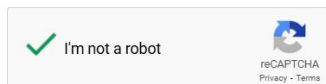
☆ I agree to the [BS&A Online Terms of Use](#)

Account Information (Optional)

Enter in any information about your account which will be requested if you sign up as a Busine
be entered at a later time if you wish.

Verify Code

Check the box below to verify you are a human. This security feature helps prevent automated



1. Create a username
2. Use an email address that you want linked to your account
3. Choose a password

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3. Search for Ocean Ridge if you were not taken there directly

Municipal Directory

Choose a municipality from the list below to get started

Florida

ocean ridge

Search

Town of Ocean Ridge, Palm Beach County

Indicates that some services within this municipality may charge a small convenience fee.

Indicates that property data is available for this municipality.

4. Link your Account

BSA Online Home Services

Town of Ocean Ridge | Palm Beach County | FL

Search: Building Department By: Address Enter an address or address range such as 100-200 Main St

Use Advanced Address Search

SERVICES

- Public Records Search
 - All Record Search
 - Building Department Search
 - Miscellaneous Receivables Search
- Online Payments
 - Miscellaneous Receivables Payments
- Building Department
 - Apply for a Permit
 - Building Department Search
 - Schedule an Inspection
 - View My Activity
 - Link Account

Your account is not currently linked to this municipality. Linking your account will allow viewing of your full history, as well as the ability to apply for permits online.

Please choose a name to associate your account with:

BSA BUILDERS

OR Enter the PIN provided to you by the municipality:

PIN:

**Disclaimer: BSA Software provides BSA Online as a way for municipalities to display information online and is not r expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

1. Choose "Link Account" at the bottom of the services pane.
2. Enter your unique web pin (you can copy and paste from email)

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REQUESTING AN INSPECTION

SERVICES

- Public Records Search
- All Record Search
- Building Department Search
- Miscellaneous Receivables Search
- Online Payments
- Miscellaneous Receivables Payments
- Building Department
 - Apply for a Permit
 - Building Department Search
 - Schedule an Inspection**
 - View My Activity

MUNICIPALITIES

- Select a Municipality
- Recent
 - Town of Ocean Ridge
 - Village of Montgomery
 - City of New Hope
 - City of Portland
 - Bruce Township BD Testing
 - City of Howell
 - Sugar Grove

Schedule an Inspection

Submit an inspection request for a record online.

[Contractor Learning Center](#)

All inspections must be requested by 3pm the business day prior to the requested day.
Engineering inspections are only available on Tuesdays.
Questions about **Scheduling** inspections? Please contact The Town of Ocean Ridge at 561-732-2635.

Select a Record | **Select Inspection Type and Date** | **Contact Information** | **Submit Request**

Step 1: Select a Record

Enter a Permit, Certificate, Enforcement or PZE Process Number, including any dashes or spaces.

Record Number:
ex. PB24-0001

Record Type	Record Subtype	Record Number	Property Address	Status
Permit	Deck	24-001	6450 N OCEAN BLVD	Issued

Displaying items 1 - 1 of 1

Next

1. Select "Schedule an Inspection" from the services pain under Building Department
2. You can search by permit number
3. Any permits issued to you under this account will populate under the search bar

Choose an inspection and select a date, please read all instructions.

Note: Inspections can only be scheduled 30 days in advance.

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APPLYING FOR A PERMIT

SERVICES

- Public Records Search
 - All Record Search
 - Building Department Search
 - Miscellaneous Receivables Search
- Online Payments
- Miscellaneous Receivables Payments
- Building Department
 - Apply for a Permit**
 - Building Department Search
 - Schedule an Inspection
 - View My Activity

MUNICIPALITIES

- Select a Municipality
- Recent
 - Town of Ocean Ridge
 - Village of Montgomery

Contractor Application for Permit
Submit a permit application online.

[Contractor Learning Center](#) [Allow others to perform tasks on my behalf](#)

Select a Property | **Enter Permit Details** | **Enter Applicant Information** | **Estimate Permit Fees** | **Attach Documents** | **Submit Application**

Step 1: Select a Property

Property Search

Search By: Address

Search For: 6450

Search

Owner Name	Address	Parcel Number
OCEAN RIDGE TOWN OF	N 6450 Ocean Blvd Sub NA, OCEAN RIDGE, FL	46-43-45-22-00-005-0070
OCEAN RIDGE TOWN OF	6450 N OCEAN BLVD, OCEAN RIDGE, FL 33435	46-43-45-22-00-005-0070

1. Select "Apply for a Permit" under Building Department
2. Search by site address, you can also search by name or parcel.

Step 2: Enter Permit Details

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

Deck

★ Enter the category for which you wish to apply:

Deck

★ Please describe the work to be done in detail:

20x20 deck off the east side of home

Application Details:

Construction Details

★ Construction Value: 15,000.00

1. Pick your Permit Type
2. Specify the Permit Category
3. Enter the Description/Scope of Work
4. Enter any other details

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"Enter Applicant Information"

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
BSA BUILDERS	General Contractor	Active			12/31/2024	<input checked="" type="checkbox"/>

« 1 » 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	CONNOR.HENGESBACH@BSASOFTWARE.COM	<input checked="" type="checkbox"/>

Additional Names

No names have been added.

Add Additional Name

1. On the next page, you will need to select a licensee type (you will be able to see your status and expiration dates).
2. You can add additional emails if they would like to be sent information about the permit.

"Estimate Permit Fees"

Step 4: Estimate Permit 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.

Available Fees

Fee Description	Category	
Building Permit Fee - Valuation	Building	Add
Plan Review	Plan Review	Add

Selected Fees

Fee Description	Fee	Quantity	
Building Permit Fee - Valuation	\$450.00	15000.00	Remove
Plan Review	\$50.00	450.00	Remove
No additional fees found.			
Total Estimated Fees:		\$500.00	

Choose fees that apply to your permit

NOTE: These are fee estimates and all fees will be reviewed by the City of Winter Garden and are subject to change

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“Attach Documents”

[Add Additional Document](#)

Attach all applicable documents to add any documents not listed, use "Add Additional Document"

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VIEW MY ACTIVITY

SERVICES

- Public Records Search
 - All Record Search
 - Building Department Search
 - Miscellaneous Receivables Search
- Online Payments
- Miscellaneous Receivables Payments
- Building Department
 - Apply for a Permit
 - Building Department Search
 - Schedule an Inspection
 - View My Activity** 1

MUNICIPALITIES

- Select a Municipality
 - Recent
 - Town of Ocean Ridge
 - Village of Montgomery
 - City of New Hope

My Building Department Activities
Manage permits, inspections, and other tasks with the building department.

View activity with:

If the desired municipality is not in this list click here to add another .

2 3 4 5

Contractor Information Inspections Permits Permit Applications Processes Certificates Requests for Documents Certificate Renewal Applications

Permits

View or schedule inspections on permits.

Permit Number	Permit Type	Status	Property Address	Date Issued	
24-001	Deck	Issued	6450 N OCEAN BLVD	12/16/2024	View Schedule Inspection Print
24-002	Deck	Hold	6450 N OCEAN BLVD		View

Displaying items 1 - 2 of 2

1. Select "View My Activity"
2. You can view licenses and contact information under "Contractor Information"
3. View Past and Upcoming inspections under the "Inspections"
4. View, Print, and Schedule Inspections under "Permits"
5. Use this link to allow other employees and users to perform tasks under this contractor

Permit Information

Number	24-001
Type	Deck
Applied Date	12/16/2024
Issue Date	12/16/2024
Work Description	TEST PERMIT APPLICATION SUBMITTED BY BSA EMPLOYEE
Stipulations	No Data to Display
Project	J2024-02

[Go to project](#)

While viewing a Permit you can "Go to Project" to view any required inspections and sub permits. (After they are assigned by the Building Official upon review)