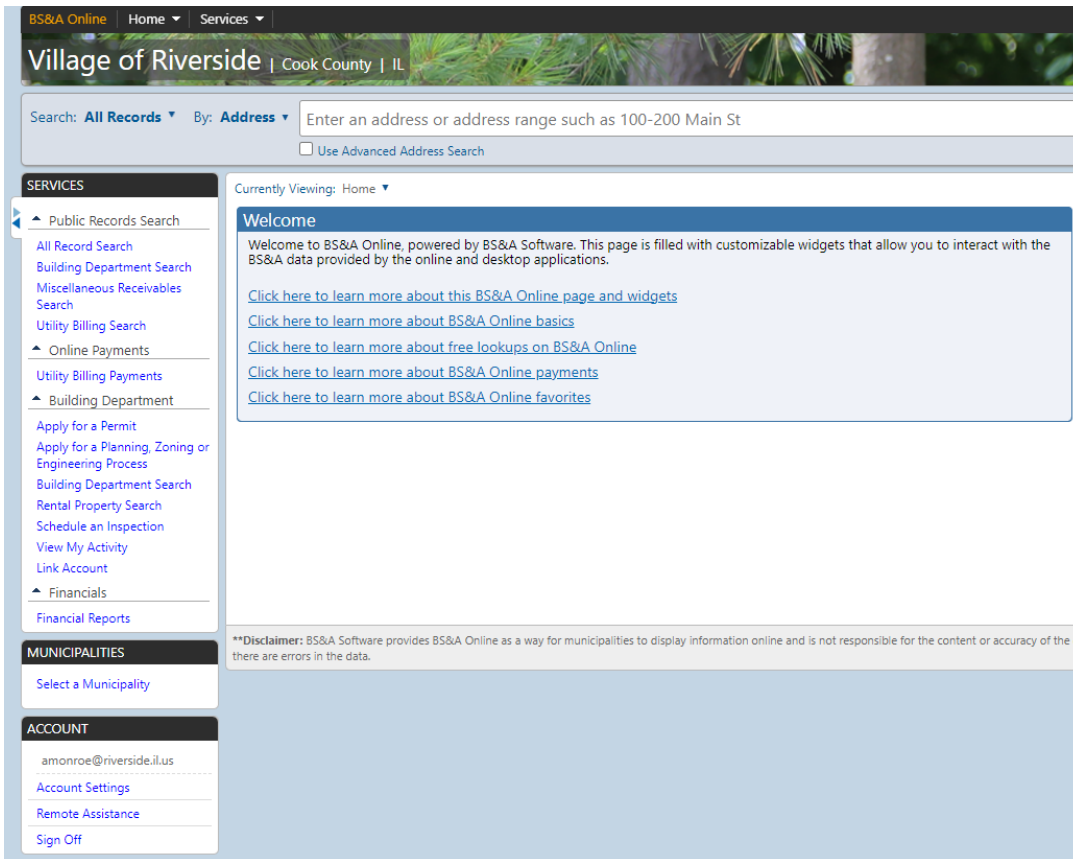


Help Guide: Apply for a Permit on BS&A Online

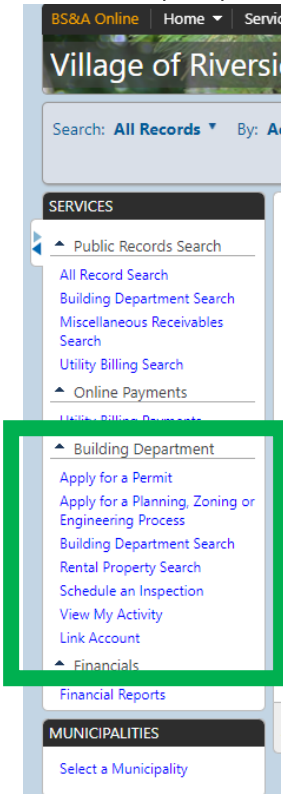


Use this information as a step-by-step guide for [applying for a building permit online](#).

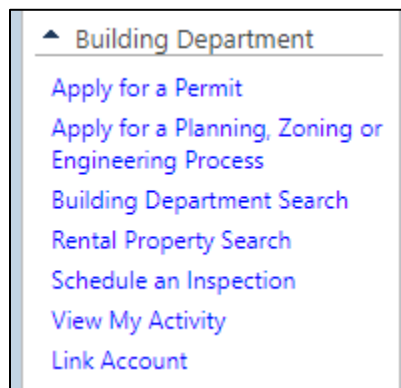
When you visit the [“Apply for a Permit”](#) web link, you should see a page that looks like this:



Most activity for permit and planning and zoning applications will use the links in the middle of the menu:



Choose “Apply for a Permit”





Important information will be shared in a text box at the top of each new screen. Read all of the instructions to make sure you have the materials you need before continuing with your application.

Welcome to the online Permit Application Request and Inspection Scheduling Portal for Village of Riverside. Once you submit your permit application, Staff will review for completeness. You will be contacted directly, either by email or phone call, if the application is incomplete.

All permit application submittals must include a copy of a signed contract or a signed Homeowners Waiver (which can be found [here](#)).

Search for your property address. (If for some reason you do not see your property address contact the Village at 708-447-1241. The property may be currently marked "inactive" in our system. Correcting this is a simple fix on our side.)



Homeowner Application for Permit

Submit a permit application online.

Welcome to the online Permit Application Request and Inspection Scheduling Portal for Villa contacted directly, either by email or phone call, if the application is incomplete.

All permit application submittals must include a copy of a signed contract or a signed I

Select a Property

Enter Permit Details

Enter

Step 1: Select a Property

Please carefully select the address of the property where work is to be performed.

[Click here if you are a contractor/design professional](#)

Property Search

Search By:

Search For:

Select the correct property.

Property Search

Search By:

Search For:

Owner Name	Address	Parcel Number
Riverside Township	Not Available, Not Available, Not Available Not Available	15-36-304-006-0000
VILLAGE OF RIVERSIDE	Not Available, Not Available, Not Available Not Available	15-36-304-002-0000



Confirm the property.

Step 1: Select a Property

Please carefully select the address of the property where work is to be performed.

Property Search

Address: 27 RIVERSIDE RD
Owner Name: VILLAGE OF RIVERSIDE
Parcel Number: 15-36-304-002-0000
Zoning:
Historic District:
Lot:
Block:
Subdivision: Riverside Second Division

Make sure all contractor information is current and has been submitted before proceeding to the next steps.

Step 2: Enter Permit Details

Any contractor performing work must be licensed as a contractor by the Village of Riverside. If you need to obtain or update your Riverside Contractor's License please either come to the Village Offices or submit your [contractor's license application](#) online. Licensing requirements can be found [here](#).

All permit application submittals must include a copy of a signed contract or a signed Homeowners Waiver (which can be found [here](#)).

Have an existing project? [Link to existing project requirement](#)

☆ Type of Work

<None Selected>

☆ Please describe the work to be done in detail:

Select the best category and options.

A new drop down menu will appear as the system determines the best permit type and requirements for your project.

☆ Type of Work

Sewer-Water

☆ Select Best Category

One and Two Family

☆ Select Best Option

<None Selected>

☆ Please describe the work to be done in detail:



☆ Type of Work

Sewer-Water

☆ Select Best Category

One and Two Family

☆ Select Best Option

Sewer-Water Service

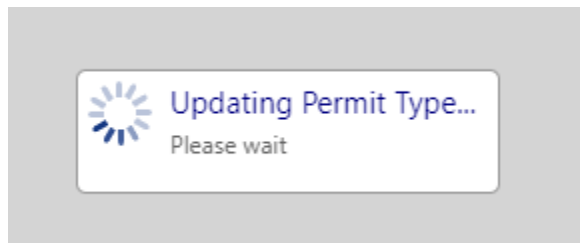
☆ Lead Water Line Replacement?

No

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

<None Selected>

When the Permit Details section is complete, the screen will become gray and a box like this will appear while the correct permit loads:





Your selected permit type will show at the top. Complete all required fields (items with a star ☆) including Miscellaneous Fields and Construction Details.

Res Sewer-Water Service Permit Type selected. [Click Here](#) to select a different Permit Type.

☆ Enter the category for which you wish to apply:

Water Service

☆ Please describe the work to be done in detail:

Replacing .75" water line with 1" water line. Upgrading interior fixtures and water meter. Connection to main estimated beneath sidewalk Right of Way.

Application Details:

Miscellaneous Fields

☆ Work in Right of Way?: Yes

Construction Details

☆ Construction Value: 10,502.00

Next you will see an application page for Applicant and Contractor Information. For contractors, information may autofill. Resident applicants will need to enter information for the selected contractor.

Step 3: Enter Applicant Information

Enter your contact information and select the licensee who will be doing work on the permit (if necessary).

Please make sure your application includes an updated 24 hour email and phone number contact.

Contact Information

☆ Name: Ashley Monroe
 ☆ Phone Number: (708) 447-1241
 ☆ Email Address: amonroe@riverside.il.us
 ☆ Confirm Email: amonroe@riverside.il.us
 ☆ Homeowner Phone Number: (708) 447-1241
 Homeowner Email:

Contractor Information

Name: Test Contractor Riverside BS&A Online
 Address: 27 Riverside Road
 Phone: (708) 447 1241

A valid licensee is not required for this permit type.

Select Parties to Notify

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

Edit Emails

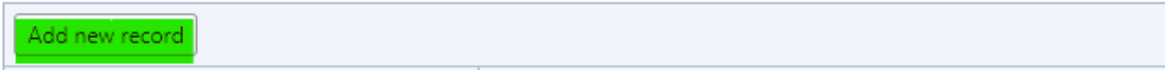
Name	Email Address	Select
Default	amonroe@riverside.il.us	<input checked="" type="checkbox"/>



If more than one person should be notified with details about the permit application, choose “Add new record” and enter the name and email information. The new information will be added to your ‘Notify’ screen. Check the box to make sure the people added get email notifications.

Select Parties to Notify

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



Insert ✕

Required fields are marked with ☆

☆ Name:

☆ Email Address:

Check by Default

The Village does not estimate fees at the application stage. The “Estimate Fees” screen shares important information about how fees are calculated and how payments are made when the permit is approved. Click “Next” after you have reviewed this information.

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.

Building permit fees are assessed at 1.75% of the job value with a minimum fee of \$100. Additional fees (such as Plumbing or Electrical fees) may apply depending on the type of work. Plan review and other deposits may be required.

The Village will add applicable fees once the application has been received and reviewed. You will receive a notification to pay via email.

Payments may be made online or in person at the Village Office by cash, check or credit card once your permit application has been reviewed and approved. The Village accepts Visa, MasterCard and Discover Card.

Available Fees

Fee Description	Category	
No online fees are configured.		

Selected Fees

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



For many projects, multiple documents are required and must be attached before the application can be submitted. Some projects may show “OPTIONAL” status. “OPTIONAL” documents may be required at a later stage of application review and you will be contacted for any additional document request.

Step 5: Attach Documents

Documents marked 'Required' must be submitted at this time. Documents marked 'Optional' be be required depending on the scope of work. You may submit 'Optional' documents at this time if you believe they may be required.
Any additional documents required before permit issuance will be requested via email from Village staff.

Attach Documents

Document Title	Status	Description	File Name		
Contract/Scope of Work	REQUIRED				Attach File
Contractor License	REQUIRED				Attach File
Plat of Survey	REQUIRED				Attach File
Site Plan	REQUIRED				Attach File

Add Additional Document

Attach each required document. When it is uploaded correctly, it will change from “REQUIRED” to “Uploaded” and display a check mark.

Attach File ✕

Document Title: Contract/Scope of Work

Description: *No Data to Display*

Attach Documents

Document Title	Status	Description	File Name		
Contract/Scope of Work	Uploaded		Contractor information sheet 2022.pdf		View Attachment Remove Attachment



Read and sign the Disclaimer and check the box to Accept. Click Submit.

[Disclaimers](#)

Disclaimer	Accept
I hereby certify that the information above, any attached plans and specifications and other attached documentation is true to the best of my knowledge; and I agree to comply strictly with all applicable codes and ordinances of the Village of Riverside in completion of the work. I understand there is a \$100.00 fee for re-inspection of any work that does not pass a prior inspection. I hereby acknowledge my obligation to reimburse the Village of Riverside for all necessary and reasonable expenses incurred by the Village for independent professionals to review the application for compliance with applicable building codes in accordance with sections 1-21-1, 4-1-4(I) and 4-1-4(J) of the Municipal Code.	<input checked="" type="checkbox"/>

★ Accepted By:

You will see the following screen and will receive an email confirming your application submittal.

Application Submitted Successfully

Your application is awaiting review by building department staff.

Application Date: 04/14/2023

Application Type: Res Sewer-Water Service

Email Address: permits@riverside.il.us

Address: 9999 Test St

Parcel Number: 00-00-000-000-0000

Total Estimated Fees: \$0.00

This amount is subject to change based on application review or subsequent inspections.

Apply for another permit:



When a contractor record is linked, you will get a confirmation email that looks like this:



Fri 4/14/2023 1:18 PM

Village of Riverside Community Development <donotreply@riverside.il.us>

Your BS&A Online account has just been linked

To [REDACTED]

User Name [REDACTED]

Email: [REDACTED]@riverside.il.us

Linked Name: Test Contractor Riverside BS&A Online

Sign in to <https://www.bsaonline.com> for more details.