



www.corcoranmn.gov - Public Services > Construction Services and Inspections

BSA ONLINE PERMIT APPLICATION PROCESS STEP-BY-STEP GUIDE HOW TO REGISTER, APPLY & MAKE PAYMENT

PART A: Getting Started

PART B: New Account Registration or Sign In

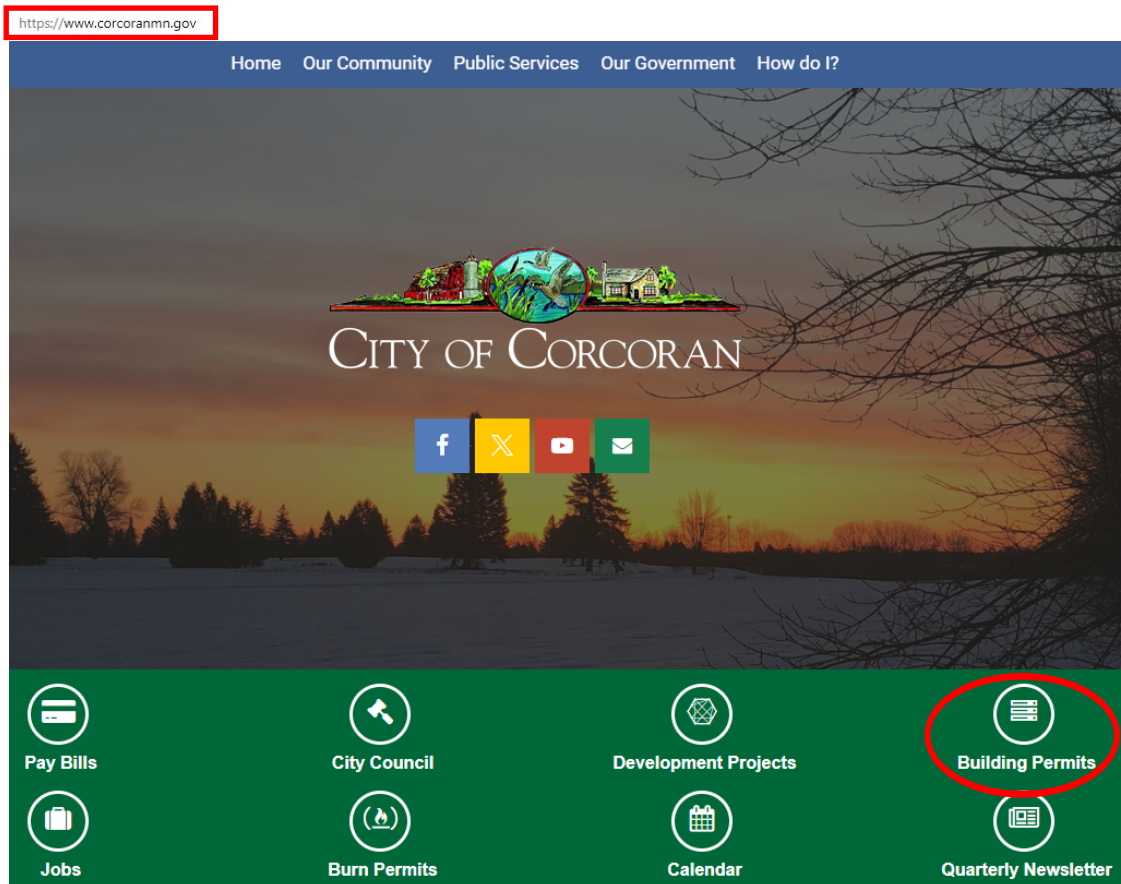
PART C: Apply for a Permit

PART D: Payment & Permit Issuance

PART A: Getting Started

The City of Corcoran uses BSA Online to submit and manage building permit applications. All permits must be applied for through the City's online permit portal. The following is a step-by-step guide to help you register, submit application and construction documents, and make payments.

Go to www.corcoranmn.gov — select **Building Permits**



Select **APPLY FOR PERMIT** (link to external City of Corcoran's BSA Online permit portal)

https://www.corcoranmn.gov/public_services/construction_services__inspections/apply_for_a_permit



APPLY FOR A PERMIT

Our Community
Public Services
Apply for a Permit
Electrical Permits
FAQs
Land Disturbance & Grading Permits
New Home Construction
Overweight Permits
Permit Checklists & Supplements

City of Corcoran / Public Services / Construction Services & Inspections / Apply for a Permit

APPLY FOR A PERMIT
Online Permit Portal

APPLY FOR PERMIT or **SIGN IN** to your account.

New account registration is required for all homeowners and contractors applying for a permit. **NOTE: During the registration process when asked to enter a PIN, use the 'Request Account Linkage' weblink instead to request account linkage to the municipality.*

PAY ONLINE
No service fee for online check (EFT) payments. Credit card transactions are subject to a 3.49% service fee.

Application for all building, utility and land disturbance permits are required to be submitted online. Contractors and homeowners can apply for a building permit, check permit status, search for permits, view inspection results, and make electronic payments through the online portal.

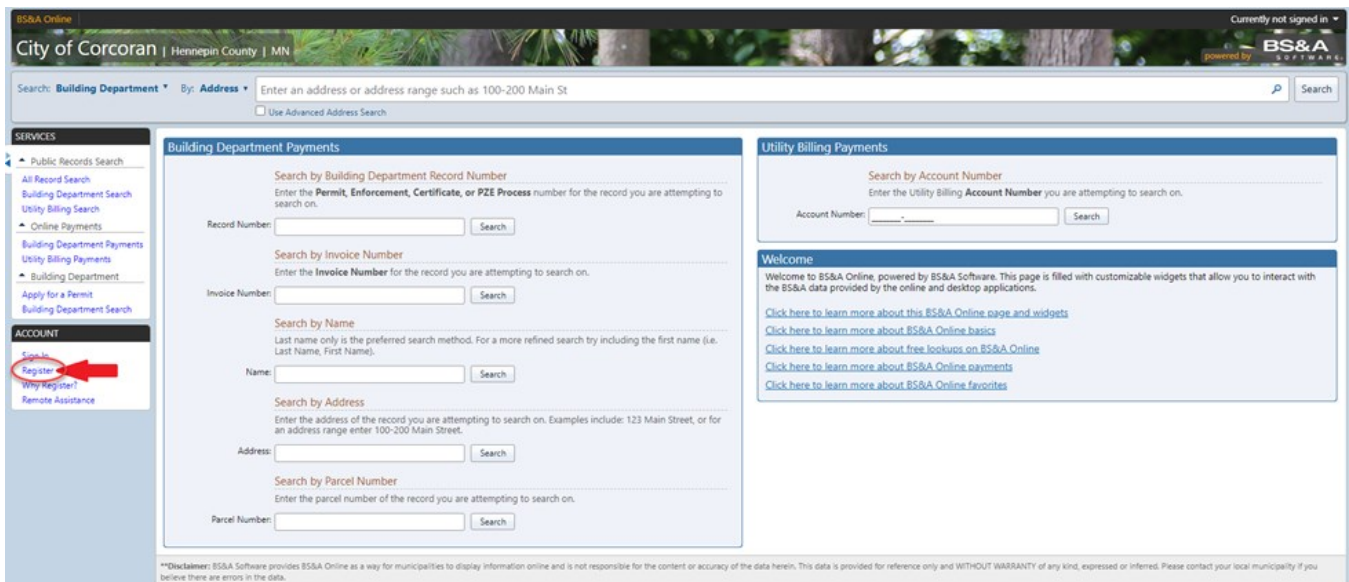
City of Corcoran - BSA Online

PART B: New Account Registration or Sign In

Account registration is required for all homeowners and contractors applying for a permit.

Select **Register** (left content bar, under **ACCOUNT**)

NOTE: If you have an existing BS&A account through another municipality select **Sign In**. You will still need request account linkage with the City of Corcoran. Skip to **Request Account Linkage**.



Create a New Account

Create User Name

Enter and Confirm email address

Create and Confirm password > Create Account

Already Registered? [Click here to Sign In](#)

Create a New Account

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

☆ User Name:

Your User Name is what you will use to log into the site in the future. Please make note of your User Name.

☆ My e-mail address is:

☆ Confirm e-mail:

Protect your account and information with a password.

☆ Enter a new Password: Show Password

☆ Re-enter password: Show Password

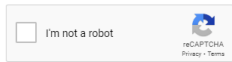
☆ I agree to the [BS&A Online Terms of Use](#)

Account Information (Optional)

Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information may be required to use certain features within the site. This information can 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 programs from registering for accounts.



Create Account

Request Account Linkage / Don't have a PIN?

During the registration process when asked to enter a PIN, click on the 'Request Account Linkage' or 'Don't have a PIN?' links to bypass PIN and request the municipality to link your account.

Click [Request Account Linkage](#) or [Don't have a PIN?](#)

Enter Requested User Information Review > **Submit**

Your account is not currently linked to a name record in this municipality. Please obtain your PIN from the municipality to allow viewing of your full history, as well as the ability to apply for permits online.

Enter the PIN provided to you by the municipality:

PIN:

Don't have a PIN? Click here to make a request to the municipality to link your account: [Request Account Linkage](#)

Your account is not currently linked to a name record in this municipality. Please obtain your PIN from the municipality to allow viewing of your full history, as well as the ability to apply for permits online.

Enter the PIN provided to you by the municipality:

PIN: [Don't have a PIN?](#)

Submit

You will receive three (3) email confirmations:

1. Account Linkage Request **Submitted.**
2. Account Linkage Request **Accepted.**
3. BS&A Online account **Linked.**

Allow between 24-48 hours for your BS&A Online account to be linked.

After these confirmations are received, you can apply for permits online with the City of Corcoran.

Account Linkage Request with City of Corcoran Submitted

Sent: Wed 3/8/2023 7:36 AM
To: jon.moline@gmail.com

Your Account Linkage Request has been submitted. Your request is awaiting review by building department staff. [View details](#)

User Information:
Name: .
Address:
Phone:
Email:

Account Linkage Request with City of Corcoran Accepted

Sent: Wed 3/8/2023 8:02 AM
To:

Your Account Linkage Request has been accepted. [View details](#)

User Information:
Name:
Address:
Phone:
Email:

Your BSA Online account has just been linked

Sent: Tue 3/7/2023 11:42 AM
To:

User Name:

Email:

Linked Name

Sign in to <https://bsaonline.com/?uid=2910> for more details.

PART C: Apply for a Permit

There are number of checklists available to help you with your project. Visit www.corcoranmn.gov - Public Services > Construction Services and Inspections > Permit Checklists and Supplements.

Go to: www.corcoranmn.gov — select **Building Permits >**

Apply for a Permit Select **APPLY FOR PERMIT** (link to external BSA Online permit portal)

APPLY FOR A PERMIT

Application for all residential and commercial building, mechanical, plumbing, utility and land disturbance permits are required to be submitted online. Contractors and homeowners can apply for a permit, check permit status, search for permits, view inspection results, and make electronic payments through the **Online Permit Portal**.

APPLY FOR PERMIT

*View the **ONLINE PERMIT APPLICATION GUIDE** for step-by-step instructions regarding online registration, application and payment information. **NOTE:** When asked to enter a PIN, use the 'Request Account Linkage' or 'Don't have a PIN?' weblinks to bypass PIN request.

Select **Sign In** (left content bar, under **ACCOUNT**)

The screenshot shows the BS&A Online portal for the City of Corcoran. The top navigation bar includes the city name and a search bar. The left sidebar contains a menu with categories like 'SERVICES' and 'ACCOUNT'. Under 'ACCOUNT', the 'Sign In' option is circled in red. The main content area is divided into two sections: 'Building Department Payments' and 'Utility Billing Payments'. The 'Building Department Payments' section has search options by Record Number, Invoice Number, Name, Address, and Parcel Number. The 'Utility Billing Payments' section has a search option by Account Number. A 'Welcome' message is also visible on the right side of the page.

I Have an Account

Enter User Name & Password > **Sign In**

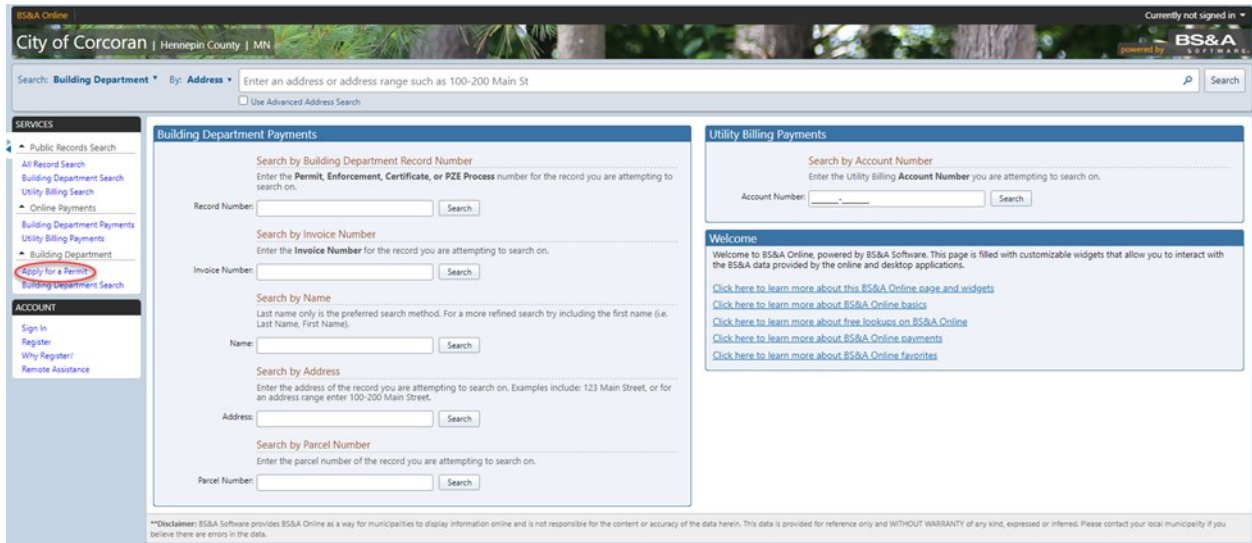
If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password. **Please note that passwords are case-sensitive.**

☆ User Name:

☆ Password: Show Password

Keep me signed in.
(Clear this check box if you're on a shared computer.)

Select **Apply for a Permit** (left content bar under **SERVICES** > Building Department)



Step 1: Property Search

Search By: *Select Address*

Search For: *Enter house/property number* > **Next**

Enter only the house or building number when searching under address.
If the owner on file is incorrect, email permits@corcoranmn.gov to update the current owner information.

Property Search

Search By:

Search For:

Step 2: Enter Permit Details

Select Type of Project:

Select Type of Work:

Enter Permit Type:

Enter Category:

Describe work to be done:

★ Type of Project?

★ Type of Work?

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

★ Enter the category for which you wish to apply:

★ Please describe the work to be done in detail:

Application Details:

Construction Details

Select Basic Usage:

Enter Construction Value:

> Next

Construction Details

★ Basic Usage:

★ Construction Value:

Step 3: Enter Application Information

Complete Contact Information > Next

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

OWNER INFORMATION:
If the owner on file is incorrect, email permits@corcoranmn.gov to update the current owner information.

Contact Information

Name:

Phone Number:

Email Address:

Confirm Email:

Homeowner Email:

Contractor Information

Name:

Address:

Phone:

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		<input checked="" type="checkbox"/>

Additional Names

No names have been added.

[Add Additional Name](#)

[Back](#) [Next](#)

Step 4: Estimate Permit Fees

Skip **Fees will be added after plan review** > Next

NOTE:

Online permit status:
HOLD FOR INVOICE:
Permit in review
HOLD FOR FEES:
Plan review is complete,
permit ready for payment.

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.

If your project requires plan review, fees will be added by the city after the review has been completed.

HOLD FOR INVOICE = Permit is in review.

HOLD FOR FEES = Plan review is complete and permit is ready for payment.

NOTE: Permit requests requiring plan review may take up to 15 working days to process and approve for issuance. Some applications may take longer due to special provisions or conditions.

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



[Back](#) [Next](#)

Step 5: Attach Documents

Attach any **REQUIRED** File in **.pdf** format
> **Next**

Attachments are preferred in .pdf format.

Attach Documents

Document Title	Status	Description	File Name	
	REQUIRED			 <input type="button" value="Attach File"/>
	REQUIRED			 <input type="button" value="Attach File"/>

Step 6: Submit Application

Review Application
Accept Disclaimers > **Submit**

Disclaimers

Disclaimer	Accept
I, the undersigned, hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law or ordinance regulating construction or the performance of construction. Furthermore, I agree to pay all fees necessary for review and processing of this permit application whether the permit is approved or denied and whether or not the permit is issued.	<input type="checkbox"/>
It is my responsibility to locate and establish the elevations if needed of all site improvements. Required adjustments at my expense.	<input type="checkbox"/>

★ Accepted By:

An email notification will be sent when application has been successfully submitted and accepted.

Deck-Porch Permit Application with City of Corcoran **Submitted**

Sent: Wed 3/8/2023 5:25 PM

To:

Deck-Porch permit application has been submitted. Your application is awaiting review by the construction services division. [View Details](#)

NOTE: Permit requests requiring plan review may take up to 15 working days to process and approve for issuance. Some applications may take longer due to special provisions or conditions.

Address: 6405 LARKSPUR LN
Parcel Number: 3611923410062
Subdivision: RAVINIA 6TH ADDN
Lot: 06
Block: 01

Alter-Remod-Basement Finish Permit Application with City of Corcoran **Accepted**

Sent: Wed 3/8/2023 3:07 PM

To:

Alter-Remod-Basement Finish permit application has been accepted. **Permit requests requiring plan review may take up to 15 working days to process and approve for issuance.** [View Details](#)

NOTE: Notification for payment of permit fees is made after plan review has been completed (when required). Permit is issued after receipt of payment.

Permit Number: P23-0135
Address: 19365 102ND PL
Parcel Number: T000861
Subdivision: BELLWETHER 5TH ADDITION
Lot: 01
Block: 01

PART D: Payment & Permit Issuance

Projects requiring review may take up to 15 working days to process and approve.

When review is complete, email notification with payment link and instructions will be provided.

RES - New Construction Permit Application with City of Corcoran **Ready for Payment**

Sent: Fri 1/27/2023 8:35 AM

RES - New Construction permit is ready for payment for 10323 NORTHWOOD LN.

Payment Links: [Make a Payment](#) or [View Details](#)

NOTE: No service fee for online check (EFT) payments. All credit card transactions are subject to a 3.25% service fee.

Permit Number: P23-0790

Address: 10323 NORTHWOOD LN

Parcel Number: 9920220600038

Subdivision: Amberly 2nd

Lot: 1

Block: 4

Permit is automatically issued once payment has been applied. An email notification with the attached permit/inspection record and instructions for retrieving approved construction documents will be sent. For payments not made online (mailed or drop off payments), allow *1 -2 business days* for payment to be applied and permit to be issued.

Permit issuance/inspection card attachment and approved construction plans must be printed and available on site.

Alter-Remod-Basement Finish Permit Application with City of Corcoran **Issued**

Sent: Fri 2/10/2023 9:34 AM

To:

[Attachment1.pdf](#)

Payment has been received. Alter-Remod-Basement Finish permit has been issued.

***PLEASE READ* IMPORTANT PERMIT INSTRUCTIONS:**

- **Approved construction plans MUST be printed and available on site for all inspections.**
- To access your approved plans [View Details](#) or Login to your online account.
- See attached permit/inspection record and post in a conspicuous location.
- To schedule inspections, contact Metro West Inspection at (763) 479-1720.

Permit Number: P23-0068

Address: 6541 BRIDLE PATH

Parcel Number: 3611923420063

Subdivison: RAVINIA 14TH ADDITION

Lot: 02

Block: 02

Contact permits@corcoranmn.gov with any questions.