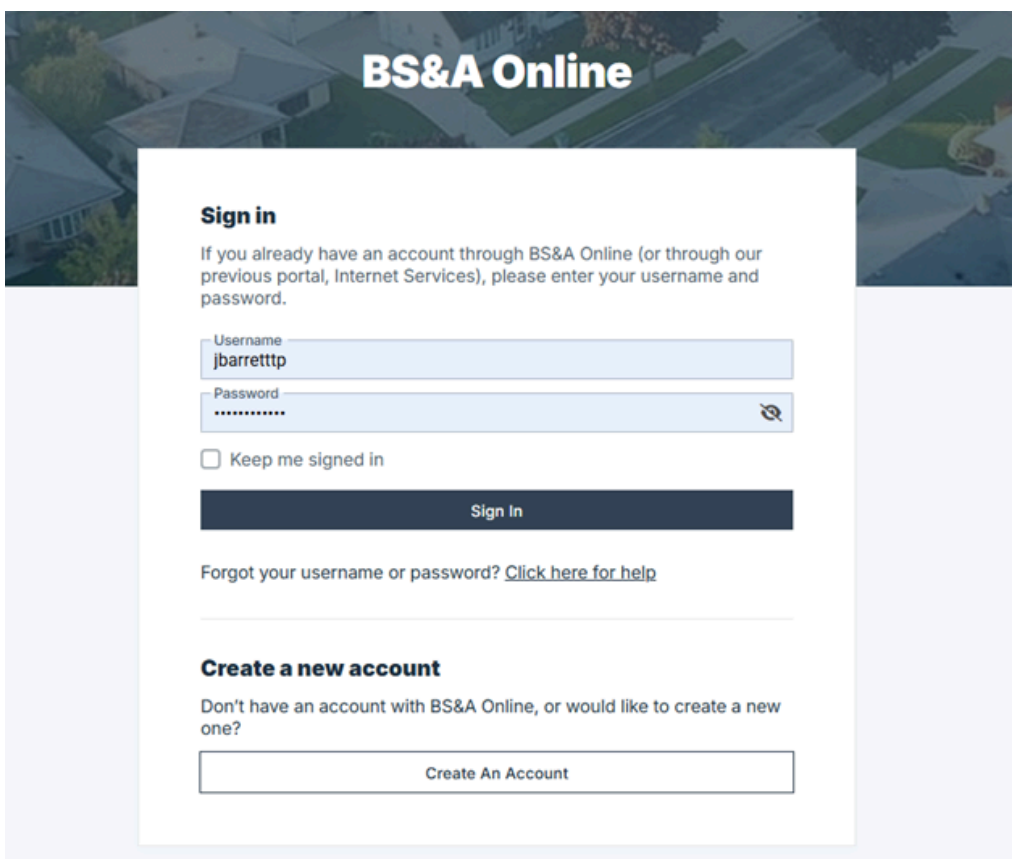


BS&A Guide to Applying for a Permit as a Contractor

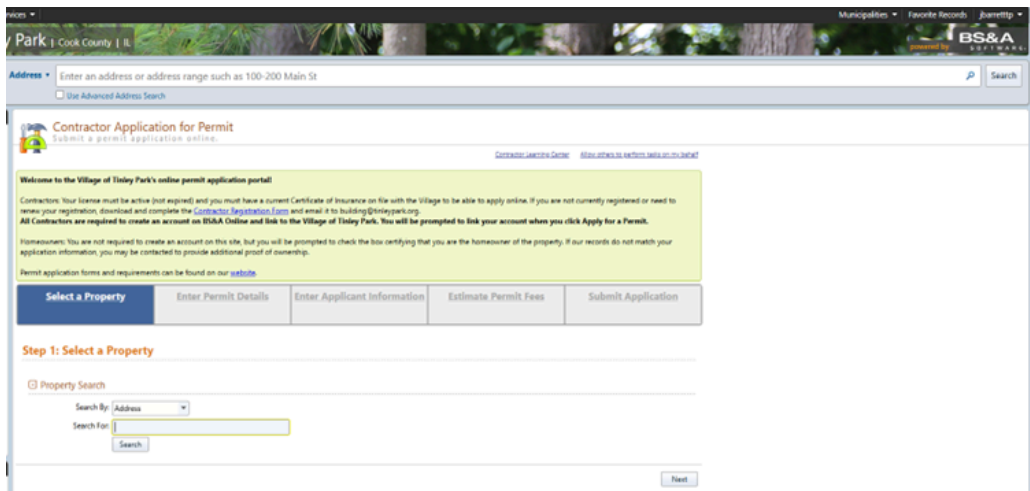
First and foremost, you must be licensed with the Village of Tinley Park before you can apply for a permit. After receiving your contractor PIN, use it to create an account on BS&A. During this process, you will need to set up a username and password.

Once your license is up to date and your BS&A account is active, you may proceed with submitting a permit application. Be sure that you are logged in to BS&A Online before applying.



The screenshot shows the BS&A Online login interface. At the top, there's a header with 'BS&A Online' and a background image of a residential street. Below the header, there's a 'Sign in' section with a text box for 'Username' containing 'jbarrettpp' and a password field with masked characters. A 'Keep me signed in' checkbox is present. A dark blue 'Sign In' button is below the fields. Underneath, there's a link for 'Forgot your username or password? Click here for help'. The 'Create a new account' section follows, with a text box for 'Create An Account'.

After clicking “Sign In,” you should be directed to the Village of Tinley Park Application portal. It should say “Contractor Application for Permit” and your username should be in the upper right corner.



The screenshot shows the 'Contractor Application for Permit' portal. The top navigation bar includes 'Municipalities', 'Favorite Records', and the user's name 'jbarrettpp'. Below the navigation bar, there's a search bar with the text 'Enter an address or address range such as 100-200 Main St'. The main content area has a heading 'Contractor Application for Permit' and a sub-heading 'Submit a permit application online.'. A yellow box contains a welcome message and instructions for contractors and homeowners. Below this, there's a progress bar with five steps: 'Select a Property', 'Enter Permit Details', 'Enter Applicant Information', 'Estimate Permit Fees', and 'Submit Application'. The first step, 'Select a Property', is highlighted. Below the progress bar, there's a 'Property Search' section with a dropdown menu for 'Search By' set to 'Address' and a text box for 'Search For' with a 'Search' button.

STEP 1:

Select a property. After you select it, hit next.

STEP 2:

Enter Permit Details. You should then be prompted to enter the necessary permit details. The first question is Commercial or Residential and the question tree populates depending on the answers you provide. (Projects on multifamily properties should be pulled under Commercial.)Hit next.

STEP 3:

Enter Applicant Information. You should then be prompted to enter the necessary information for this tab. Contractor information should populate and you will be asked to select a Licensee

STEP 4:

Estimate Permit Fees. Hit "Next" when you get to this step. Permit fees are calculated after the permit is approved.

Step 1: Select a Property

Property Search

Search By: Address

Search For: 16250 Oak Park Ave

Search

Owner Name	Address	Parcel Number
VILLAGE OF TINLEY PARK	16250 OAK PARK AVE, TINLEY PARK, IL 60477	28-19-101-005-0000

Select a Property16250 OAK PARK AVE

Enter Permit Details

Enter Applicant Information

Estimate Permit Fees

Submit Application

Step 2: Enter Permit Details

If you are applying for Special Event permit enter the event description and details in the Work Description field. If you will require Village services or use additional vendors during the event, please choose all that apply in the fields labeled "Needed for Event".

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

★ Is the property Commercial or Residential?

<None Selected>

★ Please describe the work to be done in detail:

Application Details:

Please select a Permit Type.

BackNext

Step 3: Enter Applicant Information

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

The Village has recently implemented new software and is actively working to update the Owner information displayed online. If the Owner name is not displayed below, but you are the current Owner of the property or a Contractor working with the current Owner, you may continue with the online application.

Contact Information

★ Name: J. BARRETT - TEST

★ Phone Number:

★ Email Address: JBARRETT@TINLEYPARK.ORG

★ Confirm Email: JBARRETT@TINLEYPARK.ORG

Contractor Information

Name: J. BARRETT - TEST

Address: No Data to Display

Phone: 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
J. BARRETT - TEST	Other	Active			12/30/2025	☒

1

Displaying items 1 - 1 of 1

Select Parties to Notify

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.

You will not see the applicable permit application fees at this time. After your application is accepted, your documentation will be reviewed by our staff. Once all required reviews have been completed, we will prepare your final invoice and notify you when it is ready to pay.

You may submit payment for your permit before it has been approved. However, payment does not guarantee that the permit will be issued. All reviews and required approvals must be completed before a permit can be issued.

Available Fees

Fee Description	Category
No online fees are configured.	

Selected Fees

Fee Description	Fee	Quantity
No fee items found.		
No additional fees found.		
Total Estimated Fees:	\$0.00	

STEP 5:

Attach Documents. You must upload PDFs of the required documents and/or necessary documents. If it is marked "Required," you will not be able to continue if you do not upload the document. JPEGs and other types of photos are not accepted. Please save Word documents as PDFs as well.

Step 5: Attach Documents

Contractors are required to attach the Owner Affidavit or Contract with the homeowner in the space provided.

Important: The Building Department does not accept photos of the Plat of Survey. The Plat of Survey must be a marked copy scanned as a pdf. Please be clear and accurate with the details to avoid unnecessary delays in processing or additional fees for revisions/re-reviews.

Attach Documents

Document Title	Status	Description	File Name		
Construction Plans	REQUIRED			⚠	Attach File
Plat of Survey with Dimensions	REQUIRED			⚠	Attach File
Detailed Drawings	REQUIRED			⚠	Attach File
List of Materials	REQUIRED			⚠	Attach File
Owner Affidavit	Optional			✓	Attach File
HOA Approval	Optional			✓	Attach File

Add Additional Document

Back

Next

Review your application carefully before submitting it. Once submitted, your application will enter the Village's review queue and will be processed in the order it was received. If additional information is needed, a Permit Technician will contact you via email. You will be instructed to either upload the required documents through the portal or email them to **building@tinleypark.org**. Permits typically take 10–14 business days to be processed and approved, barring any issues during the review process.