Log on to website:

www.bsaonline.com > click to choose your municipality > choose Iowa > select Linn County
Create Account:

Click the blue Register on the lower left hand side.

Create User Name > enter email > Create password > Verify Code > Create Account

An email will be sent to verify your account. Verify the account & log in.
Click Apply for a Permit. It will ask for a PIN. You need to call Linn County Planning & Development at 319-892-5130 to obtain your PIN number. Enter PIN & Click submit. It should tell you that you are linked to this municipality.

It will take you to step one of the permit application. Enter the address > Search > select the property where the permit is needed > Click Next
Choose type of permit needed > Enter a detailed work description

Under Applicant Info Tab, verify all of Contact & Contractor Information are correct. Click Next.

Find the fee description for your project > Click Add > Enter Value > Ok > Next
This is where you upload all necessary documents. i.e. construction drawing, site plan. Click attach file & upload your document(s). If you need a site plan but do not have one, click on the link that takes you to the map where you can draw your own. (See instructions on how to draw site plan). Once all of that is uploaded, click Next.

If all of your application information is correct, click Submit.

You will receive an email that your application is submitted. Next you will receive an email with a link to pay or if we need additional information, we will request that.