

BUILDING DEPARTMENT NOTICE

BS&A Online Permit Applications Process

"All permit applications must be submitted online"

How to apply for a permit online:

Contractors – You must first obtain your online pin number by contacting:

Debbie Perkiss, d.perkiss@fallstwp.com, 215-949-9013 or
Mary Jo Westerhold m.westerhold@fallstwp.com, 215-949-9111.

Once you obtain your online pin number, you will need to register your account online.

Homeowners: You do not need an online pin number; however, you still need to register online.

To register and create an online account:

Please use the following link: <https://bsaonline.com/Home/LandingPage>

1. Register-bottom left-hand side.
2. Create username and password.
3. Follow prompts to insert your online pin number.
4. Search for property: only enter the number and street name (do not enter road, lane etc.)
5. Please select either Commercial or Residential.
6. Choose permit type from the drop-down box.
7. Enter the type of work in the description box. *****If you are the homeowner, please include in the description box the contractor's name and license number. If there is no contractor, place in the description that homeowner is doing the work*****
8. Basic usage: choose Residential or Commercial
9. Construction value: enter amount of job including material and labor
10. If contractor: add applicant information – select your business type.
11. If homeowner: click box to certify.
12. **MUST** attach all documents in **ONE (1)** PDF form only (site plan, maximum impervious surface calculation sheet and plans for all outside work.)
13. If you are applying for multiple permits, all permits must have plans attached.

After you hit the submit button for each permit applied for, it will take you to the top of the page and ask, “Do you want to apply for another permit”, say yes and apply for the next permit.

When you finish entering the permit, the application is now submitted, **BUT NOT APPROVED**. Please note you will receive several emails. You will receive an email for any possible denials, and the last email will be for payment.

For additional information or questions, please contact:

Debbie Perkiss, d.perkiss@fallstwp.com, 215-949-9013 or
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A FULL DETAILED SCOPE OF WORK IS REQUIRED IN THE DESCRIPTION BOX.

FOR ALL BUILDING PROJECTS/BUILDING PERMITS, ALL PLANS MUST COME IN AS A SINGLE PDF AND NOT MULTIPLE PDF'S.

APPLICATIONS WILL BE REJECTED IF THEY DO NOT COME IN AS A SINGLE PDF ATTACHMENT.

A SITE PLAN AND MAXIMUM IMPERVIOUS SURFACE CALCULATION SHEET IS REQUIRED FOR ALL BUILDING AND ZONING PERMITS.