

BUILDING DEPARTMENT NOTICE:

BS&A Online Permit Applications

Please note all permits are submitted online only.

To apply for a permit online:

Homeowners do not need a web pin number; however, you still need to register online.

Contractors – Once you obtain your online pin, you will need to register your account online. Contact Debbie Perkiss at d.perkiss@fallstwp.com, 215-949-9013 or Mary Jo Westerhold at m.westerhold@fallstwp.com, 215-949-9111.

To register and create an online account:

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

1. Click “Currently Not Signed In” - if a new user, register an account / if a returning user, sign in
2. Under the search bar, look for “All Services” – Select “Resident” or “Contractor”
3. Apply for a Permit
4. Search for a property by putting in address in search bar
5. Select property
6. Permit details (drop down box)
7. Permit type (drop down box)
8. Permit description ** After describing the scope of the work, if you are the homeowner, please include in the description box the contractor’s name and license #. If there is no contractor, state that homeowner is doing the work
9. Construction Details – enter construction value (cost of the job)
10. Certify owner information / add contact information – mandatory fields
11. Estimate permit fees – Next
12. Attach files ONLY IN PDF. If multiple pages, it should be one PDF. You can add additional documents if there are any.
13. Permit application summary appears – check information – Accept disclaimers
14. If you are submitting more than one permit, you can apply again. If not, the system exit.

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

Some things to remember:

A FULL DETAILED SCOPE OF WORK IS REQUIRED IN THE DESCRIPTION BOX.

FOR ALL BUILDING PROJECTS/BUILDING PERMITS, ALL PLANS MUST COME IN AS 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.

RESIDENTIAL ZONING ONLY PERMITS ARE REQUIRED FOR THE FOLLOWING:

- 1. SHED PERMITS UNDER 500 SQ. FT.**
- 2. DRIVEWAY PERMITS ONLY, DOES INCLUDE APRON, CURBS OR PUBLIC SIDEWALKS.**
- 3. PATIOS NO FOOTINGS.**
- 4. SERVICE WALKS-WALKWAYS, NOT PUBLIC SIDEWALKS**
- 5. FENCES THAT DO NOT HAVE POOLS MUST HAVE HEIGHT AND TYPE OF FENCE IN THE DESCRIPTION.**
- 6. ACCESSORY STRUCTURES UNDER 500 SQ. FT.**

RESIDENTIAL BUILDING PERMITS ARE REQUIRED FOR THE FOLLOWING:

- 1. FIRST FLOOR ADDITIONS**
- 2. PATIOS WITH FOOTINGS**
- 3. INGROUND POOLS (REQUIRES AN EARTH DISTURBANCE)**
- 4. ABOVE GROUND POOLS.**
- 5. FENCE WITH A POOL.**
- 6. ENCLOSING CARPORTS.**
- 7. COVERED PATIOS**
- 8. APRONS AND CURBS.**
- 9. PUBLIC SIDEWALK**

WHEN ADDING ELECTRIC OR PLUMBING PERMITS, PLEASE PROVIDE THE FIXTURE COUNTS FOR EVERYTHING THAT APPLIES, IN LOCATIONS NAMED "DESCRIPTION"

THE ELECTRIC AND PLUMBING FORM CAN BE FILLED OUT RIGHT IN BS&A, FIRST CLICK ON RESIDENTIAL OR COMMERCIAL, THEN CLICK ELECTRIC OR PLUMBING, GO TO THE RIGHT AND UP A LITTLE BIT, YOU WILL SEE THE ELECTRIC AND PLUMBING FORM, YOU CAN FILL OUT RIGHT THEN AND THERE AND THEN CLICK SAVE AND ADD ATTACHMENTS WHEN YOU GET TO THE ATTACHMENT PAGE.