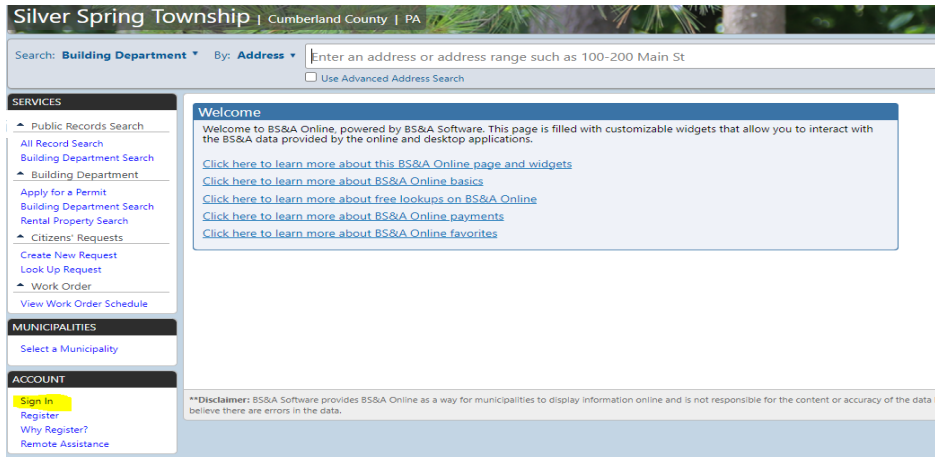


BS&A Online- Submitting for a Permit

Step 1- Go to: <https://bsaonline.com/?uid=2622>

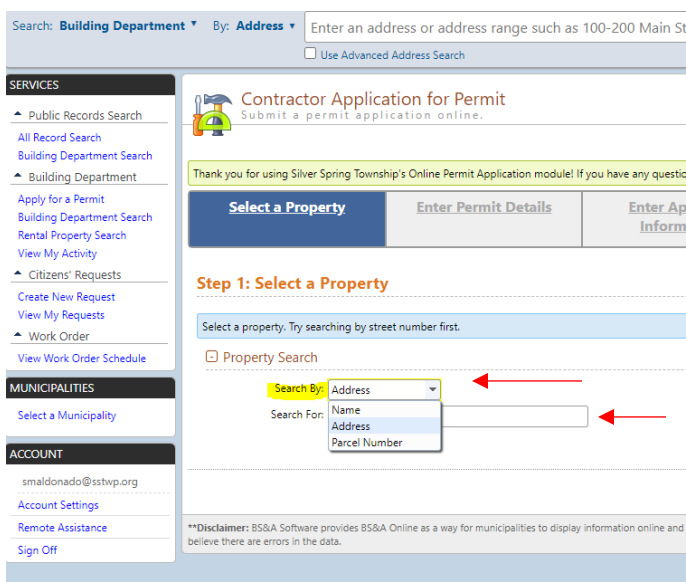
Step 2- Login to Online Account



Step 3- Click Apply for a Permit



Step 4- Choose to search by Name, Address or Parcel Number. Enter Search Criteria



Step 5- Highlight correct address from options shown. Click Next

Step 1: Select a Property

Select a property. Try searching by street number first.

Property Search

Search By:

Search For:

Owner Name	Address	Parcel Number
SILVER SPRING TOWNSHIP	8 FLOWERS DRIVE, MECHANICSBURG, PA 17050	38-17-1025-028G-EX

Displaying items 1 - 1 of 1

Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT W

Step 6- Choose the type of permit you are applying for.

Contractor Application for Permit
Submit a permit application online.

[Contractor Learning Center](#) [Allow others to perform tasks on my behalf](#)

Thank you for using Silver Spring Township's Online Permit Application module! If you have any questions regarding this process, please call us at (717) 766 - 0178.

Select a Property
8 FLOWERS DRIVE

Enter Permit Details

Enter Applicant Information

Estimate Permit Fees

Submit Application

Step 2: Enter Permit Details

Enter permit details.

★ WHAT TYPE OF PERMIT ARE YOU APPLYING FOR?

<None Selected>

★ <None Selected>

- BUILDING
- ROAD CUT / RIGHT OF WAY
- DRIVEWAY
- STORM WATER
- SEWER/ SEPTIC
- ZONING

Please select a Permit Type.

Step 6

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Step 7- Complete the drop down tree that will generate based of the answers provided

Step 8- Continue filling in the information pertaining to the type of permit you are applying for.

- Enter Permit Details
- Enter Applicant Information
- Attach Required Documents



Thank you for using Silver Spring Township's Online Permit Application module! If you have any questions regarding this process, please call us at (717) 766 - 0178.

Select a Property 8 FLOWERS DRIVE	Enter Permit Details	Enter Applicant Information	Estimate Permit Fees	Attach Documents	Submit Application
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Step 2: Enter Permit Details

Enter permit details.

ROAD CUT/ RIGHT OF WAY Permit Type selected. [Click Here](#) to select a different Permit Type.

Before starting your online submittal for a Road Cut/ Right of Way permit PLEASE download and fill out a Road Cut/ Right of Way Permit application IN FULL.

Click [HERE](#) to Download a Road Cut/ Right of Way application

After filling out your Road Cut/ Right of Way Permit application you will be required to attach the filled copy on the 4th page of the online submittal.

A detailed Site Plan will also be required for online submittal, for an example of an acceptable Site Plan please click [HERE](#)

★ Please describe the work to be done in detail:

☐ Application Details:

This application has no editable fields.

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

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Step 9- Once all the information has been entered and attachments have been attached, you will review all the information you have provided and attached.

Step 10- If all the information is provided and accurate, Accept the Disclaimer and Submit

☐ Disclaimers

Disclaimer	Accept
I HEREBY AUTHORIZE AND CERTIFY THAT I AM THE OWNER IN FEE OR THE AUTHORIZED AGENT OF THE OWNER IN FEE OF THE PROPERTY UPON WHICH THE WORK AUTHORIZED BY THE PERMIT SOUGHT WILL BE PERFORMED. I FURTHER CERTIFY THAT ALL WORK WILL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS OF THE UNITED STATES OF AMERICA, THE COMMONWEALTH OF PENNSYLVANIA, AND SILVER SPRING TOWNSHIP. I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED IN ACCORDANCE WITH THIS APPLICATION IS TRUE AND CORRECT UNDER PENALTY OF TITLE 18 SECTION 4909 OF THE PA CODE AND THAT I FURTHER AGREE TO PAY FOR COSTS AS STATED IN THE TOWNSHIP FEE SCHEDULE.	<input type="checkbox"/>
I HEREBY SUBMIT THIS COMPLETE APPLICATION AND CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.	<input type="checkbox"/>

★ Accepted By:

[Back](#) [Submit](#)

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After your application has been submitted you will receive automated applications as the progress of the application review proceeds.

If you need any assistance throughout the process please contact the Township Office.

717-766-0178