



# BENSALEM TOWNSHIP

Building and Planning Department  
Office 215-633-3644 • Fax 215-633-3753  
Kenneth V. Farrall  
Director of Building and Planning  
2400 Byberry Road • Bensalem, PA 19020

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## Read First



## **Commercial permits will not be issued until contractors and sub-contractors are licensed with Bensalem Township.**

See page three of the application for trades required to hold a license with Bensalem Township. Permits can be submitted and reviewed without contractor information listed, but will not be issued until contractor information has been provided and deemed acceptable by this office. Contractors will need to complete the contractor's license application and provide a certificate of insurance with Bensalem Township listed as certificate holder.

## **Plans on paper will not be accepted if they are larger than 11x17".**

We conduct our reviews in a digital format and require signed sealed plans to be submitted in pdf format emailed to [permitcenter@bensalempa.gov](mailto:permitcenter@bensalempa.gov) or on a disk or thumb drive. We have the capability to scan 11x17" plans, if your plans are legible at this size we will accept them on paper. If you have any questions about how to submit digitally, please call our office at 215-633-3644.

## **Any new plumbing fixtures require approval from BCWSA.**

Permits will not be issued without this approval. Exact Replacement or relocation of existing plumbing fixtures do not need this approval. Verify plumbing section of the application has been completely filled out and indicates if any fixtures are new. Email requests to [n.jim@bcwsa.net](mailto:n.jim@bcwsa.net)

## **Alteration of Land permits required.**

Bensalem Township requires an alteration of land permit submitted with the building application for any exterior work or change of grading.

## **PERMIT SUBMITTAL GUIDE**

The following documents should be submitted for approvals on Building/Construction permits

- A. One (1) set of plans should be submitted on all projects. Plans should not be larger than 11" x 17". Commercial properties required plans to be signed and sealed by a Pennsylvania licensed architect or engineer. Plans should be submitted digitally – on a thumb drive or email submission to [permitcenter@bensalempa.gov](mailto:permitcenter@bensalempa.gov)
- B. Sewer and/or Water Approvals (if applicable)
- C. Plans should contain the following details:
  - 1) Site Plan:
    - a. Show location of proposed structure and any existing structures.
    - b. Location of structure from property lines.
    - c. Mark on plans whether this project is being attached to a manufactured home.
  - 2) Foundation Plan:
    - a. Elevation/grade around foundation.
    - b. Footing size, thickness and depth below grade.
    - c. Reinforcement size and location (if applicable)
    - d. Foundation wall size, thickness and height.
    - e. Provide pre-cast foundation designs (if applicable)
    - f. Egress from basement area.
  - 3) Floor plan:
    - a. Provide top view showing room sizes, window and door locations. Rooms must be identified.
    - b. Side views showing all window and door sizes.
  - 4) Framing Plan:
    - a. Provide drawing which shows all support post locations; beams, girders and headers sizes and locations; floor joist layout and sizes; rafter layout and sizes.
    - b. Provide cross-section drawing which shows sizes and type of wall framing; wall covering; exterior sheathing; and exterior wall covering.
    - c. If pre-engineered products are used the design and calculations should be provided for approval.
    - d. Fire separation details (if applicable)
  - 5) Energy Plan: (if applicable)
    - a. Provide insulation values for slabs, floors, walls and ceilings.
    - b. If using RES-Check, please provide design print-out for home.

- c. Provide window and door list and U-factor ratings.
- 6) Electrical Plan: (if applicable)
  - a. Provide service size and location within structure.
  - b. Provide electric company information and any job number associated with project.
  - c. Show location of all electrical outlets, including receptacles, switches, lights and smoke detectors.
- 7) Mechanical Plan: (if applicable)
  - a. Show layout of complete heating system. Include type of fuel
  - b. Provide heat calculation for project
  - c. Provide insulation values for ductwork (if applicable)
- 8) Plumbing Plan: (if applicable)
  - a. Show location and size of all drain, waste and vent lines (Plumbing riser diagram)
  - b. Provide type of materials being used.



# BENSALEM TOWNSHIP

Department of Public Safety

## FIRE RESCUE DEPARTMENT

2400 Byberry Road - Bensalem, Pa 19020  
Phone: 215-633-3617 - Fax: 215-633-3662

4-10-25

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### **PERMIT APPLICATION – additional items required**

*All permits shall be submitted by a \*contractor licensed with Bensalem Fire Rescue*

#### **Fire Alarm System**

1. Signed and Sealed Drawings
2. Battery Calculations
3. Voltage Drops
4. Cut Sheets

#### **Standpipe System**

1. Signed and Sealed Drawings
2. Hydraulic Calculations
3. Outlet Sizes
4. Current Water Flow Data
5. Cut Sheets

#### **Cooking Hood Suppression System**

1. Signed and Sealed Drawings

#### **Underground Fire Main**

1. Signed and Sealed Drawings
2. Hydraulic Calculations
3. Cut Sheets

#### **Aboveground/Underground Tank**

1. Plot plan depicting property and tank location

#### **Fireplace, Pellet Stove, Wood Burning Stove**

1. Plot plan
2. Cut Sheets

#### **Sprinkler System**

1. Signed and Sealed Drawings
2. Hydraulic Calculations
3. Current Water Flow Data
4. Cut Sheets

#### **Residential Sprinkler System**

1. Signed and Sealed Drawings
2. Hydraulic Calculations
3. Current Water Flow Data
4. Cut Sheets

#### **Alternative Automatic Extinguishing System**

1. Signed and Sealed Drawings
2. Cut Sheets

#### **Fire Hydrant**

1. Signed and Sealed Drawings
2. Cut Sheets in Accordance with Aqua PA  
*For hydrant repairs, only cut sheets required*

#### **Tents**

1. Plot plan: tent location and existing buildings
2. Flame Certificates

**For specific inspection information on the following permits contact Bensalem Fire Rescue:**

Blasting, Environmental Site Remediation, Fireworks Displays, Hot Works/Welding

\*Contractor License Application link:

[https://www.bensalempa.gov/uploads/2/4/9/3/24936441/btfr\\_contractor\\_license\\_application0924.pdf](https://www.bensalempa.gov/uploads/2/4/9/3/24936441/btfr_contractor_license_application0924.pdf)



# BENSALEM TOWNSHIP

Building and Planning Department

2400 Byberry Road • Bensalem, PA 19020

Office 215-633-3644 • Fax 215-633-3753

## Uniform Construction Code (UCC) Application For Commercial Building Permits ELECTRONIC FORMAT ONLY REQUIRED

TAX PARCEL #

02-

Permit # \_\_\_\_\_

Date \_\_\_\_\_

**SUBMIT APPLICATION AND PLANS ON DISC OR VIA EMAIL AT [permitcenter@bensalempa.gov](mailto:permitcenter@bensalempa.gov)**

**ALL PLANS ARE REQUIRED TO BE SIGNED & SEALED BY A PENNSYLVANIA LICENSED DESIGN PROFESSIONAL**

### PART I BUILDING PERMIT

Project Name: \_\_\_\_\_ Lot #: \_\_\_\_\_  
 Street Name & No.: \_\_\_\_\_ Suite #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Project Description: \_\_\_\_\_

### PART II PROJECT DATA

Existing Use: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_

- New Structure/Facility**  
 **Addition**  
 **Alteration or Renovation**     **Interior**     **Exterior**     **Both**  
 **Alteration of Land / Regrading / Site Work**     **Other:** \_\_\_\_\_

**ESTIMATED TOTAL COST OF ENTIRE PROJECT:**  
 \$ \_\_\_\_\_

**NEW** Construction (sq. ft./floor) \_\_\_\_\_ **Total Sq. Ft:** \_\_\_\_\_  
**Addition** (sq. ft./floor) \_\_\_\_\_ **Total Sq. Ft:** \_\_\_\_\_  
**Renovated** (sq. ft./floor) \_\_\_\_\_ **Total Sq. Ft:** \_\_\_\_\_

Is this Application Part of an Approved Land Development or Storm Water Management Plan?     YES     NO

1. Bensalem Township Council Decision: \_\_\_\_\_ Date: \_\_\_\_\_

2. Bucks County Conservation District Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### PART III PLUMBING

TOTAL NUMBER OF FIXTURES: \_\_\_\_\_ IS PLUMBING WORK NEW?     YES     NO  
 IF YES APPROVAL LETTER FROM BCWSA REQUIRED

### PART IV HVAC

**NOTE: Manufacturers specifications on HVAC units shall be submitted with application.**

TOTAL COST OF HVAC WORK: \$ \_\_\_\_\_

### PART VI ELECTRICAL PERMIT

**Service Type:**     **Temporary**    Amps: \_\_\_\_\_    Phase: \_\_\_\_\_    Volts: \_\_\_\_\_  
                            **New Service**    Amps: \_\_\_\_\_    Phase: \_\_\_\_\_    Volts: \_\_\_\_\_

ITEM	QTY	ITEM	QTY
Switches, Receptacles & Lighting		Transformer                      KVA	
Heating & Cooking Equipment    K.W.		Motors and/or Generators    HP	

**TOTAL NUMBER OF METERS:** \_\_\_\_\_

### APPLICANT CERTIFICATION

*As the owner or the authorized agent of the project for which this application is filed, I certify that:*

- The estimated construction cost and all other information provided as part of this application for a building permit is correct.
- The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been issued by the Department of Building and Planning.
- This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405
- Any changes to the approved documents will be filed with the Department of Building and Planning.
- If the licensed architect or engineer in responsible charge of this construction should change, then written notice of the change shall be provided to the Department of Building and Planning.
- When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expanded to provide an accessible route to the area of primary function.
- No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.

<b>Applicant's Name:</b>	_____		
Address:	_____		
City:	State: _____	Zip Code: _____	
Phone Number:	_____		
Date:	_____		
	<b>Email Address:</b> _____		
	Applicant's Signature: _____		

<b>DESIGN PROFESSIONAL</b>	Name: _____
<b>In Responsible Charge</b>	Address: _____
	City: _____ State: _____
	ZIP Code: _____ Phone No. _____
	License No: _____ Fax: _____
	Email: _____

**FIRE ALARM**  
*All Fire Alarms Shall Be Addressable with Point ID*

Type of Fire Alarm:	_____			
<input type="checkbox"/> Automatic	<input type="checkbox"/> Manual	<input type="checkbox"/> Voice	<input type="checkbox"/> Monitor	<input type="checkbox"/> Water Flow Only
Initiation Devices (Smoke Detectors, Pull Stations, Etc) _____				
Notification Appliances: _____				
Water Flow / Tamper Switches: _____		Duct Detectors: _____		
Power Supply: _____		Back Up Power: _____		
Auxiliary Panels: _____		Annunciator _____		
Knox Boxes: _____		Other: _____		
Interconnected to other systems: _____				
Monitoring Co: _____			Monitoring Co Phone #: _____	

**ALTERNATIVE EXTINGUISHING SYSTEMS**

Type of System:	_____		
Describe Special Hazards: _____			
<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Quantity</b>
Interconnected to Fire Alarm System: <input type="checkbox"/> YES <input type="checkbox"/> NO			

**SPRINKLER SYSTEMS**

Type of Sprinkler System:	_____		
System Design:	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Pipe Schedule	
Hazard and Class Type: _____			
Number of Sprinkler Heads:	_____	In Racks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Risers:	_____	Number of Zones: _____	
FDC Size:	_____	"K" Factor: _____	
Interconnected to fire alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Monitoring Co: _____			Monitoring Co Phone #: _____

**STANDPIPE SYSTEMS**

Type of Standpipe System:	<input type="checkbox"/> Wet	<input type="checkbox"/> Dry	Class of Standpipe System: _____
Number of Outlets:	_____	Number of Risers: _____	
Sizes of Outlets:	_____	Number of Flow/Tamper Switches: _____	

**FIRE HYDRANT / UNDERGROUND FIRE MAINS**

Size of Fire Main:	_____	Total Length of Pipe:	_____
Number of Fire Hydrants:	_____	Size of Pipe to Hydrant:	_____
Manufacturer of Hydrants: _____			

**FIRE PUMP**

Type of Pump:	_____	Capacity of Pump:	_____
Make / Model:	_____	Rating of Pump:	_____

**All data on this sheet shall be provided on the plans. Failure to do so will result in rejection of the application. Approval of the plan is based on the information provided on the plans.**

**CONTRACTOR'S LICENSING INFORMATION  
NOTIFY THIS OFFICE WHENEVER A CHANGE IN CONTRACTOR OCCURS**

	Name and Address	Township License Number	Phone Number	Email Address
Applicant (not owner)				
Architect				
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				
Alternative Extinguishing				

**IMPORTANT- PLEASE NOTE:  
COMMERCIAL PERMITS WILL NOT BE ISSUED UNTIL CONTRACTORS AND  
SUBCONTRACTORS ARE LICENSED WITH BENSLEM TOWNSHIP**



INFORMATION SHEET  
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## FACT SHEET

### Who we are:

- BCWSA is one of the largest non-profit Water and Sewer Authorities in Pennsylvania
- Provide Service 92,000 Customers representing 500,000 people

Full Service Utility Company providing proven expertise in Underground Solutions & Services for Water, Sanitary and Storm Water Systems

### Our Credentials:

- Manage and Maintain over 100 Pumping Stations, 1200 miles of Water & Sanitary Piping and Four Treatment Plants
- Experienced Staff for Engineering, Field Construction, Project Management & Operations
- State of the Art Equipment and Technology
- Solid Execution & Delivery History
- Long Term Customer Relationships
- Partner with other Authorities & Municipalities

### What we do:

- New Construction, Re-Construction, Expansion, Remediation and Rehabilitation
- Operational Management, Maintenance and Monitoring of existing Water & Sanitary Facilities
- Consulting for Problem Analysis, Pre-Construction Planning & Project Management

### Our Customers:

- Municipalities
- Authorities
- Private Water & Sewer Companies
- State Agencies
- Commercial Developers
- Residential Developers

**“As always, it is a true pleasure working with you and your staff.  
From the top down, you guys are top shelf.”**

Herb Schoell, Upper Southampton Authority Manager commenting about BCWSA

For more information, please contact Lee Alexander  
[a.lee@bcwsa.net](mailto:a.lee@bcwsa.net) 215-343-2538 ext. 106



BCWSA  
1275 Almshouse Rd. Warrington, PA 18976  
Phone: 215.343.2538  
Fax: 267.200.0324  
[www.bcwsa.net](http://www.bcwsa.net)



### Why People do business with us:

- Save Time & Money – Non-Profit
- Provide Quality Services to their Customers
- Meet Regulatory Requirements
- Augment Staff
- Consistent On-Time, On-Budget and Quality Performance with a constant Focus on Safety

### Construction and Services Offerings:

- Water & Sewer Mains, Storm Pipe and Pipe Installation from 4 inch to 42 inch
- Flow Metering for accurate Measurement, Analysis and Billing
- I/I Remediation Analysis and Repair for Inflow & Infiltration Situations
- Asset & Operational Analysis and Assessment Planning
- Water Main and Pipe Renovation and Re-Lining
- Sewer Main and Pipe Renovation
- Manhole Repair
- Lateral Replacement and Lining
- Energy & Safety Audits & Assessments

### Problems they need to solve:

- Aging Infrastructure & Equipment
- Budgetary Considerations & Deadlines
- Increasing Costs & Limited Resources
- I/I Analysis & Remediation
- Regulatory Issues & Liability
- Water Quality
- Water Loss
- Sewage Overflow Incidents
- Sewage Processing Costs
- Process Quality Assurance
- Storm Water Issues
- Energy Efficiency

### Water and Sewer Operations Services

Wireless SCADA System Monitoring Automation with ALL Device Threshold Alerts and Live Video Monitored by our Operations Center 24 X 7 X 365

### Water Operations Maintenance Services:

- Well Pump Stations
- Water Distribution Systems

### Sewer Operations Maintenance Services:

- Pump Stations
- Sewer Collection Systems



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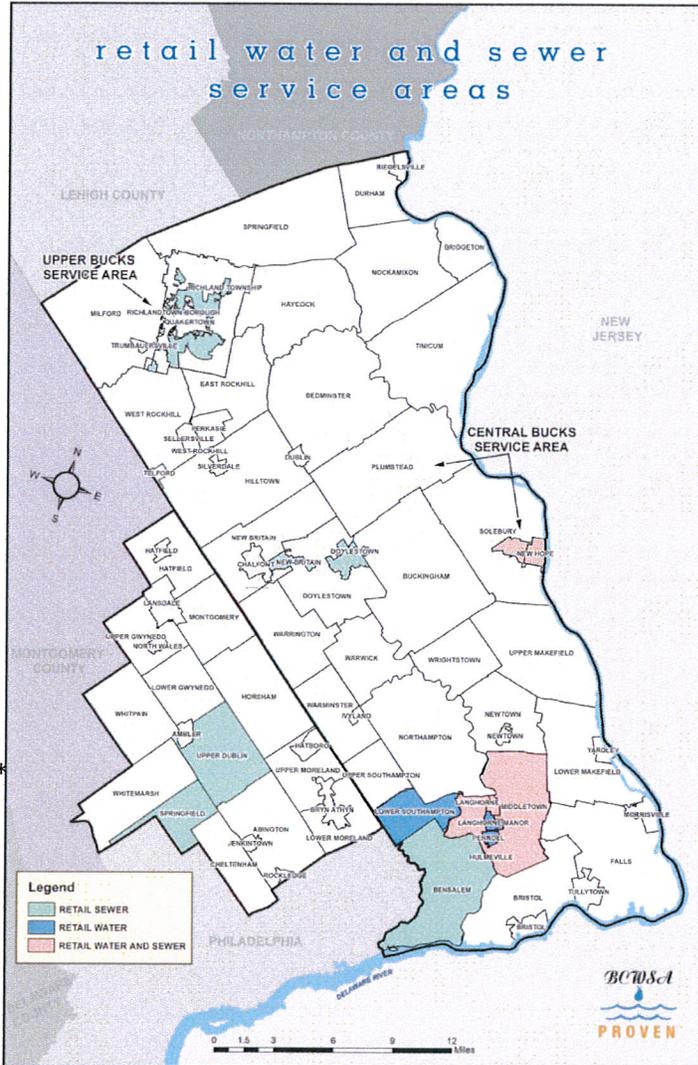
INFORMATION SHEET  
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# BCWSA SERVICE TERRITORY In Bucks & Montgomery Counties

**Water and Sewer**  
 Langhorne Borough  
 Middletown  
 New Hope  
 Solebury

**Sewer**

Bensalem  
 Bedminster\*  
 Buckingham Township\*  
 Doylestown Borough\*  
 Doylestown Township  
 New Britain Borough\*  
 Plumstead\*  
 Richlandtown\*  
 Richlandtown Township\*  
 Springfield (MONTCO)  
 Upper Dublin



**Water**  
 Lower Southampton  
 Pennel

**Wholesale Water**  
 AQUA PA  
 Newtown Artesian  
 Northampton  
 Upper Southampton

**Wholesale Sewer**  
 Bristol  
 Falls Township  
 Hulmeville  
 Langhorne Manor Borough  
 Lower Makefield  
 Newtown Joint Authority  
 Northampton  
 Pennel

\*Denotes Partial Service Areas



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BCWSA



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## Design/Build Fact Sheet

### BCWSA Design/Build Services:

BCWSA partners with Gilmore and Associates Inc to provide you with complete Design/Build Services for your Development Projects in our Service Areas. With this arrangement we can offer you the following Benefits and Savings:

- Reduced Design Costs with our Preferential Rates
- Competitive Pricing as BCWSA is a **Non-Profit Organization**
- Proposals are Tailored to your Project and are offered on a 'Fixed Price' or 'Not To Exceed' Basis
- Eliminate the need for you to Post a Maintenance Bond
- Dedication to BCWSA usually within 60 Days of our completing the work in our Service Areas offering you Relief from All Maintenance Costs
- No extraneous Legal, Inspection or Engineering Fees
- Be assured that the work is done correctly and to your specifications
- void any additional costs – **No Change Orders and No Punch List**
- In our Service Areas, BCWSA Design/Build offers you, the Project Owner, the following Benefits:

### Single Point of Contract Responsibility

- NO Conflicts or Finger-Pointing
- NO Delays
- NO Unnecessary Meetings

### Minimize Risk

- NO Change-Orders
- NO Punch-Lists

### Reduce the Delivery Schedule

- Coordinated Workflow from Design through Delivery
- Dedication usually within 60 Days of Project Completion

### Reduce Costs

- All Engineering and Inspection Costs are included
- Eliminate Maintenance Bond and Maintenance Period Liabilities
- NO Cost Overruns

**Let BCWSA be your Utility Construction Services Partner**



BCWSA  
1275 Almshouse Road, Warrington, PA 18976  
Phone: 215.343.2538  
Fax: 267.200.0324  
[www.bcwsa.net](http://www.bcwsa.net)



# BCWSA SERVICE TERRITORY In Bucks & Montgomery Counties

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## Water and Sewer

Langhorne Borough  
Middletown  
New Hope  
Solebury

## Sewer

Bensalem  
Bedminster\*  
Buckingham Township\*  
Doylestown Borough\*  
Doylestown Township  
New Britain Borough\*  
Plumstead\*  
Richlandtown\*  
Richlandtown Township\*  
Springfield (MONTCO)  
Upper Dublin

## Water

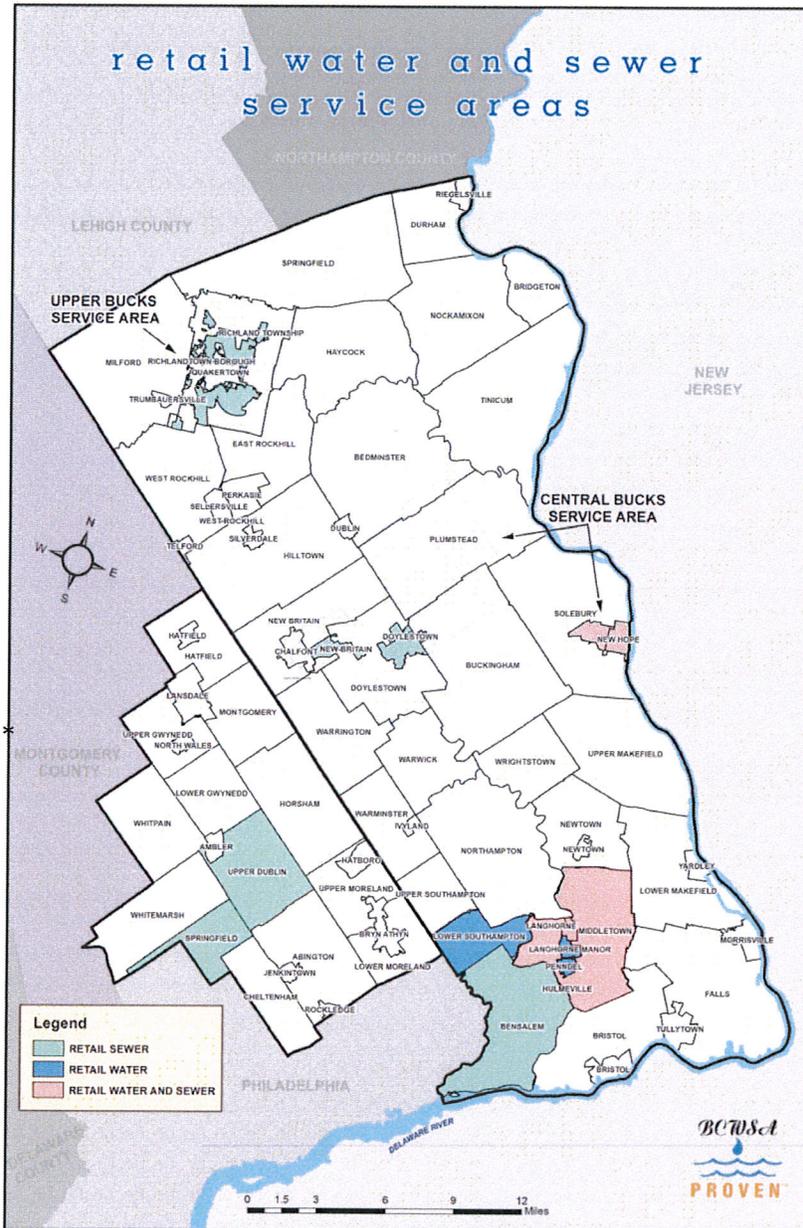
Lower Southampton  
Pennel

## Wholesale Water

AQUA PA  
Newtown Artesian  
Northampton  
Upper Southampton

## Wholesale Sewer

Bristol  
Falls Township  
Hulmeville  
Langhorne Manor  
Lower Makefield  
Newtown Joint Auth  
Northampton  
Pennel



\*Denotes Partial Service Areas

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BCWSA



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## Fact Sheet for Developers

### Bucks County Water and Sewer Authority:

- Is one of the largest Non-Profit Water and Sewer Authorities in Pennsylvania
- Provides service to over 92,000 Customers representing 500,000 people
- Has a proven 50+ Year Track Record

**BCWSA is a Full Service PA State Licensed Utility Company providing proven expertise with "Best Management Practices" for Underground Water, Sanitary and Storm Water Systems**

### BCWSA Build Services:

If you already have the Design completed or wish to use another Firm for Design, you can still benefit from the following by utilizing BCWSA for your Utility Construction:

- Competitive Pricing as BCWSA is a **Non-Profit Organization**
- Proposals are Tailored to your Project and are offered on a 'Not To Exceed' or 'Fixed Price' Basis
- All Legal, Inspection or Engineering Costs are included
- Eliminate the need for you to Post a Maintenance Bond
- Eliminate All Maintenance Costs
- Dedication to BCWSA within 60 Days of our completing the work
- Be assured that the work is done correctly and to your specifications

**If you are planning any Development in our Service Areas, you should talk with us to determine the Cost Savings and Value BCWSA can provide along with the Quality you deserve.**

## Let BCWSA be your Utility Construction Services Partner

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retail water and sewer  
 service areas

**Water and Sewer**  
 Langhorne Borough  
 Middletown  
 New Hope  
 Solebury

**Sewer**

Bensalem  
 Bedminster\*  
 Buckingham Township\*  
 Doylestown Borough\*  
 Doylestown Township  
 New Britain Borough\*  
 Plumstead\*  
 Richlandtown\*  
 Richlandtown Township\*  
 Springfield (MONTCO)  
 Upper Dublin

**Water**

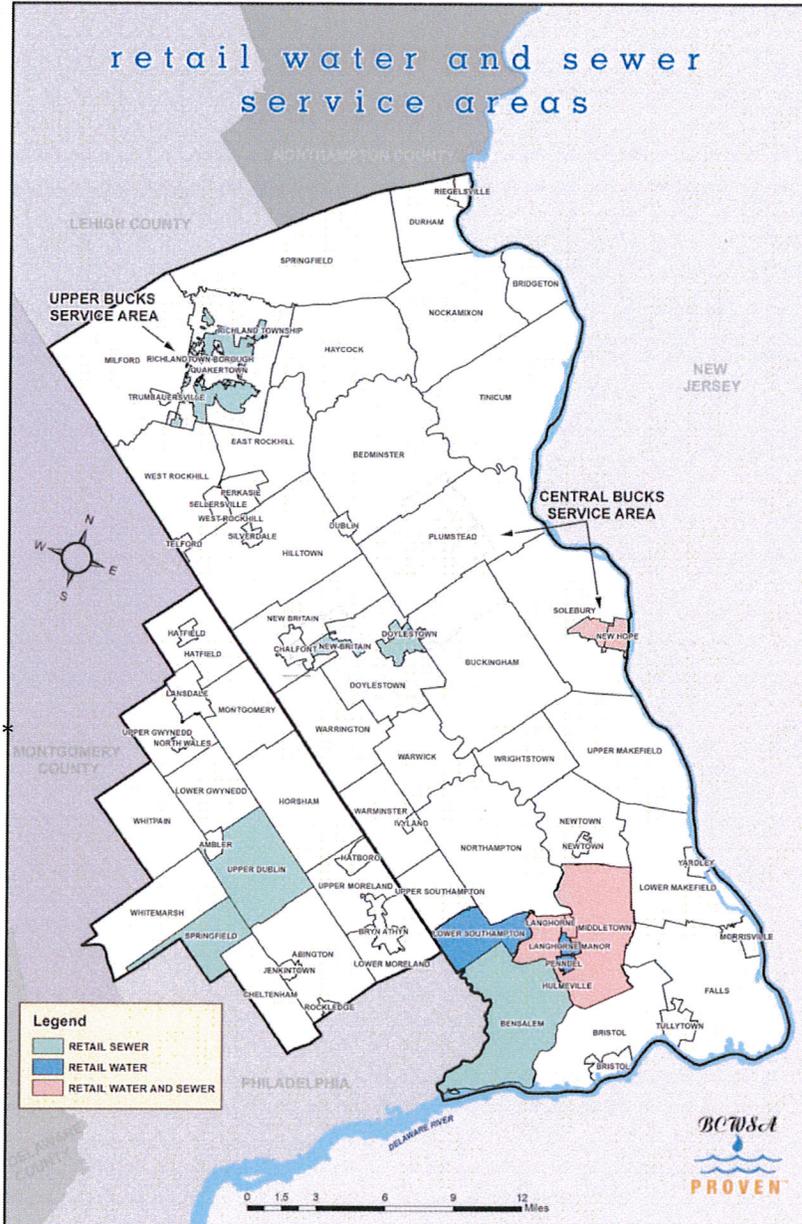
Lower Southampton  
 Pennel

**Wholesale Water**

AQUA PA  
 Newtown Artesian  
 Northampton  
 Upper Southampton

**Wholesale Sewer**

Bristol  
 Falls Township  
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