Tenant Fit-Out / Change of Occupancy Requirements

1. **Change of Occupancy – Cosmetic Modifications Only**
   a. No change in ICC Use Classification, occupancy load, walls, partitions, plumbing, HVAC, or electrical
   b. Zoning & Fire Prevention inspection required before issuance of Use & Occupancy
   c. Submit completed Use & Occupancy / Tenant Fit-Out [two (2) pages] and the Fire Prevention application [two (2) pages]
   d. A check payable to Buckingham Township for $315.00, for the Fire Prevention inspection and the Use and Occupancy certificate.

2. **Modified Tenant Fit Out and Accessibility – Minor Alterations or Change in ICC Occupancy Classifications to Existing Space**
   a. Refer to Number 1 for Change of Occupancy and Fire Prevention fees
   b. Additions or removal of non-load bearing walls or partitions
   c. Additions or removal of non-fire rated walls or partitions
   d. No changes in egress or occupancy load
   e. Minor alterations to plumbing, HVAC, or electric
   f. A check payable to Buckingham Township for $350.00 per tenant space for construction costs over $1000.00 or $200.00 per tenant space for construction costs under $1000.00 plus EDU fees. Any fees for plumbing, mechanical or fire protection will be added upon review of application.

3. **Tenant Fit-Out and Accessibility – For all New Fit-Out Spaces or Alterations of Existing Space, Increase or Decrease in Size**
   a. Refer to Number 1 for Use and Occupancy and Fire Prevention fees
   b. Additions or removal of load bearing walls or partitions
   c. Additions or removal of fire rated walls or partitions
   d. Any changes in egress or occupancy load
   e. Alterations involving the addition or removal of plumbing, HVAC or electrical
   f. Any increase or decrease in the size of the tenant space
   g. Installation of fire protection systems
   h. A check payable to Buckingham Township for $350.00 per tenant space plus $.82 per square foot of affected area and EDU fees. Any fees for plumbing, mechanical or fire protection will be added upon review of application.

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