

BUCKINGHAM TOWNSHIP

P.O. Box 413, Buckingham, Pennsylvania 18912
Phone (215) 794-8834 • Fax (215) 794-8837

Website - www.buckinghampa.org



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 add upon review of application.