

# BUCKINGHAM TOWNSHIP

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Website - [www.buckinghampa.org](http://www.buckinghampa.org)



## Permit Application Requirements

### For Tenant Fit-Out / Modified Tenant Fit-Out and Accessibility

1. Completed application including all necessary signatures
2. Submit two (2) complete sets of sealed plans, **large plans must be submitted electronically, thumb drive preferred!**
3. Drawings must include the following:
  - a. Accessibility details for all bathrooms, counters, entryways in compliance with Chapter 11 of IBC and ICC 117.1. 20% of the total cost of construction in tenant space must be applied towards accessibility and shown on the attached sheet. All new construction must be fully accessible.
  - b. All exits and door sizes
  - c. Exit signs
  - d. Emergency lighting
  - e. Dimensional location of all partitions, counters, or display units
  - f. Where applicable, show all fixed tables, chairs, booths, and dressing rooms
  - g. Show all plumbing, HVAC equipment, and all other permanent equipment
  - h. Fire extinguishers
  - i. Show all fire sprinkler equipment, existing or to be installed
  - j. Fire alarms / smoke detectors where existing or newly installed
  - k. Door hardware
  - l. Construction details of all accessible components of building
4. Provide a list of any special wall or ceiling decorative treatments involving plastic fabrics or vinyl materials. Include flame spread rating and smoke development rating for each material.
5. Provide flame spread rating and smoke development rating for each floor covering include materials provided by the leaser.
6. Provide details of any heating and/or cooking facilities, including the hood and fire suppressions systems. Mechanical permit required for new installment or replacement.
7. Underwriter approved electrical plans
8. Submit a completed plumbing application for any plumbing work to be performed. Plumbing contractors must be registered with Buckingham Township.
9. Provide proof of Workers Compensation with Buckingham Township as certificate holder of complete our Workers compensation exemption form, notary required. Permits will not be issued with out this paperwork.