

BUCKINGHAM TOWNSHIP

P.O. Box 413, Buckingham, Pennsylvania 18912
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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 applications [two (2) pages] and the Fire Prevention applications [two (2) pages].
 - d. A **check payable** to Buckingham Township for \$315.00, for the Fire Prevention inspection and the Change of Occupancy CO.
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. 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. Fees for EDU, alterations, plumbing, mechanicals, or fire protection will be added upon review of application.