

# BUCKINGHAM TOWNSHIP

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



## Use & Occupancy / Commercial Tenant Fit-Out Requirements

1. **Use and Occupancy – Cosmetic Modifications Only**
  - a. No change in ICC Use Classification
  - b. No Walls, partitions or counters to be added or removed
  - c. No plumbing, HVAC or electrical work
  - d. No changes in occupancy load
  - e. A Fire Marshal Inspection and Use & Occupancy Inspection required before issuance of Certificate of Occupancy
  - f. A **check payable** to Buckingham Township for \$315.00, for the Fire Protection and the Use and Occupancy.
2. **Modified Tenant Fit Out and Accessibility – Minor Alterations or Change in ICC Occupancy Classifications to Existing Space**
  - a. Additions or removal of non-load bearing walls or partitions
  - b. Additions or removal of non-fire rated walls or partitions
  - c. No changes in egress or occupancy load
  - d. Minor alterations to plumbing, HVAC, or electric
  - e. 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 a **\$7.00** EDU fee. **Any fees** for plumbing, mechanical or fire protection will be added upon review of application. Refer to Number 1 for Use and Occupancy fees.
3. **Tenant Fit-Out and Accessibility – For all New Fit-Out Spaces or Alterations of Existing Space, Increase or Decrease in Size**
  - a. Additions or removal of load bearing walls or partitions
  - b. Additions or removal of fire –rated walls or partitions
  - c. Any changes in egress or occupancy load
  - d. Alterations involving the addition or removal of plumbing, HVAC or electrical
  - e. Any increase or decrease in the size of the tenant space
  - f. Installation of fire protection systems
  - g. A check payable to Buckingham Township for **\$350.00** per tenant space plus **\$.80 per square foot of affected area and any fees** for plumbing, mechanical or fire protection will be add upon review of application. There is a **\$7.00** EDU fee. Refer to Number 1 for Use and Occupancy fees.