

## **HORSHAM TOWNSHIP**

Department of Code Enforcement

1025 Horsham Road • Horsham, PA 19044 • P: (215) 643-3131 • F: (215) 643-0448



## **COMMERCIAL PERMIT REQUIREMENTS**

### **ALTERATIONS, ADDITIONS AND TENANT FIT-OUTS**

1. Completed Permit Application form.
2. Two (2) sets of scaled and sealed plans for buildings and structures with all dimensions. Identify each room (conference room, offices, training rooms, lunch rooms, etc.)
3. Two (2) sets scaled plot plans (if applicable) showing all existing and proposed features and existing buildings on the site, along with all dimensions and setbacks from property lines. (minimum scale ¼ inch or 1 inch = 20 ft.) Property dimensions are available upon request.
4. Any new or modifications to plumbing, sprinkler systems or fire alarms are to be included on the plans.
5. Completed Zoning Use Permit Application along with the appropriate fee.
6. **Plans no larger than 24" x 36" will be accepted. NO EXCEPTIONS.**
7. Insurance Certificate showing workers compensation.