
COMMERCIAL PERMIT REQUIREMENTS

BI-105 Commercial Permit Requirements (2021-04)



HORSHAM TOWNSHIP
1025 HORSHAM ROAD
HORSHAM, PA 19044
215-643-3131 PHONE

New Construction, Alterations, Additions, Tenant Fit-Outs:

1. Completed permit application form.
2. Two (2) sets of scaled and sealed plans for buildings and structures with all dimensions and each room identified (conference, offices, training rooms, lunch rooms, etc.).
3. All new work or modifications to the plumbing, electrical, or mechanical systems shall be included on the plans.
4. Two (2) sets of scaled plot plans (if applicable) showing all existing and proposed features and buildings on the site, including all dimensions and setbacks from property lines. **Minimum scale of ¼ inch = 1 foot or 1 inch = 20 feet.** Property dimensions are available upon request.
5. For any new work or modifications to the fire suppression or fire alarm system the following additional documents are required:
 - a. Two (2) sets of scaled and sealed plans designed by a certified NICET Level III or IV design professional or certified fire protection engineer.
 - b. Material cut sheets for fire suppression and fire alarm components.
 - c. Battery and voltage drop calculations for the fire alarm system.
 - d. Hydraulic and water supply calculations completed with one (1) year of submission.
6. Completed Business Registration Form along with appropriate review fee.
7. **Submitted plans shall be no larger than 24" x 36".**
8. Worker's Compensation Insurance Coverage information and certificate.

Please contact the Code Enforcement Department at 215-643-3131 with any questions.