



BENSALEM TOWNSHIP

Building and Planning Department
2400 Byberry Road Bensalem, PA 19020
215-633-3644 • Fax 215-633-3753

PROCEDURES FOR OPENING A COMMERCIAL BUSINESS

All forms are available on our website www.bensalemtwp.org under **Forms & Downloads**

1. Determine the zoning classification of the property at which the business is to be located to ensure that your proposed use is permissible at that site. This can be done by obtaining a Zoning Certification.
2. **Any commercial building renovations will require building permits.** All plans should be signed and Sealed (wet seal) by a licensed Pennsylvania Architect or Engineer. Mall projects also require Mall Management approval on the plans before they are submitted to the Township for review.
 - a. Required permit is the Bensalem Township UCC Application for Commercial Building. This form includes sections for all the trades. All aspects of the job are to be submitted at the same time, on this one form, i.e., electric, plumbing, building, mechanical, sprinkler, fire alarms, etc. Plans & Permits should be submitted electronically. A wet stamp seal is requested on the plans instead of raised, embossed seal from the design professional.
 - b. A response to the building permit will be received within 7 to 10 days depending if all needed information is submitted on plans. All plans should be in compliance with the **2018** International Code Series. All contractors must be licensed in Bensalem Township before permits will be released. If permits are rejected for any reason, the applicant must speak to the Plans Examiner who evaluated the application to rectify any problems.
 - c. There is a **construction tax** (Ordinance #98-10) on all new or existing businesses creating more units. New commercial buildings are also subject to pay this tax.
 - d. Once permits are approved and issued, work can be started. **Fees will be tripled** for work performed without permits. Inspections are required at each phase of construction. A specific list of these inspections will be provided when permits are issued.
 - e. At least 2 weeks prior to being ready for you final inspection, a **Use & Occupancy Permit** for the business must be applied for. Contact the Building and Planning Dept. at 215-633-3644. Once all of the inspections are completed and approved, your Certificate of Occupancy will be ready for pick-up within 2-3 business days.
3. If no renovations are to take place, you may file for your **Use & Occupancy permit** immediately. This permit fee is calculated on the square footage of the space.
4. If the business is installing a new **sign** or re-facing the existing one, a permit is required for both.

NOTE: YOU WILL ALSO NEED TO CONTACT E-COLLECT at 1-866-225-0033 AND THE BUCKS COUNTY BOARD OF HEALTH AT 215-949-5805

The Fire Marshal's office may be reached at 215-633-3617 for questions pertaining to sprinklers and other fire prevention regulations.