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This permit guide has been provided for you by The City of Philadelphia. It is just one of the steps the City has taken to dramatically improve the permitting process, which in turn, helps you improve our City. We thank you for adding to the development of Philadelphia and we hope you find this guide helpful in navigating all your permit needs.

This City is always looking for ways to improve. Below you’ll find our ACRE philosophy—the core principles on which this office was founded. If you have any suggestions or comments on how we can better meet these guidelines and service the community, please do not hesitate to contact us.

A
{ ACCESS }
24/7 access to permits and City resources online will allow the City to maintain efficient services and will save time and money for customers.

C
{ COMMUNICATION }
Better communication between departments and the customers is essential for improved operational performance and customer satisfaction.

R
{ REFORM }
Regulatory and legislative changes can improve outcomes for customers and City agencies.

E
{ EFFICIENCY }
Streamlined business processes will yield a simpler and more efficient permitting process.

DISCLAIMER: This document does not cover all permits issued by the City of Philadelphia. It focuses on permits representing 90% of the City’s total permit volume and excludes small-volume permits issued by agencies such as the Department of Public Health, the Police Department, the Fire Department and the Department of Parks and Recreation, among others. For information regarding permits that are not covered by this document, please visit the issuing department’s website.
THERE ARE TWO WAYS TO SEARCH THIS GUIDE.

**BY PERMIT**

SECTION A lists all permits, a description of each permit applicable and necessary requirements for obtaining approval.

No matter which way you decide to search SECTION A, you will be directed to SECTION B.

*All referenced sections, e-mail addresses, PDF forms and web links are clickable linking to the section (i.e., clicking See B-33 in the sidebar will take you to B-33 in the document).*

**SECTION B** contains detailed information about the submission requirements as well as any prerequisite approvals needed. You will be directed to this section when necessary.
**SEARCH BY TYPE OF PROJECT**

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Alterations resulting in a change in the gross FL area, demolition or additions to a structure

- ZONING PERMIT ........................................... A-13
- BUILDING PERMIT
  - (Repairs & Alterations to an Existing Structure) ........ A-6

Alterating, modifying, repairing or improving a structure

- ZONING PERMIT ........................................... A-13
- BUILDING PERMIT
  - (Repairs & Alterations to an Existing Structure) ........ A-6

Ductwork within a single tenant space not exceeding 2,000 square feet and with equipment of 2,000 cubic feet per minute or less. Excludes commercial kitchen exhaust systems

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- BUILDING PERMIT
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- SIGN ZONING PERMIT .................................. A-11

Exterior window/door replacement (same size and location as original opening) for commercial projects and residential projects of 3 or more units)

- BUILDING PERMIT NO PLANS ......................... A-7

Installations of warm air equipment in one- or two-family dwellings and other locations if the equipment is self-contained, no demising wall or FL penetrations and has a capacity no greater than 2,000

- BUILDING PERMIT NO PLANS ......................... A-7

Mechanical work such as ductwork, fuel gas, HVAC, fireplaces, etc.

- BUILDING PERMIT
  - (Mechanical Work) ................................... A-4
- BUILDING PERMIT NO PLANS ......................... A-7

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- BUILDING PERMIT NO PLANS ......................... A-7
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no penetration of rated walls

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Any project that involves the removal, enclosure or encapsulation
of, or any renovation, repair or demolition work that disturbs or
damages asbestos-containing material

ASBESTOS ABATEMENT NOTIFICATION ........................................ A-25

Any commercial project that removes, encloses, disturbs
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asbestos-containing material

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Fences
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(Cooking Extinguishing System) ........................................ A-1

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Place a new street on the City Plan

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(City Plan Action) ................................................................. A-14

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APPLICATION  
(City Plan Action) ................................................................. A-14

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- Boom or Lift (not Cranes)
- Construction Fence
- Construction Trailer
- Crane Placement
- Demolition
- Equipment Delivery
- Façade Restoration
- Footway Restoration
- Promotional Display
- Roll-Off Dumpster
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- Shelter Platform
- Temporary Loading Zone

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- Excavation—Service lateral, manhole placement
- Excavation—Streets restoration
- Non-Excavation—Manhole inspection
- Non-Excavation—Pump manhole
- Non-Excavation—Rod & rope duct
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- Non-Excavation—Pull, splice or test fiber

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(City Plan Action) ............................................. A-14

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Relocate curb lines and change roadway widths
APPLICATION
(City Plan Action) ............................................. A-14

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Cooking Extinguishing System is a specialized Building Permit that authorizes the installation or removal of any cooking extinguishing system in commercial spaces. These permits are issued in the name of public safety to ensure all kitchens adhere to the City’s Fire and Building Codes.

**APPLICABILITY**

- Installation of cooking extinguishing systems.

**FEE SCHEDULE**

- $100 filing fee for each Kitchen Hood Suppression System.
- General fees according to the fee schedule in Chapter 9 of the Administrative Code.

**REQUIRED SUBMISSIONS**

- Application for Building Permit Form.
- A Valid L&I Use Registration Permit.
- Licensed fire suppression contractor information. (Specify on the Application Form)
- L&I Dry and Wet Chemical Extinguishing Systems Data Sheet.
  - Type and manufacturer of system listed.
  - Flow points for each hazard calculated.
  - Cylinder adequately sized for total flow points.
  - Installation by a licensed fire suppression contractor.

**DOWNLOAD THE APPLICATION:**

[ phila.gov/li/UpdDocs/Bldg_permittance_Appl.pdf ]( phila.gov/li/UpdDocs/Bldg_permittance_Appl.pdf )
Building Permit: Fire Suppression

AVERAGE REVIEW TIME:
15 Days—Residential
20 Days—Commercial

Fire Suppression Building Permits are issued to ensure any installation or removal of sprinkler or standpipe systems comply with the City’s Building Code.

APPLICABILITY

☐ Construction, alteration or removal of a sprinkler or standpipe system.

FEE SCHEDULE

☐ One- and two-family dwellings—$25 filing fee.
☐ All other construction—$100 filing fee.
☐ General fees according to the fee schedule in Chapter 9 of the Administrative Code.

REQUIRED SUBMISSIONS

☐ Application for Building Permit Form.
☐ Licensed fire suppression contractor information. (Specify on the Application Form)
☐ Number of new sprinkler heads. (Specify on the Application Form)
☐ 4 sets of Building Plans, professionally sealed.
☐ 4 sets of Hydraulic Calculations, professionally sealed.
☐ Philadelphia Water Department Form CU-100 or CP-100. Only under certain conditions.
☐ Philadelphia Health Department Asbestos Inspection Report. Only under certain conditions.

CONTACT:
Permit Services
Municipal Services Building
Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2576
permit.services@phila.gov

Please refer to B-2 for detailed requirements, form locations and additional guidance.
**PREREQUISITE APPROVALS**

- **Philadelphia Water Department**
  - Review for Water Availability & Obtain Fire Flow Test
  - Water Records Unit
  - ARAMARK TOWER, 1101 MARKET STREET, 2ND FL
  - 215.685.6387 | PHILLYRIVERINFO.ORG

- **Philadelphia Historical Commission**
  - Historical Commission Review for Properties Designated Historic
  - CITY HALL, ROOM 576
  - 215.686.7660 | PHILA.GOV/HISTORICAL

- **Philadelphia Art Commission**
  - Review for City construction projects
  - ONE PARKWAY BUILDING, 1515 ARCH STREET, 13TH FL
  - 215.683.2095

**DOWNLOAD THE APPLICATION:**
phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf
Building Permit: Foundation Only

AVerage Review Time:
15 Days—Residential
20 Days—Commercial

APPLICATION

Foundation Only is an optional Building Permit that authorizes the construction of only the foundation of the structure. These are most often acquired to jumpstart projects before the building plans for the entire structure are finalized.

APPLICABILITY

☐ Construction of a foundation only.

FEE SCHEDULE

☐ One- and two-family dwellings—$25 filing fee.
☐ All other construction—$100 filing fee.
☐ General fees according to the fee schedule in Chapter 9 of the Administrative Code.

REQUIRED SUBMISSIONS:

☐ Application for Building Permit Form.
☐ A Valid L&I Zoning Permit.
☐ 3 sets of Building Foundation Plans, professionally sealed.
☐ Geotechnical Soils Investigation Report, professionally sealed.
☐ Letter of Owner’s Responsibility.
☐ Pile Inspection Letter (if applicable).

CONTACT:
Permit Services
Municipal Services Building
Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2576
permit.services@phila.gov

NOTE:
Please refer to B-3 for detailed requirements, form locations and additional guidance.
PREREQUISITE APPROVALS

- Stormwater Management Review
  - for Earth Disturbances > 5,000 sq. ft.
  - Stormwater Unit
  ! SEE B-22 & 24

- Review for Waters & Sewer Availability
  - Water Records Unit
  ! SEE B-23

- Review for Sewage Facilities Planning
  - Act 537 Applicability
  - Act 537 Unit—Sewage Facilities Planning Approval
  - Sewage Enforcement Officer
  ! SEE B-23

- Review for Installation of Water Mains or Sewers
  - Water and Sewer Design Unit
  ! SEE B-23 & 24

Philadelphia Water Department

Philadelphia Historical Commission

- Historical Commission Review for Properties
  - Designated Historic
  ! SEE B-30

Philadelphia Planning Commission

- Reviews plans for Neighborhood Conservation
  - Districts, Façade Control Districts and projects in
    the flood plain and Wissahickon watershed

Philadelphia Art Commission

- Review for City construction projects
  ! SEE B-32

DOWNLOAD THE APPLICATION:
phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf
Mechanical Work is a specialized Building Permit that is required for the installation of heating, ventilation, air conditioning, fuel gas piping, refrigeration equipment. These permits not only ensure the mechanical project adheres to the City’s Building Code, but also that a licensed professional is providing the work.

**APPLICABILITY**

- Mechanical work such as heating, ventilation, air conditioning, fuel gas piping and refrigeration equipment.

**EXEMPTIONS**

- Portable units including: ventilation equipment, heating appliances, cooling units, evaporative coolers, clothes drying appliances and/or fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

- Steam, hot or chilled water piping within any heating or cooling equipment regulated by the Building Construction and Occupancy Code.

- Replacement of any component part or assembly of an appliance or equipment that does not alter its original approval and does not render the appliance or equipment unsafe.

- Self-contained refrigeration systems that contain 10 pounds (4.5 kg) or less of refrigerant, or that are actuated by motors of 1 horsepower (0.75 kW) or less.

**FEE SCHEDULE**

- One- and two-family dwellings—$25 filing fee.
- All other construction—$100 filing fee.
- General fees according to the fee schedule in Chapter 9 of the Administrative Code.
REQUIRED SUBMISSIONS

- Application for Building Permit Form.
- Number of new registers/diffusers or number of appliances.
  (Specify on the Application Form.)
- 3 sets of Mechanical Plan.
  Professional Seal may be additionally required.
- Philadelphia Health Department Asbestos Inspection Report.
  Only under certain conditions.

PREREQUISITE APPROVALS

- Philadelphia Historical Commission
  - Plan Review for Designated Historic Properties
    CITY HALL, ROOM 576
    215.686.7660 | PHILA.GOV/HISTORICAL
  SEE B-31

- Philadelphia Art Commission
  - Review for City-funded construction projects
    ONE PARKWAY BUILDING, 1515 ARCH STREET, 13TH FL
    215.683.2095
  SEE B-32

- Additional Agency Reviews
  - Department of Public Health—Air Management Services
    CITY HALL, ROOM 576
    215.685.7572 | PHILA.GOV/HEALTH/AIRMANAGEMENT

DOWNLOAD THE APPLICATION:
phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf
A New Construction Building Permit grants permission to begin construction of a new structure. As with all other Building Permits, they ensure the project adheres to the City’s Building Code, thereby ensuring safe and positive development.

**APPLICABILITY**

- Construction or erection of a structure.

**EXEMPTIONS**

- Non-masonry fences that do not exceed six feet high and masonry fence walls that do not exceed two feet high.
- Retaining walls that do not exceed two (2) feet in height where no surcharge is supported and that do not impound Class I, II or III-A liquids.
- Water tanks (5,000 gallons or less and height to diameter or width ratio is 2-to-1 or less) supported directly on grade.
- Temporary motion picture, television and theater stage sets and scenery.
- One-story detached structures accessory to Group R-3 occupancies, if the FL area is 200 square feet or less.
- Prefabricated, above-ground swimming pools that are less than 24 inches deep and 5,000 gallons and accessory to Group R-3 occupancies.
- Swings, playground equipment and structures limited to the use of a household, accessory to Group R-3 occupancies.
- Decks accessory to Group R-3 occupancies no more than 12 inches above ground.
- Bridge structures for rail, vehicular and/or footway traffic only, that are within street or rail rights-of-way.
**FEE SCHEDULE**

- One- and two-family dwellings—$25 filing fee.
- All other construction—$100 filing fee.
- General fees according to the fee schedule in Chapter 9 of the Administrative Code.

**REQUIRED SUBMISSIONS**

- Application for Building Permit Form.
- A Valid L&I Zoning and Use Registration Permit.
- 3 sets of Building Plans, professionally sealed.
- Geotechnical Soils Investigation Report, professionally sealed.
- L&I Energy Conservation Forms.
- L&I Special Inspections Form.  
  *Only under certain conditions.*
- L&I Structural Design Criteria Form.  
  *Only under certain conditions.*

**PREREQUISITE APPROVALS**

- Philadelphia Streets Department
  - Reviews of Encroachments, Projections and Architectural Embellishments
    *Please call 311 for more information.*
  - Reviews of driveways & curb cuts
    *Please call 311 for more information.*
  - Driveways & Curb Cuts > 30 feet wide
    - Traffic Engineering Unit
    - Committee of Highway Supervisors
  - Driveways > 3 Parking Spaces
    - Traffic Engineering Unit
  - Driveways > 25 Parking Spaces
    - PennDOT, Highways Division
  - Driveways in the area bounded by Schuylkill River, Delaware River, Girard Avenue & Spruce Street
    - Committee of Highway Supervisors
PREREQUISITE APPROVALS (CONT’D)

□ Philadelphia Streets Department

- Reviews of loading docks, parking lots and garages
  *Please call 311 for more information.*

- Reviews of curb line alterations, bump outs, lay-by-lanes, sidewalks, street signals, signs, lighting and paving
  *Please call 311 for more information.*

- Reviews for private paving of public roads
  *Please call 311 for more information.*

  - Special Permit for minor alterations to a right-of-way
    *Right-of-Way Unit*  
    ![SEE B-14]

  - Private Paving Contract for major alterations to a right-of-way
    *Transportation Planning Analysis (TPA) Unit*  

□ Philadelphia Water Department

- Stormwater management review
  (earth Disturbance > 5,000 sq. ft.)
  *Stormwater Unit*  
  ![SEE B-22]

- Review for water & sewer availability
  *Water Records Unit*  
  ![SEE B-22]

- Review for Sewage Facilities Planning Act 537 applicability
  *Act 537 Unit — Sewage Facilities Planning Approval*  
  *Sewage Enforcement Officer*  

  - Projects located within the Poquessing, Manayunk or Lawndale Restricted Areas;
    Projected sewage flows > 65,625 gallons per day;
    *Pennsylvania Department of Environmental Protection*  

  - Sites with rare and endangered species
    *Any agencies with jurisdiction over special concern species*  

  - Review for Installation of Water Mains or Sewers
    *Water and Sewer Design Unit*  
    ![SEE B-23 & 24]
PREREQUISITE APPROVALS (CONT’D)

☐ Philadelphia Historical Commission
   - Plan review for designated historic properties
   CITY HALL, ROOM 576
   215.686.7660 | PHILA.GOV/HISTORICAL

☐ Philadelphia Art Commission
   - Review for City-funded construction projects and for building features that extend over the public right-of-way and on Benjamin Franklin Parkway and Independence Mall
   ONE PARKWAY BUILDING, 1515 ARCH STREET, 13TH FL
   215.683.2095

☐ Philadelphia Planning Commission
   - Reviews plans for Relocation of Lot Lines, Neighborhood Conservation Districts, Façade Control Districts and projects in the flood plain and Wissahickon watershed
   1515 ARCH STREET, 13TH FL
   215.683.4615 | PHILAPLANNING.ORG

☐ Additional Agency Reviews
   - Fairmount Park Commission
     (only under certain conditions, residential development)
   - Philadelphia Fire Department
     (only under certain conditions, Fire Command Center)
   - Pennsylvania Health Department
     (only under certain conditions, Healthcare Facilities)
   - Department of Health—Air Management Services
     (only under certain conditions)

DOWNLOAD THE APPLICATION:
phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf
Repair & Alterations Permits are issued for projects that dramatically change the existing structure, such as adding an addition, altering or repairing load-bearing portions of the structure, changing the opening size for doors and windows and relocating interior walls.

**APPLICABILITY**

- Altering, modifying, repairing or improving a structure.

**EXEMPTIONS**

- Ordinary repairs to structures.
- Pointing of masonry.
- Painting, papering and similar wall and ceiling finishes less than 0.036 inches thick.
- Paneling or gypsum wallboard installed over existing wall surfaces and ceiling material applied directly to existing ceilings in Group R-3 and U occupancies.
- Insulation installed in Group R-3 and U occupancies without removal of wall or ceiling surfaces.
- Traditional FL coverings such as wood, vinyl, linoleum, terrazzo and resilient FL coverings that are not comprised of fibers.
- Carpeting and similar FL coverings that are not installed in exit access corridors, exit passageways or vertical exits.
- Cabinets, counter tops and similar finishing work.
- Movable cases, counters and partitions that are not over 5 feet 9 inches in height.
- Window awnings that are supported solely by, and do not project more than 54 inches from, the exterior wall of buildings containing Group R-3 or U occupancies. Group R-3 is relevant to one- and two-family dwellings.
- Shade cloth structures constructed for nursery or agricultural purposes that do not include service systems.
EXEMPTIONS (CONT’D)

- Sidewalks, driveways, patios and similar concrete or hard surface materials constructed on grade where they are not part of an accessible route.

- Replacement of non-fire-resistant rated windows and doors without structural change for R-3 occupancies.

- Replacement of exterior stairs, ramps, platform lifts, steps and landings accessory to a one- and two-family dwelling provided that they do not exceed 6 feet in vertical height; do not encroach upon the public right-of-way; and the landing does not have a surface area greater than 36 square feet with no individual dimension greater than 6 feet. This exclusion does not provide for vertical enclosure of the covered element(s) except guards required by the Building Code.

Note: Please note that exemptions from building permits do not apply to properties that the Philadelphia Historical Commission has designated as historic. You must obtain an approval from the Historical Commission and a building permit from the Department of Licenses & Inspections prior to commencing any project at a property that is designated as historic if that project would alter the appearance of a designated interior space or the exterior of the building, its site, or site appurtenances. The Historical Commission exercises jurisdiction over the entire exterior envelopes of buildings including all facades and roofs. Please contact the Historical Commission to determine if a property is designated as historic.

FEE SCHEDULE

- One- and two-family dwellings—$25 filing fee.
- All other construction—$100 filing fee.
- General fees according to the fee schedule in Chapter 9 of the Administrative Code.

REQUIRED SUBMISSIONS

- Application for Building Permit Form.
- A valid L&I Use Registration Permit. (SEE A-12)
- 3 sets of Building Plans.
  Professional Seal may be additionally required.
REQUIRED SUBMISSIONS (CON’T’D)

☐ L&I Energy Conservation Forms.

☐ L&I Special Inspections Form.
  Only under certain conditions.

☐ L&I Structural Design Criteria Form.
  Only under certain conditions.

☐ Philadelphia Health Department Asbestos Inspection Report.
  Only under certain conditions.

☐ L&I Hazardous Material Disclosure Form.
  Only under certain conditions.

PREREQUISITE APPROVALS

☐ Philadelphia Streets Department
  See B-15

  - Reviews of Encroachments, Projections and Architectural Embellishments
    Please call 311 for more information.

  - Reviews of driveways & curb cuts
    Please call 311 for more information.

    - Driveways & Curb Cuts > 30 feet wide
      - Traffic Engineering Unit;
      - Committee of Highway Supervisors

    - Driveways > 3 Parking Spaces
      - Traffic Engineering Unit

    - Driveways > 25 Parking Spaces
      - PennDOT, Highways Division

    - Driveways in the area bounded by Schuylkill River, Delaware River, Girard Avenue & Spruce Street
      - Committee of Highway Supervisors

  - Reviews of loading docks, parking lots and garages
    Please call 311 for more information.

  - Reviews of curb line alterations, bump outs, lay-by-lanes, sidewalks, street signals, signs, lighting and paving
    Please call 311 for more information.
PREREQUISITE APPROVALS (CONT’D)

- Philadelphia Streets Department (CONT’D)  SEE B-14
  - Reviews for private paving of public roads
    Please call 311 for more information.
  - Special Permit for minor alterations to a right-of-way
    Right-of-Way Unit
  - Private Paving Contract for major alterations of a right-of-way
    Transportation Planning Analysis (TPA) Unit

- Philadelphia Water Department  SEE B-24
  - Stormwater management review for earth disturbances > 15,000 sq. ft.
    Stormwater Unit
  - Review for water & sewer availability
    Water Records Unit
  - Review for Sewage Facilities Planning Act 537 applicability
    Act 537 Unit
    - Projects located within the Poquessing, Manayunk or Lawndale Restricted Areas;
      Projected sewage flows > 65,625 gallons per day
      Pennsylvania Department of Environmental Protection
    - Sites with rare and endangered species
      Any agencies with jurisdiction over special concern species
  - Review for Installation of Water Mains or Sewers
    Water and Sewer Design Unit

- Philadelphia Historical Commission  SEE B-31
  - Historical Commission review for properties designated historic

CITY HALL, ROOM 576
215.686.7660 | PHILA.GOV/HISTORICAL
PREREQUISITE APPROVALS (CONT’D)

- Philadelphia Art Commission
  - Review for City-funded construction projects and for building features that extend over the public right of way and on Benjamin Franklin Parkway and Independence Mall.
  
  ONE PARKWAY BUILDING, 1515 ARCH STREET, 13TH FL
  215.683.2095

- Philadelphia Planning Commission
  - Reviews plans for Relocation of Lot Lines, Neighborhood Conservation Districts and Façade Control Districts
  
  1515 ARCH STREET, 13TH FL
  215.683.4615 | PHILAPLANNING.ORG

- Additional Agency Reviews
  - Pennsylvania Health Department (Healthcare Facilities)
  - Department of Public Health — Air Management Services
  
  215.685.7572 | PHILA.GOV/HEALTH/AIRMANAGEMENT

DOWNLOAD THE APPLICATION:
phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf
The City of Philadelphia has streamlined the permitting process by not requiring building plans for many of the most common residential building projects. Simply make sure your project is limited to the criteria below and you may submit your application WITHOUT building plans.

**APPLICABILITY**

- Aboveground pools of 12 feet or greater in diameter.  
  (See EZ Permit Pool and Spa Guide for exact specifications.)

- Decks greater than 12 inches and/or are above a story or basement. (See EZ Permit Deck Guide for exact specifications.)

- Ductwork within a single tenant space NOT exceeding 2,000 square feet and with equipment capacity of 2,000 cubic feet per minute or less. Excludes commercial kitchen exhaust systems.

- Exterior wall coverings.

- Demolition of interior non-bearing partitions.

- Porch FL—replacing wood joists of the same size or larger, or replacing the porch with concrete on a one- or two-family dwelling.

- Roofing covering applied over existing roof systems.

- Relocation of registers/diffusers on an existing system WITHOUT penetration of rated walls.

- Relocation of sprinkler heads. (Must be a licensed Fire Suppression Contractor.)

- Security grills.

- Installation of warm air equipment in one- or two-family dwellings and other occupancies if the equipment is self-contained with no demising wall or FL penetrations and has a capacity no greater than 2,000 cubic feet per minute.
EXEMPTIONS

- EZ Building Permit process is not applicable to properties designated as historic by the Historical Commission. Please contact the Historical Commission to determine if a property is designated as historic.

FEE SCHEDULE

- General fees according to the fee schedule in Chapter 9 of the Administrative Code.

- Paper building permits without plans are also available at L&I’s district offices:
  
  Central District Office
  990 Spring Garden Street—7th FL
  Phone: 215.685.3786, 3783, 3788, 3789
  Fax: 215.685.3791
  central_inspections@phila.gov

  East District Office
  Rising Sun Avenue and Benner Street
  Phone: 215.685.0582, 0583, 0584
  Fax: 215.685.0579
  east_inspections@phila.gov

  North District Office
  217 E Rittenhouse Street
  Phone: 215.685.2278
  Fax: 215.685.2283
  north_inspections@phila.gov

  South District Office
  11th and Wharton Streets—2nd FL
  Phone: 215.685.1577, 1578, 1579
  Fax: 215.685.1892
  south_inspections@phila.gov

  West District Office
  43rd and Market Streets
  Phone: 215.685.7683, 7684, 7685
  Fax: 215.685.7685

DOWNLOAD THE APPLICATION:
philagov/li/UpdDocs/Bldg_permit_Appl.pdf
Certificates of Occupancy are necessary when there has been a change in the type of occupancy within a property. Issued by L&I, the certifications ensure the safety and appearance of our communities.

**APPLICABILITY**

- A change in the following occupancy groups from one group to another:
  - **A** (Assembly) = Assembly space
  - **B** (Business) = Offices or professional services
  - **E** (Educational) = Educational spaces and daycares
  - **F** (Factory) = Space for fabrication, repair or processing, which are not classified under **H** (High Hazard) or **S** (Storage)
  - **H** (High Hazard) = Classified by volume and class of hazardous material
  - **I** (Institutional) = Spaces under supervision due to health, age or penal reasons
  - **M** (Mercantile) = Spaces for the sale of merchandise
  - **R** (Residential) = Spaces for transient or non-transient residential use
  - **S** (Storage) = Storage, which is not classified as a hazardous occupancy
  - **U** (Utility) = Buildings / structures of an accessory character

- A significant change in occupancy within the same occupancy group (such as apartments converted to rooming house).
- For any existing building not previously certified.
FEE SCHEDULE

☐ All other construction—$100 filing fee.
☐ General fees according to the fee schedule in Chapter 9 of the Administrative Code.

REQUIRED SUBMISSIONS

☐ Application for Building Permit Form.
☐ A valid L&I Use Registration Permit.
☐ 3 sets of Building Plans.
☐ Hazardous Material Disclosure Form.

Only under certain conditions.

NOTE:
Please refer to Section B-7 for detailed requirements, form locations and additional guidance.

DOWNLOAD THE APPLICATION:
phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf
Electrical Permit

AVERAGE REVIEW TIME:
20 Business Days

CONTACT:
Permit Services
Mechanical Services Unit
Municipal Services Building
Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2580
permit.services@phila.gov

Electrical Permits authorize most projects that involve electrical, fire alarm and communication wiring. These permits not only ensure the project adheres with the City’s Electrical Code, but also that a licensed professional is providing the work.

APPLICABILITY

- Installation, alteration, replacement and repair of electrical, fire alarm and communication wiring and equipment within or on any structure.

EXEMPTIONS

- Minor repair and maintenance work including the replacement of lamps, circuit breakers and fuses; repairing or replacement of switches, lamp sockets, ballasts, drop cords, receptacles, bulbs; taping bare joints; and replacing lighting fixtures to existing connections.

- The connection of approved portable electrical equipment to approved permanently installed receptacles.

- The installation, alteration or repair of electrical equipment of a regulated public utility for its use in the generation, transmission, distribution or metering of electricity.

- The installation of a temporary system required for the testing or servicing of electrical equipment or apparatus.

- Removal of electrical wiring in the total demolition of a structure.

- The installation of electrical components used in connection with the installation or reinstallation of partition systems listed in published reports of inspected electrical equipment by the Underwriters Laboratories, Inc. (UL).

- The installation of low voltage wiring in Group R-3 and U occupancies.

- Installations in railway cars or automotive equipment.
FEESCHEDULE

☐ Filing fee for Commercial Properties requiring Plan Review—$100.

☐ Minimum permit fee—$25.

☐ Maximum permit fee—$7,500.

☐ Additional fees—$25 for each $1,000 or fraction thereof of estimated electrical construction costs.

NOTE:
Please refer to Section B-8 for detailed requirements, form locations and additional guidance.

REQUIRED SUBMISSIONS

☐ Application for Electrical Permit Form.

☐ Electrical Contractor License Number.
(Specify on the Application Form).

☐ 3 sets of Electrical Plans, Professionally Sealed.
Only under certain conditions.

DOWNLOAD THE APPLICATION:
phila.gov/li/UpdDocs/81-611A.pdf
Plumbing Permits authorize most projects that involve plumbing work. These permits not only ensure the project adheres with the City’s Plumbing Code, but also that a licensed professional is providing the work.

### APPLICABILITY
- Installation, alteration, renewal, replacement and repair of plumbing.

### EXEMPTIONS
- Minor repairs including the replacement of faucets or valves or parts thereof with like material or material serving the same purpose; or the removal and reinstallation of water closets, provided the work does not include the replacement or rearrangement of valves, pipes or fixtures.
- The sealing of sewer laterals for building demolitions contracted by the Department of Licenses and Inspections.
- Stopping leaks in a drain, water, soil, waste or vent pipe provided that no piping is replaced with new material.
- Clearing stoppages or repairing leaks in pipes, valves or fixtures, provided that valves, pipes or fixtures are not replaced or rearranged.

### FEE SCHEDULE

For One- and Two-Family Residential:
- New construction—$180 for the first 7 fixtures, $18 for each additional.
- Additions—$25 for the first 7 fixtures, $18 for each additional fixture.
- Alterations and Repairs, Fixtures only—$25 for the first 7 fixtures, $5 for each additional.
FEE SCHEDULE (CONT’D)

For One- and Two-Family Residential (CONT’D):

- Alterations and Repairs, Fixtures and Waste/Water Lines—$25 for waste/water line repairs and the first 7 fixtures, $15 for each additional, $75 for water distribution pipe sized up to 1 1/2” or $95 for 2”–3” pipe.
- Area drain and rain conductor—$25.
- House drain, house trap and fresh air inlet—$25.
- Replace/seal laterals, combination 6” and 3/4” water distribution—$75.
- Replace/seal laterals, greater than 6”—$50.
- Replace/seal laterals, up to 6”—$25.
- Stack—$25.
- Water heater—$25.

For Residential Structures with 3 or More Units and All Commercial Projects:

- Filing Fee—$100.
- New construction and additions—$180 for the first 7 fixtures, $18 for each additional.
- New construction and additions, foundations only—$100.
- Alterations and Repairs, Fixtures only—$50 for the first 7 fixtures, $5 for each additional.
- Alterations and Repairs, Fixtures and Waste/Water Lines—$100 for waste/water line repairs and the first 7 fixtures, $15 for each additional fixture, $75 for water distribution pipe sized up to 1 1/2” or $95 for 2”–3” pipe or $125 for 4” or larger pipe.
- Area drain and rain conductor—$50.
- House drain, house trap and fresh air inlet—$50.
- Replace lateral up to 6” and house trap—$100.
- Replace/seal laterals, combination 6” and 3/4” water distribution—$100.
- Replace/seal laterals, greater than 6”—$75.
- Replace/seal laterals, up to 6”—$50.
- Stack—$50.
- Water heater—$50.
REQUITE SUBMISSIONS

☐ Application for Plumbing Permit Form

☐ Plumber License Number (Specify on the Application Form)

☐ A valid PWD Water Service Permit

☐ A valid PWD Meter Installation Permit

☐ A valid Street & Footway Opening Plumber's Permit
  Only under certain conditions.

☐ Plumbing Plan
  Only under certain conditions.

☐ Site Plan
  Only under certain conditions.

PREREQUISITE APPROVALS

☐ Philadelphia Water Department
  - Sewer Connections Review
  Water Records Unit
  ARAMARK TOWER, 1101 MARKET STREET, 2ND FL
  215.685.6270 | PHILLYRIVERINFO.ORG

☐ Additional Agency Reviews
  - Philadelphia Health Department
  MUNICIPAL SERVICES BUILDING, 1401 JFK BOULEVARD
  311 | PHILA.GOV/HEALTH

NOTE: Please refer to Section B-9 for detailed requirements, form locations and additional guidance.
Sign Zoning Permit

**Sign Zoning Permits**, as the name implies, are a type of Zoning Permit exclusive to the installation and refacing of commercial signs.

**APPLICABILITY**

- Installation of signs.
- Refacing of existing signs.

**EXEMPTIONS**

- Placing standard real estate signs ("For Sale" or "For Rent") within size limitations.

**FEE SCHEDULE**

- Reface permits—$0 fee.
- Accessory sign—$200 per sign plus $125 per registered use.

**REQUIRED SUBMISSIONS**

- Application for Zoning / Use Registration permit.
- 6 copies of Plot Plan.
- Sign elevation.
- Artistic rendering with dimensions on the sign face.
- 3 photographs of all relevant building faces.
  
  *Only under certain conditions.*

**PREREQUISITE APPROVALS**

- Philadelphia Streets Department
  
  *Signs that encroach on the public footway/right-of-way
  
  Please call 311 for more information.*

### CONTACT:

Permit Services, Zoning Unit
Municipal Services Building
Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2576
permit.services@phila.gov

### NOTE:

Please refer to Section B-10 for detailed requirements, form locations and additional guidance.

### FEE SCHEDULE

- Reface permits—$0 fee.
- Accessory sign—$200 per sign plus $125 per registered use.

### REQUIRED SUBMISSIONS

- Application for Zoning / Use Registration permit.
- 6 copies of Plot Plan.
- Sign elevation.
- Artistic rendering with dimensions on the sign face.
- 3 photographs of all relevant building faces.
  
  *Only under certain conditions.*

### PREREQUISITE APPROVALS

- Philadelphia Streets Department
  
  *Signs that encroach on the public footway/right-of-way
  
  Please call 311 for more information.*
PREREQUISITE APPROVALS (CONT’D)

- Philadelphia City Planning Commission
  - Façade Control Areas
    - Center City Commercial Area
    - Neighborhood Conservation Districts
    - Parking garages in C4 and C5 commercial districts

- Philadelphia Art Commission
  - Signs:
    - Center City commercial area
    - Signs that extend more than 12” beyond the property line
    - Signs in the area surrounding the Vine Street Expressway
    - Signs in the area surrounding Benjamin Franklin Bridge Approach
    - Signs along the Benjamin Franklin Parkway
    - Signs in the Passyunk Avenue Special District
    - Signs in the Convention Center Expansion Area Special District
    - Signs in the areas abutting parkways, historical shrines and civic projects
    - Building logo signs located above the bottom of the 2nd FL located in C-4 and C-5 districts
    - All signs located in the RC-4 District
PREREQUISITE APPROVALS (CONT’D)

- Additional Agency Reviews
  - Fairmount Park Commission
    - Signs within 200 feet of Roosevelt Boulevard, Cobbs Creek Park, Cobbs Creek Parkway and Fairmount Park in the area generally bounded by Northwestern Avenue, Stenton Avenue, Johnson Street and Wissahickon Avenue.

DOWNLOAD THE APPLICATION:
phila.gov/li/UpdDocs/zoningapplication.pdf
Use Registration Permit is a type of Zoning Permit that is required when you wish to dramatically change the use of a property. For example, a commercial to residential or an industrial to a commercial. These are most often needed in tandem with a Zoning Permit.

APPLICABILITY

☐ New use proposed for a property.

EXEMPTIONS

☐ A change in ownership of the same use.

FEE SCHEDULE

☐ Churches and family daycares—$0 filing fee.
☐ For all other uses—$125 per registered use.

REQUIRED SUBMISSIONS

☐ Application for Zoning/Use Registration permit.

DOWNLOAD THE APPLICATION:
phila.gov/li/UpdDocs/zoningapplication.pdf
Zoning Permit

Zoning Permits authorize construction and additions to a building. They are issued to ensure every project adheres to the City’s Zoning Code, and therefore protects the growth and development of the City.

APPLICABILITY

- New construction.
- Alterations result in a change in the gross FL area.
- Construction of sheds exceeding 120 square feet.
- Fences (under certain conditions). Most do not require a permit.
- Decks higher than 12 inches above the ground.
- Creation of off-street parking or reconfiguration of existing parking.
- Relocation of lot lines.

FEE SCHEDULE

For relocation of lot lines:
- Parcels larger than 30,000 square feet—$250 per lot.
- Parcels 30,000 square feet or less—$125 per lot.
- Filing fee for one-or-two family dwellings—$25.

For all other applications:
- Parcels larger than 30,000 square feet—$250 zoning fee + $125 per registered use.
- Parcels 30,000 square feet or less—$125 zoning fee + $125 per registered use.
- Single- or two-family residences—$30 flat zoning fee + $125 per registered use for two families.
- All Others —$100.
**REQUIRED SUBMISSIONS**

- Application for Zoning / Use Registration permit.
- 6 copies of Plot Plan
  *Professional Seal required for relocation of lot lines.*
- 6 copies of Elevation Drawings
  *Only under certain conditions.*

**PREREQUISITE APPROVALS**

- Philadelphia Streets Department
  - Subdivisions
    *Please call 311 for more information.*
  - Amendments to the Official City Plan
    *Please call 311 for more information.*
  - Reviews of driveways & curb cuts
    *Please call 311 for more information.*
  - Driveways & Curb Cuts > 30 feet wide
    - Traffic Engineering Unit;
    - Committee of Highway Supervisors
  - Driveways > 3 Parking Spaces
    - Traffic Engineering Unit
  - Driveways > 25 Parking Spaces
    - PennDOT, Highways Division
  - Driveways in the area bounded by Schuylkill River, Delaware River, Girard Avenue & Spruce Street
  - Reviews of loading docks, parking lots and garages
    *Please call 311 for more information.*
  - Reviews of curb line alterations, bump outs, lay-by-lanes, sidewalks, street signals, signs, lighting and paving
    *Mark Washington, Reviews—215.686.5578, Room 830*

- Philadelphia Water Department
  - Conceptual Plan Review for earth disturbances > 5,000 sq. ft. and Projects subject to the Wissahickon Watershed Ordinance
    *Stormwater Unit*

**NOTE:**

Please refer to Section B-12 for detailed requirements, form locations and additional guidance.
PREREQUISITE APPROVALS (CONT’D)

- Philadelphia City Planning Commission
  - Development Plan Reviews
    Development Planning Unit
  - Subdivisions
  - Flood Plans
  - Surface parking lots in residential and commercial districts
  - Wireless telecommunication towers
  - Sites located in the Wissahickon Watershed
  - Changes in use and all construction within Master Plan Districts (Institutional Development District, Industrial Transformation District, RC-6 Residential District, Waterfront Redevelopment District, Sports Stadium District and the Commercial Entertainment District)
  - Façade Control Areas
    Urban Design Unit
    - Center City Commercial Area
    - Neighborhood Conservation Districts
    - Parking garages in C4 and C5 commercial districts

DOWNLOAD THE APPLICATION:
phila.gov/li/UpdDocs/zoningapplication.pdf
An Application for City Plan Action is required when a project makes a change to the City Plan. For example, your project entails removing a street or widening the sidewalk. These permits are issued by the Streets Department and ensure the integrity of the public right-of-way.

APPLICABILITY
- Place a new street on the City Plan.
- Strike an existing street from the City Plan.
- Revise the lines and/or grades of an existing street.
- Relocate curb lines and change roadway widths.
- Place or strike a City utility right-of-way on/from the City Plan.

FEE SCHEDULE
- Application Fee—$750.

REQUIRED SUBMISSIONS
- Formal Request Letter.
  - This letter should be on your organization’s letterhead.
  - State clearly what changes to the City Plan you are requesting and give a brief explanation of the reason for the request.
  - The letter should be addressed to:
    Clarena I.W. Tolson, Commissioner
    Philadelphia Department of Streets
    1401 JFK Blvd., Room 730 MSB
    Philadelphia, PA 19102
- Any relevant blueprints, plans, sketches or supporting documentation.

DOWNLOAD THE APPLICATION: philadelphia.gov/streets/pdfs/City_Plan_Application.pdf
Issued by the Streets Department, these permits are required when installing any type of post or bollard on a paved footway. They ensure proper installation and preserve the public right-of-way.

**APPLICABILITY**

- Installation of pipe posts on paved footways.

**REQUIRED SUBMISSIONS:**

- Application to Install Pipe Posts.
- 2 sets of Site Plans.
  - 8.5” x 11” sheet.
  - Show locations of proposed posts.

**Note:** The Historical Commission does not review bollard installation permit applications. However, you must obtain an approval from the Historical Commission and a building permit from the Department of Licenses & Inspections prior to commencing any bollard installation project at a property that is designated as historic. Please contact the Historical Commission to determine if a property is designated as historic.

- Philadelphia Art Commission
Curb and Footway Permits are issued by the Streets Department for any alteration or repair of sidewalks and curbs in the City of Philadelphia. These permits ensure the safety and appearance of our communities.

CONTACT:
Municipal Services Building
Room 830
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.5524

NOTE: Please refer to Section B-18 for detailed requirements, form locations and additional guidance.

APPLICABILITY
□ Curb or sidewalk repair or reconstruction.

REQUIRED SUBMISSIONS
□ Application for Curb and Footway Permit.
□ A valid L&I Curb Setters License.
□ Plot Plan.
Philadelphia Streets Department

A-17

Special Hauling Permit

Special Hauling Permits are issued for vehicles and/or their load exceeding certain guidelines set by the Streets Department. These permits ensure public safety, protect the City’s infrastructure and minimize the effects on traffic.

APPLICABILITY

- Vehicle/load with gross assembled weight over 80,000 lbs.
- Vehicle/load over 8’-0” wide (8’-6” for non-divisible loads operating on highways having a width of 20’ or more).
- Vehicle/load over 13’-6” high.
- Vehicle/load over 40’-0” long as a single vehicle.
- Vehicle/load over 60’-0” long as a combination vehicle.
- Vehicle/load over 70’-0” long as a combination transporting articles that are non-divisible as to length.

FEE SCHEDULE

- $60 for a Standard One-Way, One-Time move.
- $120 for a Super Load One-Way, One-Time move.
- $120 for an Impounded Standard One-Way, One-Time move.
- $240 for an Impounded Super Load One-Way, One-Time move.

REQUIRED SUBMISSIONS

- Application for Special Hauling Permit.
  - Material to be moved.
  - Origin and destination within City limits.
  - Truck/Tractor license number, Trailer license number and the states in which they are registered.
  - Length, height and width of combined vehicle and load.
  - Gross Weight of combined vehicle and load including axle loadings and spacing.
  - Proposed route.
  - Name and signature of person applying.

AVERAGE REVIEW TIME:
3 Business Days or Less

CONTACT:
Municipal Services Building
Room 830
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.5546
https://secure.phila.gov/streets/hauling permit
Street Closure Permit

Street Closure Permits are issued by the Streets Department when streets need to be fully or partially closed. These permits ensure the closure is properly marked and the effects on traffic are minimized.

**APPLICABILITY**

- Street closures for crane placement.
- Street closures for equipment placement:
  - Boom or Lift (not Cranes)
  - Construction Fence
  - Construction Trailer
  - Demolition
  - Equipment Delivery
  - Façade Restoration
  - Footway Restoration
  - Promotional Display
  - Roll-Off Dumpster
  - Scaffolding
  - Shelter Platform
  - Temporary Loading Zone
- Street closures for utility work:
  - Excavation: trench & install or repair existing duct or main
  - Excavation: service lateral
  - Excavation: manhole placement
  - Excavation: streets restoration
  - Non-excavation: manhole inspection, pump manhole
  - Non-excavation: rod & rope duct
  - Non-excavation: install innerduct
  - Non-excavation: pull, splice or test fiber

**FEE SCHEDULE**

- Rates dependent upon location and closure type. Refer to: phila.gov/streets/StreetClose_FeeSchedule.html

**REQUIRED SUBMISSIONS**

*For Crane Placement:*

- Application for Street Closure for Crane Placement.
- A valid Streets Department Special Hauling Permit.  
  
  [SEE A-17]
REQUIRED SUBMISSIONS (CONT’D)

For Equipment Placement:
- Application for Street Closure for Equipment Placement.
- A valid L&I Building Permit. [SEE B-20]
- A valid Streets Department Construction & Footway Permit. [SEE A-16]

For Utility Work:
- Application for Street Closure for Utility Work. [SEE A-19]
- A valid Streets Department Street Opening Permit (for footway excavations, see A-25.) [SEE A-16]
- A valid Streets Department Curb & Footway Permit.

PREREQUISITE APPROVALS

- Philadelphia Streets Department, Transportation Engineering Unit
  MUNICIPAL SERVICES BUILDING, 1401 JFK BLVD. | PHILA.GOV/STREETS

- Additional Agency Reviews for Crane Placement
  - SEPTA, Placement on Broad Street or Market Street
  - PATCO, Placement on 8th Street from Race Street to Locust Street or Placement on Locust Street from 8th Street to 18th Street
  - Pennsylvania One Call, Gross assembled weight over 80,000 lbs.
  - Philadelphia Highway Patrol, gross vehicle weight over 145,000 lbs., height over 14’-0”, width over 11’5”, length over 75’-0”

DOWNLOAD THE APPLICATION FOR CRANE PLACEMENT:
phila.gov/streets/pdfs/LaneClosureCraneHeli.pdf

DOWNLOAD THE APPLICATION FOR EQUIPMENT PLACEMENT:
phila.gov/streets/pdfs/Lane_Closure_EQUIPMENT.pdf

DOWNLOAD THE APPLICATION FOR UTILITY WORK:
phila.gov/streets/pdfs/Lane_ClosureILITY.pdf
Street Opening Permit

Street Opening Permits are issued by the Streets Department for projects requiring excavation above or below City streets. These permits ensure public safety and the integrity of the City’s infrastructure.

CONTACT:
Municipal Services Building
Room 830
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.5524

APPLICABILITY
- Excavations, foundations, openings, sheeting/shoring, vaults and areaways in a street.

FEE SCHEDULE
- Paved or macadamized street—$400 for the first 2 square yards plus $100 for each additional square yard.
- Paved or unpaved footway—$20 per opening.
- Unpaved street—$30 per opening.

REQUIRED SUBMISSIONS
- Application for Permit for Opening and Structural Occupancy of Highways.
- 6 sets of Site Plans.

PREREQUISITE APPROVALS
- Philadelphia Water Department
  ARAMARK TOWER, 1101 MARKET STREET, 2ND FL
  215.685.6387 | PHILLYRIVERINFO.ORG

Note: The Historical Commission reviews street opening permit applications for cartways designated as historic as part of the Historic Street Paving Thematic District. Please contact the Historical Commission to determine if a block or other section of a street is designated as historic.
Water Service Permits are issued by the Philadelphia Water Department for any project that modifies water main connections or services. These permits ensure the integrity of the City’s water delivery system.

**APPLICABILITY**

- Installation or replacement of water ferrules and valves for domestic and fire connections.

**REQUIRED SUBMISSIONS**

- Application for Special Water Service.
- Site Plan showing locations of new connections and their distances from the nearest intersecting street.

**CONTACT:**
Municipal Services Building
Concourse Level

1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.6273
Meter Installation Permit

Meter Installation Permits are issued by the Philadelphia Water Department when installing or replacing a water meter in residential and commercial properties. These permits guard against tampered meters and meter inaccuracies, ensuring fair and stable billing for all citizens.

CONTACT:
Water Permit Issuance
Municipal Services Building
Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102

APPLICABILITY

- Installation of water meters.

REQUIRED SUBMISSIONS

- Application for Meter Installation.
- A valid PWD Water Service Permit.
Stormwater Discharge Permits are issued by the Philadelphia Water Department for projects that wish to discharge stormwater or run off into the City’s storm sewer system. These permits protect the integrity of the City’s sewer system and guard against flooding and stormwater damage.

APPLICABILITY

- Diversion of stormwater into the City’s storm sewers during construction.

FEE SCHEDULE

- $1,000.

REQUIRED SUBMISSIONS

- Formal letter describing the project and stormwater discharge plan.
- Site location.
- Project summary.
- Anticipated discharge duration.
- Copy of NPDES Permit (only for sites larger than 1 acre).
- Company name (should match the NPDES permit-holder, if any).
- Contact information.

DOWNLOAD THE APPLICATION:
phillyriverinfo.org/WICLibrary/Guidance%20Stormwater%20Discharge%20Permit.pdf
Groundwater discharge permits are issued by the Philadelphia Water Department and must be obtained prior to discharge for any project that will be discharging groundwater or accumulated stormwater from a project site to a City sanitary sewer. Projects that often require groundwater discharge permits include, but are not limited to, construction or environmental site remediation projects. Discharges to the City sewer without a permit are a violation of City law and punishable by fines.

**APPLICABILITY**

- Removal of groundwater from a site via the City sewers during construction and/or environmental remediation.
- Diversion of stormwater into the City’s storm sewers during construction.

**FEE SCHEDULE**

- $1,000.

**REQUIRED SUBMISSIONS**

- Application must be submitted by the party that will pump groundwater to the sewer. For large projects, this may be the subcontractor responsible for pumping, not the general contractor.
- Application Cover Sheet.
- Project Summary.
- Site Plan.
- Analytical Results of Groundwater Sampling.
- Treatment System Diagram.
- Phase I and/or Phase II Environmental Site Assessments (if available).
- Documentation of permission to discharge from the local municipality (only if the project is located outside of the City of Philadelphia).
REQUIRED SUBMISSIONS (CONT’D)

- Anticipated discharge duration.
- Contact Information.

DOWNLOAD THE APPLICATION:
phil.gov/water/IWU_PDFs/GD_Permit_Appl.pdf
Wastewater discharge permits are issued by the Philadelphia Water Department and are required for any Significant Industrial User proposing to connect to or contribute to the City’s Water Pollution Control Plants. These permits protect the City’s Wastewater System from contamination and environmental issues.

**APPLICABILITY**

- Industrial User that discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater) or contributes a process waste stream that makes up 5% of the average dry weather hydraulic or organic capacity of the POTW Treatment Plant.

- Industrial User that is found by the City, DEP or EPA to have a reasonable potential to, either above or in conjunction with other discharges, to adversely affect the POTW, Collector System, the Solid Waste Byproducts of the POTW or the air emissions from the POTW.

- Industrial sites regulated to any National Categorical Pretreatment Standard;

- Industrial sites that discharge an average of 25,000 gallons per day or more of process wastewater into the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater);

- Industrial sites that contribute a process wastestream that makes up at least 5% of the dry weather organic or hydraulic capacity of the POTW; or

- Industrial sites found by the City to have a reasonable potential to adversely affect the POTW, the Collector System, the Solid Waste Byproducts of the POTW or the air emissions from the POTW.

**FEE SCHEDULE**

- $1,000 per permit application.
REQUIRED SUBMISSIONS

☐ Permit Application—Industrial User Baseline Monitoring Report (BMR).
  - General facility information.
  - Nature of operation (raw materials, chemicals, processes).
  - Wastewater flow data and schematic flow charts of processes.
  - Nature and concentration of pollutants.
  - Wastewater pre-treatment methods utilized by the facility.
  - Signatory.

DOWNLOAD THE APPLICATION:
phila.gov/water/IWU_PDFs/BMR_Permit_Appl.pdf
Before your project is eligible for an Asbestos Abatement Permit, the City of Philadelphia requires a notification to Air Management Services. This notification allows for proper vetting and inspection of asbestos-related projects to ensure they qualify for an Asbestos Abatement Permit.

**APPLICABILITY**

- Any project that involves the removal, enclosure or encapsulation of, or any renovation, repair or demolition work, which disturbs or damages asbestos-containing material.

**FEE SCHEDULE**

- Major Project Notification Non-Refundable Filing Fee—$25.
- Minor Project Notification Non-Refundable Filing Fee—$25.
- Demolition/Renovation Notification with no abatement—$0.
- Non-friable abatement notification—$0.

**REQUIRED SUBMISSIONS**

- Application for Asbestos Abatement Notification.

**PREREQUISITE APPROVALS**

- Abatement of less than 40 linear or 80 square feet of asbestos-containing material requires notification 5 calendar days before abatement can start (or 24 hours if hand delivered).
- Abatement of more than 40 linear or 80 square feet of asbestos-containing material requires notification 10 calendar days before abatement can start.
- Abatement of more than 260 linear or 160 square feet of asbestos-containing material requires notification 10 working days before abatement can start.
PREREQUISITE APPROVALS (CONT’D)

☐ Any demolition of commercial property or a residential property with more than four (4) dwelling units requires a notification to the City of Philadelphia, Department of Public Health, Air Management Services, 10 working days prior to the start of demolition.

☐ Abatement notification must be submitted by licensed Philadelphia asbestos abatement contractor.

☐ Alternative Method Request must be signed by a certified Philadelphia Asbestos Project Inspector.

DOWNLOAD THE APPLICATION:
phila.gov/health/pdfs/Notification%20Form.pdf
Asbestos Abatement Permits are required for any project where a significant amount of asbestos-containing material will be affected. Issued by Air Management Services, these permits ensure the safety of our communities and our workers by protecting air quality throughout the City.

**APPLICABILITY**

- Any commercial project that involves the removal, enclosure or encapsulation of, or any renovation, repair or demolition work, which disturbs or damages either 40 linear feet or 80 square feet or more of asbestos-containing material.

**EXEMPTIONS**

- Projects on private residences.

**FEE SCHEDULE**

- Major Project Permit fee is 2.5% of the first $50,000 and an additional 1.25% of any amount over $50,000.

**REQUIRED SUBMISSIONS**

- Application for Asbestos Abatement Permit.
- A valid PWD Water Service Permit.

Download the application: philadelphia.gov/health/pdfs/air/Permit_Application.pdf
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1. Application for Building Permit*

*Available for download: phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

2. A valid Use Registration Permit.

3. Licensed fire suppression contractor information—specify on the application form.

4. L&I Dry and Wet Chemical Extinguishing Systems Data Sheet.
   - ☐ Type and manufacturer of system listed.
   - ☐ Flow points for each hazard calculated.
   - ☐ Cylinder adequately sized for total flow points.
   - ☐ Installation by a licensed fire suppression contractor.
Building Permit:
Fire Suppression System

1. Application for Building Permit*

*Available for download:
phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

2. Licensed fire suppression contractor information (Specify on the Application Form).

3. Number of new sprinkler heads (Specify on the Application Form).

4. Building Plans (4 sets) signed/sealed by a registered design professional licensed by the State of Pennsylvania.
   - Drawn to scale.
   - Minimum sheet size is 18” x 24”.
   - Black & white or blueprints (no pencil or free hand drawings).
   - Double-line drawings of the entire building.
   - Fire Suppression Systems—Indicate which areas will be protected, the Use Group, use of each room, type of construction and height of building. Piping details are required back to the main with calculations, including location and type of backflow prevention device.
   - Standpipe Systems—Indicate the locations, type and size of initiating devices.
   - Fire Alarm Detection Systems.
     - A FL plan, which indicates the use of all rooms.
     - Locations of alarm-initiating and notification appliances.
     - Alarm control and trouble signaling equipment.
     - Annunciation.
     - Power connection.
     - Battery calculations.
     - Conductor types and sizes.
     - Voltage drop calculations.
Fire Alarm Detection Systems (CONT’D)
- Manufacturers, model numbers and listing information for equipment, devices and materials.
- Details of ceiling height and construction.
- The interface of fire safety control functions.

Fire Extinguishers—Indicate location, distribution and type.

Fire Hydrants—if the distance from the extreme portion of a proposed building, addition or new Use Group exceeds 200 ft. from a public street, sealed plans indicating locations of all hydrants in the surrounding vicinity are required.

5. Hydraulic Calculations (4 sets) signed/sealed by a registered engineer licensed by the State of Pennsylvania.

6. To verify an existing backflow preventer assembly, PWD Form CU100, or to install a new backflow preventer assembly, PWD Form CP100.

7. Philadelphia Health Department Asbestos Inspection Report—if proposing alterations exceeding $50,000; or for residential properties with more than 3 dwelling units; or for buildings built prior to 1981.
Building Permit: Foundations Only*

1. Application for Building Permit*

*Available for download: phila.gov/li/UpdDocs/Bldg_permitt_Appl.pdf

2. A valid L&I Zoning Permit with copies of approved site plans and Use Registration Permit.

3. Building Foundation Plans (3 sets) signed/sealed by a registered design professional licensed by the State of Pennsylvania.
   
   ☐ Drawn to scale.
   
   ☐ Minimum sheet size is 18” x 24”.
   
   ☐ Black & white or blueprints (no pencil or free hand drawings).
   
   ☐ Double-line drawings of the entire building.
   
   ☐ Show all of the loads that apply to the design of the structure. Loads that may affect the design of the structure are listed as follows: dead load; uniformly distributed live loads; concentrated loads, impact loads; special loads; roof loads; snow loads (minimum 25 pounds—force per square foot); wind loads (minimum 80 miles per hour for R-3 Use Groups); earthquake loads Seismic Zone (Av=0.1); live load reduction when permitted and where it is proposed to be used.

   ☐ The soil classification and design load-bearing capacity shall be shown on the construction documents.

   ☐ Areas Prone to Flooding—For buildings and structures in flood hazard areas, construction documents shall include: (1) delineation of flood hazard areas, floodway boundaries and flood zones; and the design flood elevation as appropriate; and (2) the elevation of the proposed lowest FL, including basement; in areas of shallow flooding (AO zones), the height of the proposed lowest FL, including basement, above the highest adjacent grade.

   ☐ Design Calculations—Two (2) copies of the calculations sealed by a Registered Design Professional. Calculations shall include all design factors listed in the Building Code that contribute to the calculations of the loads applied to the design of the structure.

* Optional to obtain prior to a full building permit.

- A plot plan showing the location of test borings and/or excavations.
- A complete record of the soil samples.
- A record of the soil profile.
- Elevation of the water table, if encountered.
- Recommendations for foundation type and design criteria, including but not limited to: bearing capacity of natural or compacted soil; provisions to mitigate the effects of expansive soils; mitigation of the effects of liquefaction, differential settlement and varying soil strength; and the effects of adjacent loads.
- Expected total and differential settlement.
- Pile and pier foundation information in accordance with Section B-1708.2.2 of the Building Code.
- Special design and construction provisions for footings or foundations founded on expansive soils, as necessary.
- Compacted fill material properties and testing in accordance with Section B-1703.5 of the Building Code.


6. Pile Inspection Letter (if applicable).
Building Permit: Mechanical Work

- Application for Building Permit*

*Available for download: philadelphia.gov/li/UpdDocs/Bldg_permit_Appl.pdf

2. A valid Use Registration Permit.

3. Number of new registers/diffusers—specify on the application form.

4. Mechanical Plans (3 sets)—plans must be signed/sealed by a registered design professional licensed by the State of Pennsylvania.
   - Drawn to scale.
   - Minimum sheet size is 18” x 24”.
   - Black & white or blueprints (no pencil or free hand drawings).
   - Double-line drawings of the entire building.
   - Identify room sizes as they appear on the architectural plans submitted with the building permit application.
   - Clearly identify all penetrations of rated construction.
   - Clearly identify all fire dampers and smoke detectors.
   - Ventilation Schedule—Show the use of the space and indicate the supply and exhaust cfm for each room on the plan. Show the size, rpm, manufacturer, type, capacity, etc. for all supply and exhaust equipment included in the system.
   - Air Distribution System—Show the location and materials used to construct all plenums. Show the location and the materials used for all duct construction. Show supply and exhaust openings. Show size, type and manufacturer of registers, grilles and diffusers. Provide size, type, manufacturer and maximum length of flexible duct proposed. Show location, type and rating of all fire dampers.
4. Mechanical Plans (CONT’D)

☐ Fuel Gas Code—The construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work will conform to the provisions of the Fuel Gas Code. Construction documents shall include, but not be limited to, design criteria, exterior envelope component materials, U-factors of the envelope systems, U-factors of fenestration products, R-values of insulating materials, size and type of apparatus and equipment, equipment and systems controls and other pertinent data to indicate compliance with the code. Construction documents for buildings more than two (2) stories in height shall indicate where penetrations will be made for installations and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.

☐ Kitchen Exhaust Equipment Plan—Provide details of the hood, duct and automatic fire suppression system, including:
  - Hood and duct sizes and gauges provided.
  - Location of duct and fans and termination points.
  - Exhaust and supply air quantities and velocities.

☐ Chimneys—Provide the location, material, termination height and clearance to combustibles for chimneys shown on the plans.

☐ Smoke Control Systems—Construction documents shall include sufficient information and detail to adequately describe the elements of the design necessary for the proper implementation of the smoke control systems. A rational analysis supporting the types of smoke control systems to be employed, their methods of operation, the systems supporting them and the methods of construction to be utilized shall accompany the submitted construction documents and shall include, but not be limited to:
  - Stack effect. The system shall be designed such that the maximum probable normal or reverse stack effect will not adversely interfere with the system's capabilities. In determining the maximum probable stack effect, altitude, elevation, weather history and interior temperatures shall be used.
  - Temperature effect of fire. Buoyancy and expansion caused by the design fire in accordance with Section B-809.9 of the Building Code shall be analyzed. The system shall be designed such that these effects do not adversely interfere with the system's capabilities.
  - Wind effect. The design shall consider the adverse effects of wind. Such consideration shall be consistent with the wind-loading provisions of Chapter 16 of the Building Code.
  - HVAC systems. The design shall consider the effects of the heating, ventilating and air-conditioning (HVAC) systems on both smoke and fire transport. The analysis shall include all permutations of the system's status. The design shall consider the effects of the fire on the HVAC systems.
Smoke Control Systems (CONT’D)

- The design shall consider the effects of low temperatures on systems, property and occupants. Air inlets and exhausts shall be located to prevent snow or ice blockage.

- All portions of active or passive smoke control systems shall be capable of continued operation after detection of the fire event for no less than 20 minutes.

5. Department of Public Health Air Management Services Asbestos Inspection Report— if proposing alterations exceeding $50,000; or for residential properties with more than 3 dwelling units; or for buildings built prior to 1981.
Building Permit: New Construction

1. Application for Building Permit*

   *Available for download:
   philadephia.gov/li/UpdDocs/Bldg_permit_Appl.pdf


3. Building Plans (3 sets) signed/sealed by a registered design professional licensed by the State of Pennsylvania.
   
   - Drawn to scale.
   - Minimum sheet size is 18” x 24”.
   - Black & white or blueprints (no pencil or free hand drawings).
   - Double-line drawings of the entire building.
   - Label all rooms as to their use.
   - Show all locations and sizes of doors, windows, stairways, corridors, etc.
   - Show all ceiling types/ratings and heights of the rooms.
   - Identify wall and partition types/ratings and their locations.
   - Indicate the Type of Construction classification of each building.
   - Construction Plans
     - Use Groups—Indicate Use Group(s) on plans. If multiple uses, indicate location of each Use Group on the FL plans.
     - FL Area—Indicate gross FL area of each FL and total gross FL area of each building; allowable FL area including area modifications; unlimited area provisions.
     - Height—Show height above grade in feet and number of stories; allowable height including modifications.
     - Fire resistant construction—Provide design numbers and approved testing agency for all components: structural members; exterior walls; FL/ceiling and roof/ceiling assemblies; fire walls; fire separation assemblies and fire partitions.
Construction Plans (CONT’D)

- Fire Blocking / Draftstopping / Protection of Joints and Through Penetrations—Show locations and materials. A separate permit may be issued for approval of joint protection and through-penetration systems if submittals are not made upon application and review of the base building permit. The fee for this additional permit will be based upon 2% of the total value of this portion of the construction.

- Opening protectives—Show the type, location and degree of protection provided: fire door assemblies; fire windows & shutters; fire dampers; and wired glass.

- Exterior Wall Envelope—Provide sufficient detail to determine compliance with the code, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings. Include manufacturer’s installation instructions that provide supporting documentation that the proposed penetrations and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system, which was tested, where applicable, as well as the test procedure used.

- Roof Assemblies and Rooftop Structures—Indicate the type of roof assembly used, materials, fire classification, fastening requirements, roof ventilation, roof drainage, parapet coping, and flashing materials and locations. The details of any rooftop structures should also be included.

- Interior Finish—Provide the flame spread parameters of interior finishes: general; wall and ceiling finishes; and FL finishes.

- Means of Egress—The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, as applicable in Section B-91.2 of the Building Code, and I-1, the construction documents shall designate the number of occupants to be accommodated on every FL, and in all rooms and spaces. Show arrangement of egress; provide capacity calculations indicating required and provided widths of components; show maximum travel and dead-end distances; provide door & hardware schedule; and show stair details including tread and riser dimensions, handrail and guard details, landing dimensions, door swings and encroachments.

- Means of Egress Lighting and Signage—Indicate locations of all "Exit" signs; and indicate means of providing means of egress lighting and associated power source/emergency electrical system (separate Electric Permit required for the installation of same).
Construction Plans (CONT’D)

- For Assembly Use Group A (assembly space with an occupancy of 50 persons or more)—show dimensions, handrails, guardrails, treads, risers, etc. for all aisles, aisle accessways and fixed seating.

- Accessible Routes—Indicate accessible entrances with elevations; include details of ramps indicating slope, dimensions (including landings), hand rails and edge protection; provide elevation details; indicate exterior accessible routes including parking spaces, ramps, public transportation stops, etc.; and indicate maneuvering clearances at doorways.

- Accessible Means of Egress—Plans must indicate locations of accessible means of egress, areas of refuge, stair dimensions and occupant load served.

- Accessible Building Features and Facilities—Fully dimensioned FL plan and elevation views required of all toilet rooms indicating locations of grab bars, fixtures, controls, mirrors and accessories; all kitchen rooms including employee break rooms if equipped with kitchen equipment; and water fountain dimensions; locations and mounting heights for occupant controls (pull stations, outlets, elevators, etc.).

- Accessibility Requirements in Specific Use Groups—Specify Type A and Type B dwelling units including heating and visual impairments. Show seating arrangements, aisle widths and location of accessible seating in Assembly Group occupancies. Show dimensions of accessible dressing rooms and service counters. Show location and details for accessible units (rooming units, hospitals).

- Residential Use Groups R-1/R-2/R-3—Room schedule to include: area of window; area of room; percentage of window to room area; area of operable window; and percentage of operable window to room area. Units of area shall be square feet.

Structural Plans

- Show all of the loads that apply to the design of the structure. Loads that may affect the design of the structure are listed as follows: dead load; uniformly distributed live loads; concentrated loads, impact loads; special loads; roof loads; snow loads (minimum 25 lbs. - force per square foot); wind loads (minimum 80 miles per hour for R-3 Use Groups); earthquake loads Seismic Zone (Av=0.1); live load reduction when permitted and where it is proposed to be used.

- The soil classification and design load-bearing capacity shall be shown on the construction documents.

- Areas Prone to Flooding—For buildings and structures in flood hazard areas as established by Table R-R301.2(1) of the Residential Code, construction documents shall include: (1) delineation of flood hazard areas, floodway boundaries and flood zones; and the design flood elevation as appropriate; and (2) the elevation of the proposed lowest FL, including basement; in areas of Philadelphia Flood Zone (A - AE zones), the height of the proposed lowest FL, including basement, above the highest adjacent grade in City Datum or NGUD 29.
- Design Calculations—Two (2) copies of the calculations sealed by a Registered Design Professional. Calculations shall include all design factors listed in Chapter 16 that contribute to the calculations of the loads applied to the design of the structure.

- Mechanical Plans
  (required for all Use Groups except for R-3, three stories or less)

  - Identify room sizes as they appear on the architectural plans submitted with the building permit application.

  - Ventilation Schedule—Show the use of the space and indicate the supply and exhaust cfm for each room on the plan. Show the size, rpm, manufacturer, type, capacity, etc. for all supply and exhaust equipment included in the system.

  - Air Distribution System—Show the location and materials used to construct all plenums. Show the location and the materials used for all duct construction. Show supply and exhaust openings. Show size, type and manufacturer of registers, grilles and diffusers. Provide size, type, manufacturer and maximum length of flexible duct proposed. Show location, type and rating of all fire dampers.

  - Fuel Gas Code—The construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work will conform to the provisions of the Fuel Gas Code. Construction documents shall include, but not be limited to design criteria, exterior envelope component materials, U-factors of the envelope systems, U-factors of fenestration products, R-values of insulating materials, size and type of apparatus and equipment, equipment and systems controls and other pertinent data to indicate compliance with the code. Construction documents for buildings more than two stories in height shall indicate where penetrations will be made for installations and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.

  - Kitchen Exhaust Equipment—Provide details of the hood, duct and automatic fire suppression system.

  - Chimneys—Provide the location, material, termination height and clearance to combustibles for chimneys shown on the plans.
Mechanical Plans (CONT’D)

- Smoke Control Systems—Construction documents shall include sufficient information and detail to adequately describe the elements of the design necessary for the proper implementation of the smoke control systems. A rational analysis supporting the types of smoke control systems to be employed, their methods of operation, the systems supporting them and the methods of construction to be utilized shall accompany the submitted construction documents and shall include, but not be limited to:

  - Stack effect. The system shall be designed such that the maximum probable normal or reverse stack effect will not adversely interfere with the system’s capabilities. In determining the maximum probable stack effect, altitude, elevation, weather history and interior temperatures shall be used.

  - Temperature effect of fire. Buoyancy and expansion caused by the design fire in accordance with Section B-809.9 of the Building Code shall be analyzed. The system shall be designed such that these effects do not adversely interfere with the system’s capabilities.

  - Wind effect. The design shall consider the adverse effects of wind. Such consideration shall be consistent with the wind-loading provisions of Chapter 16 of the Building Code.

  - HVAC systems. The design shall consider the effects of the heating, ventilating and air-conditioning (HVAC) systems on both smoke and fire transport. The analysis shall include all permutations of the system’s status. The design shall consider the effects of the fire on the HVAC systems.

  - The design shall consider the effects of low temperatures on systems, property and occupants. Air inlets and exhausts shall be located so as to prevent snow or ice blockage.

  - All portions of active or passive smoke control systems shall be capable of continued operation after detection of the fire event for no less than 20 minutes.


  - A plot plan showing the location of test borings and/or excavations.
  - A complete record of the soil samples.
  - A record of the soil profile.
  - Elevation of the water table, if encountered.
  - Recommendations for foundation type and design criteria, including but not limited to: bearing capacity of natural or compacted soil; provisions to mitigate the effects of expansive soils; mitigation of the effects of liquefaction; differential settlement and varying soil strength; and the effects of adjacent loads.
4. Geotechnical Soils Investigation Report signed/sealed by a professional engineer licensed by the State of Pennsylvania (CONT’D)

- Expected total and differential settlement.
- Pile and pier foundation information in accordance with Section B-1708.2.2 of the Building Code.
- Special design and construction provisions for footings or foundations founded on expansive soils, as necessary.
- Compacted fill material properties and testing in accordance with Section B-1703.5 of the Building Code.


6. L&I Special Inspections Form—If NOT proposing a single-family-dwelling or a detached two-family dwelling that is three stories and less in height.


7. L&I Structural Design Criteria Form, signed/sealed by a professional engineer licensed by the State of Pennsylvania—if not proposing a single-family dwelling or a detached two-family dwelling that is three stories and less in height.


7. Department of Public Health—Air Management Services—Installation or modification of an air pollution source such as a boiler, generator, large parking facility or certain asbestos abatement or demolition projects may require an air permit.

- Available for download: philadelphia.gov/health/airmanagement/
Building Permit: Repairs & Alterations

1. Application for Building Permit*

*Available for download: phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

2. A valid L&I Use Registration Permit.

3. Building Plans (3 sets)—if proposing structural alterations, or alterations exceeding $25,000, plans must be signed/sealed by a registered design professional licensed by the State of Pennsylvania; otherwise professional seal is not required.

- Drawn to scale.
- Minimum sheet size is 18” x 24”.
- Black & white or blueprints (no pencil or free hand drawings).
- Double-line drawings of the entire building.
- Label all rooms as to their use.
- Show all locations and sizes of doors, windows, stairways, corridors, etc.
- Show all ceiling types/ratings and heights of the rooms.
- Identify wall and partition types/ratings and their locations.
- Indicate the Type of Construction classification of each building.
- Construction Plans
  - Use Groups—Indicate Use Group(s) on plans. If multiple uses, indicate location of each Use Group on the FL plans.
  - FL Area—Indicate gross FL area of each FL and total gross FL area of each building; allowable FL area including area modifications; unlimited area provisions.
  - Height—Show height above grade in feet and number of stories; allowable height including modifications.
  - Fire resistive construction—Provide design numbers and approved testing agency for all components: structural members; exterior walls; FL/ceiling and roof/ceiling assemblies; fire walls; fire separation assemblies; and fire partitions.
Construction Plans (CONT’D)

- Fire Blocking/Draftstopping/Protection of Joints and Through Penetrations—Show locations and materials. A separate permit may be issued for approval of joint protection and through-penetration systems if submittals are not made upon application and review of the base building permit. The fee for this additional permit will be based upon 2% of the total value of this portion of the construction.

- Opening protectives—Show the type, location and degree of protection provided: fire door assemblies; fire windows & shutters; fire dampers; and wired glass.

- Exterior Wall Envelope—Provide sufficient detail to determine compliance with the code, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings. Include manufacturer’s installation instructions that provide supporting documentation that the proposed penetrations and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system, which was tested, where applicable, as well as the test procedure used.

- Roof Assemblies and Rooftop Structures—Indicate the type of roof assembly used, materials, fire classification, fastening requirements, roof ventilation, roof drainage, parapet coping and flashing materials and locations. The details of any rooftop structures shall also be included.

- Interior Finish—Provide the flame spread parameters of interior finishes: general; wall and ceiling finishes; and FL finishes.

- Means of Egress—The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, as applicable in Section B-91.2 of the Building Code, and I-1, the construction documents shall designate the number of occupants to be accommodated on every FL, and in all rooms and spaces. Show arrangement of egress; provide capacity calculations indicating required and provided widths of components; show maximum travel and dead-end distances; provide door & hardware schedule; and show stair details including tread and riser dimensions, handrail and guard details, landing dimensions, door swings and encroachments.

- Means of Egress Lighting and Signage—Indicate locations of all “Exit” signs; and indicate means of providing means of egress lighting and associated power source/emergency electrical system (separate Electric Permit required for the installation of same).

- For Assembly Use Group A (assembly space with an occupancy of 50 persons or more)—show dimensions, handrails, guardrails, treads, risers, etc. for all aisles, aisle accessways and fixed seating.
Construction Plans (CONT’D)

- Accessible Routes—indicate accessible entrances with elevations; include details of ramps indicating slope, dimensions (including landings), handrails and edge protection; provide elevation details; indicate exterior accessible routes including parking spaces, ramps, public transportation stops, etc.; and indicate maneuvering clearances at doorways.

- Accessible Means of Egress—Plans must indicate locations of accessible means of egress, areas of refuge, stair dimensions and occupant load served.

- Accessible Building Features and Facilities—Fully dimensioned FL plan and elevation views required of all toilet rooms indicating locations of grab bars, fixtures, controls, mirrors and accessories; all kitchen rooms including employee break rooms if equipped with kitchen equipment; and water fountain dimensions; locations and mounting heights for occupant controls (pull stations, outlets, elevators, etc.).

- Accessibility Requirements in Specific Use Groups—Specify Type A and Type B dwelling units including heating and visual impairments. Show seating arrangements, aisle widths and location of accessible seating in Assembly Group occupancies. Show dimensions of accessible dressing rooms and service counters. Show location and details for accessible units (rooming units, hospitals).

- Residential Use Groups R-1/R-2/R-3—Room schedule to include: area of window; area of room; percentage of window to room area; area of operable window; and percentage of operable window to room area. Units of area shall be square feet.

Structural Plans

- Show all of the loads that apply to the design of the structure. Loads that may affect the design of the structure are listed as follows: dead load; uniformly distributed live loads; concentrated loads, impact loads; special loads; roof loads; snow loads (minimum 25 lbs. - force per square foot); wind loads (minimum 80 miles per hour for R-3 Use Groups); earthquake loads Seismic Zone (Av=0.1); live load reduction when permitted and where it is proposed to be used.

- The soil classification and design load-bearing capacity shall be shown on the construction documents.

- Areas Prone to Flooding—For buildings and structures in flood hazard areas as established by Table R-R301.2(1) of the Residential Code, construction documents shall include: (1) delineation of flood hazard areas, floodway boundaries and flood zones; and the design flood elevation as appropriate; and (2) the elevation of the proposed lowest FL, including basement; in areas of shallow flooding (AO zones), the height of the proposed lowest FL, including basement, above the highest adjacent grade.
☐ Structural Plans (CONT’D)

- For structural alterations only, provide two (2) copies of the design calculations sealed by a Registered Design Professional. Calculations shall include all design factors listed in Chapter 16 that contribute to the calculations of the loads applied to the design of the structure.

☐ Mechanical Plans (required for all Use Groups except for R-3, three stories or less).

- Identify room sizes as they appear on the architectural plans submitted with the building permit application.

- Ventilation Schedule—Show the use of the space and indicate the supply and exhaust cfm for each room on the plan. Show the size, rpm, manufacturer, type, capacity, etc., for all supply and exhaust equipment included in the system.

- Air Distribution System—Show the location and materials used to construct all plenums. Show the location and the materials used for all duct construction. Show supply and exhaust openings. Show size, type and manufacturer of registers, grilles and diffusers. Provide size, type, manufacturer and maximum length of flexible duct proposed. Show location, type and rating of all fire dampers.

- Fuel Gas Code—The construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work will conform to the provisions of the Fuel Gas Code. Construction documents shall include, but not be limited to design criteria, exterior envelope component materials, U-factors of the envelope systems, U-factors of fenestration products, R-values of insulating materials, size and type of apparatus and equipment, equipment and systems controls and other pertinent data to indicate compliance with the code. Construction documents for buildings more than two (2) stories in height shall indicate where penetrations will be made for installations and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.

- Kitchen Exhaust Equipment—Provide details of the hood, duct and automatic fire suppression system.

- Chimneys—Provide the location, material, termination height and clearance to combustibles for chimneys shown on the plans.
Mechanical Plans (CONT’D)

- Smoke Control Systems—Construction documents shall include sufficient information and detail to adequately describe the elements of the design necessary for the proper implementation of the smoke control systems. A rational analysis supporting the types of smoke control systems to be employed, their methods of operation, the systems supporting them and the methods of construction to be utilized shall accompany the submitted construction documents and shall include, but not be limited to:
  
  - Stack effect. The system shall be designed such that the maximum probable normal or reverse stack effect will not adversely interfere with the system’s capabilities. In determining the maximum probable stack effect, altitude, elevation, weather history and interior temperatures shall be used.
  
  - Temperature effect of fire. Buoyancy and expansion caused by the design fire in accordance with Section B-809.9 of the Building Code shall be analyzed. The system shall be designed such that these effects do not adversely interfere with the system’s capabilities.
  
  - Wind effect. The design shall consider the adverse effects of wind. Such consideration shall be consistent with the wind-loading provisions of Chapter 16 of the Building Code.
  
  - HVAC systems. The design shall consider the effects of the heating, ventilating and air-conditioning (HVAC) systems on both smoke and fire transport. The analysis shall include all permutations of the system’s status. The design shall consider the effects of the fire on the HVAC systems.
  
  - The design shall consider the effects of low temperatures on systems, property and occupants. Air inlets and exhausts shall be located so as to prevent snow or ice blockage.
  
  - All portions of active or passive smoke control systems shall be capable of continued operation after detection of the fire event for not less than 20 minutes.


- Residential Form available for download:

- Commercial Form available for download:
5. L&I Special Inspections Form—if NOT proposing a single-family dwelling or a detached two-family dwelling that is three (3) stories and less in height.
   □ Available for download:

6. L&I Structural Design Criteria Form, signed/sealed by a professional engineer licensed by the State of Pennsylvania—NOT proposing a single-family dwelling or a detached two-family dwelling that is three (3) stories and less in height.
   □ Available for download:
   philadelphia.gov/li/UpdDocs/2007struct_criteria_.pdf

7. Department of Public Health Air Management Services Asbestos Inspection Report—if proposing alterations exceeding $50,000; or for residential properties with more than 3 dwelling units; or for buildings built prior to 1981.

Certificate of Occupancy

1. Application for Building Permit*

*Available for download: phil.gov/li/UpdDocs/Bldg_permit_Appl.pdf

2. A valid Use Registration Permit.

3. Building Plans (3 sets) of professional quality.
   - Drawn to scale.
   - Minimum sheet size is 18” x 24”.
   - Black & white or blueprints (no pencil or free hand drawings).
   - Double-line drawings of the entire building.
   - Label all rooms as to their use.
   - Show all locations and sizes of doors, windows, stairways, corridors, etc.
   - Show all ceiling types/ratings and heights of the rooms.
   - Identify wall and partition types/ratings and their locations.
   - Indicate the Type of Construction classification of each building.

4. Hazardous Material Disclosure Form—if proposing a change in F (Factory), H (High Hazard), M (Mercantile) or S (Storage) occupancy.
1. Application for Electrical Permit*

*Available for download: phila.gov/li/UpdDocs/81-611A.pdf

2. Electrical Contract License Number (Specify on Application Form).

3. Electrical Plans, signed/sealed by a registered design professional licensed by the State of Pennsylvania.

- Provide all applicable International Energy Conservation Code compliance data.
- Include a listing and labeling statement.
- Label and list all electrical materials, devices, appliances and equipment by a certified testing laboratory or agency.
- Provide panel schedules with:
  - Circuit Loading.
  - Feeder Loading.
  - Over Current Protection.
  - NEC load Summaries for all new and/or affected panels and services. (Loading must be evaluated by highest phase.)
  - Include fault current data.
  - Include short circuit ratings.
  - Include fault current protection coordination.
- Provide a single line riser diagram showing: all new and/or affected services; and all feeders, wire sizes, insulation types, conduit sizes and types.
- Indicate number of services, including:
  - Physical locations.
  - Clearly identify mains and characteristics.
- Indicate the grounding electrode conductor size:
  - With new and/or affected services.
  - Transformers, where necessary provide details or notes on methods.
3. Electrical Plans, signed/sealed by a registered design professional licensed by the State of Pennsylvania (CONT’D)

☐ Show physical locations of all new and affected panels and switch gear, indicating the “front.”

☐ Indicate receptacle plans with circuitry.

☐ Indicate lighting plans with circuitry.

☐ Show electrical plans for each affected FL, including roof.

☐ Show wiring methods, including:
  - Termination temperature (60, 75, 90) requirements.
  - Conductor sizes.
  - Insulation types.
  - Conduit sizes.
  - Conduit types.

☐ Indicate the design and/or operation for any of the following applicable life safety systems, including:
  - Emergency generators.
  - Smoke evacuation.
  - Shaft pressurization and relief.
  - Smoke detection.
  - Egress and emergency lighting.
  - Fire alarm.
  - Fire pump.

☐ Indicate how special needs such as classified hazardous, corrosive and patient care are treated:
  - Provide detailed plan of classified areas.
  - Hangers, waste treatment and collection.
  - Flammable dust, gases or liquids.
  - Spray booths, vehicle servicing, parking, etc.
  - The classifications and method of compliance.

☐ Provide all HVAC nameplate data, including MCA and MOCP. List all other appliance and/or equipment with nameplate data (i.e., voltage, phasing, HP, FLA, RLA, etc.).

☐ Indicate all motor horsepower ratings, if not supplied elsewhere.
3. Electrical Plans, signed/sealed by a registered design professional licensed by the State of Pennsylvania (CONT’D)

☐ Indicate the certified testing laboratory of agency (e.g., UL).

- Test number and hourly ratings of all new and/or affected rated members and assemblies (i.e., columns, beams, FL/ceiling/roof fire-rated design assemblies).

- Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.

☐ Indicate all penetrations of fire-rated construction must be per manufacturer’s details.

- The details shall meet or exceed ratings of construction being penetrated.

- Penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers.

- New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.
Plumbing Permit

1. Application for Plumbing Permit*

   * Available for download: philadelphia.gov/li/UpdDocs/81-21A.pdf

2. Plumber License Number—specify on application form.

3. A valid PWD Water Service Permit.

4. A valid PWD Meter Installation Permit.

5. A valid Street and Footway Opening Permit—if proposing the installation, repair or replacement of a water distribution pipe ¾” or less, together with additional installation, repair or replacement of a lateral up to 6”. Obtain from the Municipal Services Building—Concourse Level, 1401 JFK Boulevard, 215-686-5500.

6. Plumbing Plan of Professional Quality—if proposing: residential construction of 3 or more units or any other new construction project; or an addition, except for one- and two-family; or alterations in residential occupancies with 5 or more units; or alterations in non-residential spaces greater than 2,000 square feet, unless installation 7 fixtures or less; or site drainage.

   - Drawn to scale.
   - Minimum sheet size is 11” x 17”.
   - Black & white or blueprints (no pencil or free hand drawings).
   - Plan layouts for each FL showing water distribution and drain-waste-vent piping and all details, pipe sizes with fixture unit load (from Table P-904.4 of the Code) and schedules necessary to define the systems being installed.
   - FL plans shall include room names/numbers for each FL.
   - On buildings 2 stories or more, provide isometric diagrams and/or schematic riser diagrams for supply and waste/vent piping and identify the risers by number (e.g. R1, R2, etc.); show where riser base terminations connect to the building drain (along with all interconnected piping on each FL plan); all pipe sizes must be clearly defined.
6. Plumbing Plan of Professional Quality (CONT’D)

☐ Include interceptors as applicable (grease, oil, lint, acid, sand) and size by flow rate, manufacturer and model number.

☐ Include fixture and equipment schedule showing fixture number, detailed description, hot water, cold water, waste and vent connection sizes and other pertinent information.

☐ Identify all fixtures on FL plans and in riser diagrams with the plumbing fixture schedule number.

☐ Show water, sanitary drain-waste-vent piping and storm leaders/drains, indicating sizes and materials for above and below grade installations.

☐ Indicate slope of horizontal sanitary and storm drains.

☐ Indicate roof drains and emergency roof drains/scuppers with the areas they impact.

☐ Provide toilet room layouts with minimum ¼” = 1 foot scale and indicate compliance with all accessibility requirements.

☐ Provide location of drinking fountains and indicate compliance with all accessibility requirements.

☐ Provide details on sealing through-penetrations of fire-rated assemblies, and indicate compliance with all accessibility requirements.

☐ Provide minimum facilities calculations.

7. Site Plan—if proposing residential construction of 3 or more units or any other new construction project.

☐ Show domestic water, fire and irrigation services.

☐ Show the location of water meter.

☐ Show backflow protection location and type and include a CP-100 form from the Water Department.

☐ Show the sanitary sewer services from building to point of disposal as approved by the Water (or Health for private sewage) Department.
1. Application for Zoning/Use Registration Permit*


2. Plot Plan (6 copies).
   - Scale 1” = 10’, 20’, 40’, 50’, 60’ or 100’.
   - Minimum sheet size 11”x17”, Maximum sheet size 24”x36”.
   - North point.
   - Existing lot lines and dimensions of the property according to the property deed.
   - Lot area and the square footage of entire lot. The occupied and open areas and their percentages of the lot.
   - All streets, alleys, or driveways bordering the property, completely dimensioned.
   - Curb lines and their distances from lot lines.
   - Exterior dimensions of all buildings and structures to include identification of the number of stories and heights of all buildings and structures and storefront/tenant space width.
   - Size location and location of all existing signs.
   - List all proposed signs—include the number of faces on each sign structure, type of illumination (if applicable) and size of each sign (length/width/depth), height above grade to bottom of sign and to top of sign. Signs attached to a building must include the projection from the wall of the structure to the outer edge of the sign and the clearance from the ground to the bottom of the sign. Freestanding signs should also include the distance from the property line to the leading edge of the sign.
   - Dimensions of all off-street parking spaces to include aisle and drives and their distances from lot lines.
   - Dimensions of all open areas and any easement areas.
   - Name and address of property owner.
   - Signature of applicant.
3. Sign Elevation.

4. Rendering with dimensions on the sign face.

5. Three photographs of all relevant building faces—when a sign is proposed for a site with multiple tenants, photos must be submitted of the entire site.*

* Only if NOT a property located in an ASC or NSC zoning district
1. Application for Zoning/Use Registration Permit*

2. Plot Plans Required for:
   - Two-Family in R5A Zoning Classification District.
   - Two-Family or Multi-Family in R-9 and R-10 Zoning Classification Districts.
   - Multi-Family in C-2 Zoning Classification District.

*Available for download:
phila.gov/li/UpdDocs/zoningapplication.pdf

Note: These are the most common classifications that require a plot plan. A plot plan may be required for other classifications erected after 1962.
1. Application for Zoning/Use Registration Permit*


2. Plot Plan (10 copies)—if proposing a relocation of lot lines, plans must be signed/ sealed by a surveyor licensed in the State of Pennsylvania and signed by the City Survey District (and City Planning Commission for subdivisions); otherwise professional seal is not required.

- Scale 1” = 10’, 20’, 40’, 50’, 60’ or 100’.
- Minimum sheet size 11”x17”, Maximum sheet size 24”x36”.
- North point.
- Existing lot lines and dimensions of the property according to the property deed.
- Lot area and the square footage of entire lot. The occupied and open areas and their percentages of the lot.
- All streets, alleys or driveways bordering the property, completely dimensioned.
- Curb lines and their distances from lot lines.
- Exterior dimensions of all buildings and structures to include decks, bays, pents, identification of the number of stories and heights of all buildings and structures. Interior mezzanines, if applicable, should also be shown with dimensions and location.
- Size location and type of any fence.
- Landscaping as required for parking lots.
- Dimensions of all off-street parking spaces to include aisle and drives and their distances from lot lines.
- Dimensions of all open areas and any easement areas.
- Name and address of property owner.
- Signature of applicant.
2. Plot Plan (CONT’D)

☐ For Residential Districts R-11 through R-16:
  - When a structure faces a street, the distance between the structure and street centerline must be provided.
  - Gross FL area of all existing and proposed buildings, listed by FL in chart format.
  - If FL plan is not consistent throughout the building, a fully dimensioned FL plan for each typical layout must be submitted.
  - The area, location and use of any building areas, which are excluded from the gross FL area.
  - The location of legally required windows, including the distance to the property line.
  - The height of the walls containing the legally required windows.
  - Clear depiction of all bonuses claimed, if applicable.

☐ For Residential Districts R-19 and R-20:
  - Gross FL area of all existing and proposed buildings, listed by FL in chart format.
  - If FL plan is not consistent throughout the building, a fully dimensioned FL plan for each typical layout must be submitted.
  - The area, location and use of any building areas, which are excluded from the gross FL area.

☐ For Residential-Commercial Districts RC-1 through RC-4:
  - Gross FL area of all existing and proposed buildings.
  - If FL plan is not consistent throughout the building, a fully dimensioned FL plan for each typical layout must be submitted.
  - The area, location and use of any building areas, which are excluded from the gross FL area.
  - The location of legally required windows, including the distance to the property line.
  - The height of the walls containing the legally required windows.
  - Net leasable area of all existing and proposed buildings. If the net leasable area differs from the gross FL area, the net leasable area must be delineated on a fully dimensioned FL plan.
  - Size and location of loading spaces.
  - Clear depiction of all bonuses claimed, if applicable.
  - When a structure faces a river, stream, canal, railroad right-of-way or street, the distance between the structure and the centerline of the applicable feature must be included.
2. Plot Plan (CONT’D)

☐ For Commercial Districts C-3, C-4 and C-5:
  - Gross FL area of all existing and proposed buildings, listed by FL in chart format.
  - If FL plan is not consistent throughout the building, a fully dimensioned FL plan for each typical layout must be submitted.
  - The area, location and use of any building areas, which are excluded from the gross FL area.
  - The location of legally required windows, including the distance to the property line (not required for additions or newly erected buildings containing less than 3 families in C-3).
  - The height of the walls containing the legally required windows.
  - Clear depiction of all bonuses claimed, if applicable.
  - Size and location of loading spaces.

☐ For Commercial District C-7, Neighborhood Shopping Center (NSC) District and Area Shopping Center (ASC) District:
  - Gross FL area of all existing and proposed buildings, listed by FL in chart format.
  - If FL plan is not consistent throughout the building, a fully dimensioned FL plan for each typical layout must be submitted.
  - The area, location and use of any building areas, which are excluded from the gross FL area.
  - Net leasable area of all existing and proposed buildings. If the net leasable area differs from the gross FL area, the net leasable area must be delineated on a fully dimensioned FL plan.
  - Size and location of loading spaces.

☐ For Commercial District C-6 and Office-Commercial (OC) District:
  - Gross FL area of all existing and proposed buildings, listed by FL in chart format.
  - If FL plan is not consistent throughout the building, a fully dimensioned FL plan for each typical layout must be submitted.
  - The area, location and use of any building areas, which are excluded from the gross FL area.
  - Size and location of loading spaces.
For Industrial Districts:

- Gross FL area of all existing and proposed buildings, listed by FL in chart format.
- If FL plan is not consistent throughout the building, a fully dimensioned FL plan for each typical layout must be submitted.
- The area, location and use of any building areas, which are excluded from the gross FL area.
- Bulk of all existing and proposed buildings.
- Size and location of loading spaces.

3. Elevation Drawings (6 copies)—if proposing new construction or additions.
1. A valid License to operate a Sidewalk Café.
   □ Attach a business card, signed on the back.

2. Plot Plan (6 sets) drawn to a standard scale.

3. If applicable, notarized permission letter from property owner (6 copies).

4. Photographs (6 sets).
   □ Three (3) photographs required for non-corner properties. Seven (7) photographs required for corner properties.
   □ Locations shall be (1) perpendicular; (2) left horizontal; and (3) right horizontal. If a corner property, provide a corner photo shot along with both frontages.

Contract Requirements:
Private Paving of Public Roads,
L&I Building Permit Applications*

1. Application to Pave or Repave Highways at Private Cost.

2. Letter of Agreement to Use City-Approved Paving Contractors; or else paving contractor qualifications (if using a non-approved paving contractor).


* All forms and contract materials will be supplied directly to the applicant by the Transportation Planning and Analysis Unit.
Plan Reviews:
L&I Zoning and Building Permit Applications

1. Prepare site plans that include the following:

□ Plan Information.

  - Plan shall bear the name, address, telephone number and signature of the professional land surveyor who performed the survey, his or her official seal and registration number, the date the survey was completed and the dates of all of the surveyor’s revisions.
  
  - The address of the property surveyed.
  
  - North arrow shall be oriented to top of plan.
  
  - Standard scale 1” = 10’, 20’, 30’, 40’, 50’, 60’ (engineers scale only).

□ Property Line Information.

  - Legal Status of all streets shown on plan. Example (On City Plan—50’ wide—legally open) or (On City Plan 60’ wide, legally open 33’ wide). Footway and cartway width dimensions. Example (12’–26’–12’). Information may be found on the 8th FL, M.S.B. City Plans Road Records.
  
  - All streets abutting property and mentioned in deeds must be shown on plan.
  
  - Point of Beginning of each property as mentioned in deed and dimensioned to nearest legally opened street intersection. Show intersection on plan.
  
  - All property line courses and distances of existing and proposed lots must be shown in Philadelphia District Standard only. Tangent bearings, radii, arc length and degree of curve shown on plan. Dimensions shall be in feet and hundredths of a foot.
  
  - Rights-of-Way, dedicated or non-dedicated easements of record completely dimensioned. Alleys, driveways and easements of record mentioned in deed or use, bounding on or across property.

□ Existing and Proposed Conditions.

  - Location and dimension of existing and proposed structures, on and adjacent to property. (Within 10 feet, including buildings, walls, walkways, patio, driveways, posts, poles, concrete, asphalt, etc.). Indicate the location of all tanks or pumps for the storage or distribution of light petroleum or coal tar products.
  
  - For proposed driveways, the exact location of all street furniture/hardware (such as inlets, hydrants, traffic signal posts, parking regulatory signs, light poles, etc.).
1. Prepare site plans that include the following (CONT'D):

- Dimension buildings, height and number of stories, dimension to property lines and/or right-of-way lines.
- Type and height of all fences and walls.
- Existing and proposed structures within footway area in front of and adjacent to property shown and dimensioned.

☐ Existing and Proposed Conditions

- Existing and proposed curb cuts dimensioned and distance to nearest street intersection right-of-way line. Location and dimension of off-street parking spaces. (Existing and proposed).
- Location of overhead wires on or across property. (Existing and proposed).
- Areas of existing and proposed lots shown on plan. Show areas in square feet and acres.
- Zoning designation and all requirements pertaining to property.

☐ Elevations.

- Elevations must be shown in City Datum.
- Existing contours (minimum one (1) foot intervals) and/or spot elevations within and adjacent to the property.
- Proposed first FL and basement elevation.
- Location and elevation of existing or proposed top of drains.
- City Plan and existing top of curb elevations in front of and adjacent to property lines.
Application for City Plan Action

1. Application for City Plan Action Form*

* Available for download:
  philadelphia.gov/streets/pdfs/City_Plan_Application.pdf

2. Formal Request Letter.
   □ This letter should be on your organization's letterhead.
   □ State clearly what changes to the City Plan you are requesting and give a brief explanation of the reason for the request.
   □ The letter should be addressed to:
     Clarena I.W. Tolson, Commissioner
     Philadelphia Department of Streets
     1401 JFK Blvd, Room 730 MSB
     Philadelphia, PA 19102

3. Any relevant blueprints, plans, sketches or supporting documentation.
1. Application to Install Pipe Posts.

2. Plot Plan (2 copies).
   - 8.5” x 11” paper.
   - Show locations of the proposed posts.

2. A valid Curb Setters License.

3. Plot Plan.
   - Drawn to scale.
   - Provide dimensions of the legal right-of-way (cartway and footways) at project location. Street breakdown dimensions can be obtained by calling 215.686.5565. Show curb lines and property lines.
   - Show all existing street furniture at the project location including those at adjacent properties. Some examples of street furniture are trees, fire hydrant, inlets, traffic signs and signals, poles with streetlights, manholes, steps, etc.
   - Provide dimensions for those items in the right-of-way (PROPOSED OR EXISTING) that require Streets Department review and approval. Dimensions should include length, width, height, vertical clearance above sidewalk and distances from curb line(s). Label items either “PROPOSED” or “EXISTING.”
   - All driveway curb cuts shall be located relative to the curb line(s), dimensioned (width) and labeled “PROPOSED” or “EXISTING.”
   - Provide a minimum of two (2) photographs showing the existing conditions at the site. The photographs shall provide a parallel and perpendicular view of the location relative to the roadway/sidewalk.
1. Application for Special Hauling Permit.
   - Material to be moved.
   - Origin and destination within City limits.
   - Truck/Tractor license number, Trailer license number and the states in which they are registered.
   - Length, height and width of combined vehicle and load.
   - Gross weight of combined vehicle and load including axle loadings and spacing.
   - Proposed route.
   - Name and signature of person applying.
## Street Closure Permit

### For Crane Placement
1. Application for Street Closure—Crane Placement*

* Available for download: philadelphia.gov/streets/pdfs/LaneClosureCraneHeli.pdf

2. A valid Streets Department Special Hauling Permit.

### For Equipment Placement
1. Application for Street Closure—Equipment Placement*

* Available for download: philadelphia.gov/streets/pdfs/Lane_Closure_EQUIPME.pdf

2. A valid L&I Building Permit, if related to:
   - □ Demolition.
   - □ Façade Restoration.
   - □ Shelter Platform.

3. A valid Streets Department Curb & Footway Permit, if related to:
   - □ Footway Restoration.

### For Utility Work
1. Application for Street Closure—Utility Work*

* Available for download: philadelphia.gov/streets/pdfs/Lane_Closure.Utility.pdf

2. A valid Streets Department Street Opening Permit, if related to:
   - □ Excavation.

3. A valid Streets Department Curb & Footway Permit, if related to:
   - □ Footway Restoration.
1. Application for Permit for Opening and Structural Occupancy of Highways.

2. Site Plan (6 sets).
   - Drawn to scale.
   - Show the complete details of the proposed work.
   - Indicate the character and location of all adjacent existing structures.
   - Provide dimensions of the legal right-of-way (cartway and footways) at project location. Street breakdown dimensions can be obtained by calling 215.686.5565. Show curb lines and property lines.
   - Show all existing street furniture at the project location including those at adjacent properties. Some examples of street furniture are trees, fire hydrant, inlets, traffic signs and signals, poles with streetlights, manholes, steps, etc.
   - Provide dimensions for those items in the right-of-way (PROPOSED OR EXISTING) that require Streets Department review and approval. Dimensions should include length, width, height, vertical clearance above sidewalk and distances from curb line(s). Label items either “PROPOSED” or “EXISTING.”
   - All driveway curb cuts shall be located relative to the curb line(s), dimensioned (width) and labeled “PROPOSED” or “EXISTING.”
   - Provide a minimum of two (2) photographs showing the existing conditions at the site. The photographs shall provide a parallel and perpendicular view of the location relative to the roadway/sidewalk.
APPLICABILITY

1. Existing Conditions Plan.
   - Engineer Name.
   - Date.
   - Project Title.
   - Name of registered owner.
   - If residential, development type (condo, fee simple, etc.).
   - Site address.
   - North arrow.
   - Legend.
   - Graphical scale.
   - Existing street lines and street names and confirmed street boundaries.
   - Vicinity map including watershed(s) and subwatershed(s).
   - Property lines.
   - Proposed lot lines and lot identification numbers.
   - Location and boundaries of all existing site improvements and improvements on adjacent land within 25 feet of property line.
   - Outlines of all existing structures within 25’ of property line.
   - Location of all existing utilities (water, sewer, stormwater) above and below ground.
   - Identify the nearest watercourses/water bodies on the map (within 100 feet).
   - Existing topography of site (contours, sub-basins, etc.) in 2 foot contour intervals on-site and on adjacent lands within 25 feet of the property line and on the full width of abutting public lands, and private rights-of-way and easement(s).
   - Note any special features of the site (natural depressions, natural berms, views, etc.).
   - Show the type and extent of vegetation, and the location of any trees that measure greater than 6 inches diameter at breast height and note their species.
   - Location and boundaries of all existing rights-of-way or easements.

2. Conceptual Site Plan.
   - Engineer Name.
2. Conceptual Site Plan (CONT’D)

☐ Date.

☐ Project Title.

☐ Name of registered owner.

☐ North arrow.

☐ Legend.

☐ Graphical scale.

☐ Proposed limit of disturbance (LOD) and all utility connections within the LOD.

☐ Street lines, street names, lot names, easements, other land divisions, and their purposes and confirmed locations.

☐ Location/outline of all existing structures to remain within 25’ of property line.

☐ Proposed site contours (distinguish between existing and proposed).

☐ All building lines or street set-back lines and distances to other buildings on the same lot.

☐ Proposed lot-lines and lot identification numbers, dimensions and areas.

☐ Existing and proposed rights-of-way, easements, cartway widths for all streets and private roads and drainage rights-of-way.

☐ Location and dimensions of all driveways, curb cuts and off-street parking lots, with distances from lot lines.

☐ Vicinity Map including watershed(s) and sub watershed(s).

☐ Clearly identify all existing and proposed site improvements.

☐ If residential, indicate development type (condo, fee simple, etc.).

☐ If Condo the plan sheet must include the following note: “This development project will be a condominium and all exterior walls, roofs, basements and ground are common areas and the development will not be subdivided in the future.”

☐ If homeowner’s association—indicate all facilities to be owned and maintained by the HOA clearly on a separate lot and include note indicating the responsibilities of the HOA.

☐ Location of all existing utilities (water, sewer and stormwater). Sewer connections made directly into manholes are not permitted.

☐ Note any vegetation identified for preservation and planned landscape areas.

☐ Show all proposed water, sanitary sewer, fire utility and stormwater connections (a water/meter pit must be shown within 35’ of the property/house/right-of-way line).

☐ Clearly indicate area where stormwater will be managed and show safe overflow connections.
2. Conceptual Site Plan (CONT’D)
   □ All infiltration areas must be located at least 10’ from all property lines.
   □ Show all roof and yard drains and their connections to infiltration/detention basins or sewers.
   □ Approximate loading ratio of 5:1 for directly connected impervious area (DCIA) to infiltration area footprint and 8:1 for drainage area to infiltration area footprint.
   □ Show extent of floodplain in relation to the project.
   □ Depict post-development hydrology of the site with flow lines including discharge points from property and type of discharge (diffused, concentrated, piped, etc.).

3. Site Photos.
   □ One color photograph from each face of the parcel looking into the site.
   □ PDF, JPG or BMP format.

4. Fee Schedule.
   □ $500 for conceptual submittal review.
     (Refer to PWD Regulations for most up-to-date fees.)

SUBMIT APPLICATION MATERIALS:
phillyriverinfo.org/PWDDevelopmentReview/ERSAIntro.aspx
Sewer Connection Reviews
For L&I Plumbing Permits

For sewer connections smaller than 8”:

1. Site plan showing property frontage and all piping and/or drainage structure.
   - Site plan to scale showing property street frontage and the nearest cross street.
   - Scaled plan requirement may be waived if property and/or connection locations are adequately dimensioned from a cross street.

For sewer connections 8” or larger:

1. Fee Schedule: A plan review & inspection fee of $55 will be charged for the first connection on a project with $35 charged for each additional connection 1”=40´ scale.

2. Site plan.
   - 1”=40´ scale.
   - Drawn to scale.
   - North arrow.
   - Show property location and nearest cross street.
   - Surface elevations and contours of area to be drained.
   - Elevations at top of catch basins and/or roof drain.
   - Area tributary to each catch basin and/or roof drain.
   - Size, slope, invert elevations and tributary areas for all sewer lines including drainage fixture units for sanitary sewer lines.
   - Size, location and material of existing sewer to which connection will be made.
   - Details of connections or special structures such as doghouse manholes.
   - Under certain circumstances sewer profiles and location of all utilities in the street may be required.
   - Show property frontage and all piping and/or drainage structures.

3. Sewer Profile.
   - 1”=40´ horizontal scale.
   - 1”=5´ vertical scale.
   - Catch basin details (no scale required).
1. Stormwater Review (for earth disturbances greater than 5,000 square feet or projects subject to the Wissahickon Watershed Ordinance).

- Stormwater Checklist B.*
- Geotechnical and/or Infiltration Report.
- Stormwater Management Model Input Files.
- Site Development Plans.
  - Existing Conditions Plan.
  - Site/Layout Plan.
  - Grading and Utility Plan.
  - Erosion and Sedimentation Control Plan and Details.
  - Drainage Area Plan, Existing and Proposed.
  - Landscaping Plan.
  - Demolition Plan.
  - Plan Details.
  - Project Name (all plan sheets).
  - Revision dates (all plan sheets).
  - Title of plan sheet (all plan sheets).
  - Dated Signature and Seal of Registered Professional Engineer (all plan sheets).
  - Graphic scale in 1” = 10’, 20’, 30’, 40’, 50’, 60’ or 100’ (all plan sheets).
  - North arrow.
  - Legend.

* Available for download: phillyriverinfo.org/PWDDDevelopmentReview/RequirementsLibrary.aspx#
1. Stormwater Review (CONT’D)

☐ For sites larger than 1 acre, submit a National Pollutant Discharge Elimination System (NPDES) Permit.

2. Review for Water and Sewer Availability (all projects).

☐ Site Plan showing locations of new connections and their distances from the intersection.


☐ Application for Exemption from Sewage Facilities Planning.*

☐ Pennsylvania Natural Diversity Inventory (PNDI) Project Planning & Environmental Review Form.

☐ Plot Plan showing anticipated lots to be created and estimated sewer line runs.

* Available for download:
  phillyriverinfo.org/PWDDevelopmentReview/RequirementsLibrary.aspx#

4. Private Cost Approval (for developments proposing the installation of new water mains and/or sewers)

☐ Stormwater Management Report and Plan (see (1) above).

☐ Plot Plan.*

- Sheet size 36”x24” (water design only) or 42”x30” (water and/or sewer design).
- Existing and proposed public streets, rights-of-way, property line.
- Existing and proposed buildings with first FL elevations and basement elevations.
- Existing & proposed grading.
- Geologic Data fill areas, boring locations, boring logs, SPT values. (Specifications available upon request.)
- Proposed water services and sewer laterals, meter pits, etc.
- Existing and proposed utilities. The location, size and depth of each utility must be shown.
- Areas to be maintained by a Homeowners Association or other non-City entity.

☐ Water Design Plan.*

- Sheet Size 36”x24”.
- All information required on the Plot Plan.
□ Water Design Plan.* (CONT’D)
  - Plan scale must be 1”=20’.
  - Cross section must be 1/4” = 1’-0” (one per sheet minimum, at most critical location).
  - Title block for first sheet must have space for three signatures (Engineer for the consultant, “General Manager, Planning and Engineering” and “Water Commissioner”). Remaining sheets shall only contain the first signature line.
  - General notes on first plan sheet.
  - PWD-issued work number.
  - PWD-supplied Approval Disclaimer Note.
□ Sewer Design Plan.*
  - Sheet Size 42” x 30”.
  - All information required on the Plot Plan.
  - Plan scale must be 1”=20’.
  - Cross section must be 1/4” = 1’-0” (one per sheet minimum, at most critical location).
  - Profile must be 1”=20” horizontal, 1”=5” vertical.
  - Nearest Highway District benchmark location and City datum elevation.
  - Title block for first sheet must have space for three signatures (Engineer for the consultant, “General Manager, Planning and Engineering” and “Water Commissioner”). Remaining sheets shall only contain the first signature line.
  - General notes on first plan sheet.
  - PWD-issued work number.
  - PWD-supplied Approval Disclaimer Note.
  - Show manhole inverts, pipe size, material, grade and all proposed connections greater than 8 inches.
Sewer Design Plan* (CONT’D)

- Show all stormwater management features: Common Drains—Rear yard common stormwater drains will not be approved without a homeowners association maintenance agreement and easement; Swales—Must have the approval of The Planning Commission, the Department of Licenses and Inspection and the Water Department; Seepage Pits—Must have the approval of The Planning Commission, the Department of Licenses and Inspection and the Water Department; Underground Storage Piping—Must have the approval of The Planning Commission, the Department of Licenses and Inspection and the Water Department; Retention/Detention Basins—Must have the approval of The Philadelphia Planning Commission, the Department of Licenses and Inspection, and the Water Department. A separate lot maintained by a homeowners association must be shown. The Water Department will maintain the endwall and piping within a designated right-of-way unless it is from a common rear yard stormwater drain.

- All piping and/or drainage structures that are to be maintained by the Homeowners Association must be clearly marked as ‘PRIVATE.’

- Drainage Connections—All connections 12” and less to RC pipe shall be made by core drilling and with a resilient saddle (see detail attached). All other connections shall be made as specified and detailed in the PWD standards. Non-standard connections shall be shown in a scaled detail.

- Soil Borings—A complete soil investigation shall be performed in accordance with PWD’s boring specifications and collection procedures with borings taken every 150’ and in line with the sewer. Show boring locations in the design plan view. Show profiles and log data on this sheet or a separate boring plan.

* Sample plans are available:
phillyriverinfo.org/PWDDevelopmentReview/RequirementsLibrary.aspx#
1. Application for Meter Installation.

1. Application for Special Water Service.
   - Must be signed by Water Main Records for new construction projects or any 3 inch or larger (valve type) connection.

2. Site Plan showing locations and sizes of new connections and their distances from the nearest intersecting street.
Development Plan Reviews for L&I Permit Applications

- **APPLICABILITY**

  - To determine subdivision regulation applicability
  - Wissahickon Watershed Review: To determine if the proposal meets the flood plain regulations
  - Surface Parking Lots containing more than 25 vehicles
  - Changes in use and all construction within the Institutional Development District, Industrial Transformation District, RC-6 Residential District, Waterfront Redevelopment District, Sports Stadium District and the Commercial Entertainment District
  - Wireless telecommunication facilities

1. Site Plan
   - **Plan Information**
     - Title block—to include name of subdivider or registered owner.
     - North point.
     - Date.
     - Scale (1’=100’ minimum).
     - All meters and bounds, boundaries and dimensions must be in Philadelphia District Standard when used for legal description or streets issues (e.g., Deeds, Easements).
     - All lot names and their purposes. Building setback lines and distances to other buildings on same lot.
     - Dedicated and non-dedicated rights-of-way (e.g., drainage, stormwater), easements, alleys, location of nearest fire hydrant.
     - Measurement of all buildings, footage, height and stories to determine gross FL area.
     - Exact location to the nearest intersection.
     - Location and dimensions of all existing or proposed driveways, curb cuts and off-street parking lots, with distances from lot lines.
     - All existing street furniture at project location including those at adjacent properties (trees, fire hydrants, inlets, traffic signs, streetlights, manholes, steps and meters).
     - If applicable, seal of registered architect, engineer or land surveyor in accord with PA Engineer, Land Surveyor and Geologist Registration Law.
     - If applicable, radii, lengths of curves and tangent bearings for all streets.
     - If applicable, existing and proposed contours.
     - If applicable, final elevation converted to City Datum (flood plain, watershed, plats).
     - If applicable, yard drains with top elevation in City Datum.
     - If applicable, lowest FL elevation in City Datum.
     - If applicable, topography (minimum % intervals), stormwater management plans.

3. Landscape Plans—if proposing a surface parking lot in an RC District.
Façade Control Reviews for L&I Zoning Permit Applications

For Section 14-1607:
1. Photographs of existing conditions.
   - Existing Building Elevations.
   - Building to the left.
   - Building to the right.
   - Across the street from subject building.
3. Drawing.
   - 6 sets, existing and proposed elevations indicating location of all materials; or
   - 6 sets proposed elevation of new building indicating all materials.
   - 1 site plan.

(Note: for buildings located at corners of blocks, submit elevations of both elevations facing street).

For Section 14-908:
1. Photographs of existing conditions.
   - Existing Building Elevations (front, rear and side where applicable).
   - Building to the left.
   - Building to the right.
3. Drawing.
   - 6 sets, existing and proposed elevations front and rear indicating location of all materials; or
   - 6 sets proposed elevation, front and rear, of new building indicating all materials.
   - 1 site plan.
   - 1 full set of building plans, including a roof plan.

APPLICABILITY

- New construction and elevation changes to existing buildings in: The Center City Commercial Area (Philadelphia Code Section 14-1607)
- Queen Village Neighborhood Conservation District (Philadelphia Code Section 14-908)
- Parking Garages located in C4 and C5 Commercial Districts
The Historical Commission exerts a limited form of jurisdiction, called Review-and-Comment jurisdiction, over new construction on undeveloped sites in historic districts. When it is considering a Review-and-Comment application, the Historical Commission cannot approve or deny but can only offer advisory, non-binding comments on the application. The Historical Commission must review such applications within 45 days of submission. To assist property owners and developers, the Historical Commission’s staff can advise whether a property qualifies as an “undeveloped site.”

For Review-and-Comment applications, the Historical Commission requires the submission of eight copies of the following documents by the monthly application deadline. All applications referred to the Historical Commission itself are first reviewed by the advisory Architectural Committee. Please contact the Historical Commission for its deadline and meeting schedule.

1. Cover letter describing the proposed undertaking and any special circumstances.

2. Copies of any historic documentation related to the project (such as historic maps, photographs, insurance surveys).

3. Photographs, dated and labeled (shall remain in the property of the Commission).
   - Of the undeveloped site.
   - Of the site’s street context.

4. Scaled and dimensioned site or plot plan, annotated and/or accompanied by the project’s specifications.

5. Scaled and dimensioned drawings of the proposed construction, annotated and/or accompanied by the project’s specifications.

* Applies to the erection of a new building, structure or object upon an undeveloped site that is within a historic district.
The Historical Commission seeks to work affirmatively with property owners in the preparation of plans that meet historic preservation standards and the goals of the owners. Prospective applicants are encouraged to consult with the staff of the Historical Commission early in the planning and design process before actually applying for a permit. An applicant may submit an application for a Review in Concept. During such a review, the Historical Commission itself provides advice and guidance, but cannot issue a final approval, which is a prerequisite for a building permit. For a final approval, which can lead to a building permit, the applicant must submit a subsequent application for final approval.

For Review-in-Concept applications, the Historical Commission requires the submission of eight copies of the following documents by the monthly application deadline. All applications referred to the Historical Commission itself are first reviewed by the advisory Architectural Committee. Please contact the Historical Commission for its deadline and meeting schedule.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
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<tbody>
<tr>
<td>1. Application for Review in Concept.</td>
<td></td>
</tr>
<tr>
<td>2. Cover letter describing the proposed undertaking and any special circumstances.</td>
<td></td>
</tr>
<tr>
<td>3. Copies of any historic documentation related to the project (such as historic maps, photographs, insurance surveys).</td>
<td></td>
</tr>
<tr>
<td>4. Photographs, dated and labeled (shall remain in the property of the Commission).</td>
<td>All elevations and areas proposed to be altered or demolished.</td>
</tr>
<tr>
<td></td>
<td>Of the street or interior context of the building, structure, site or public interior portion of the building or structure.</td>
</tr>
<tr>
<td></td>
<td>Of the specific setting or environment, in the case of an object.</td>
</tr>
<tr>
<td>5. Scaled and dimensioned drawings of the proposed alterations.</td>
<td>Detailed drawings not required, but must convey the concept. In some instances massing drawings may suffice. Annotated photographs and/or photo montages with notes and/or specifications may be acceptable in lieu of drawings for less complex projects.</td>
</tr>
<tr>
<td></td>
<td>Clearly delineate areas of demolition, if applicable.</td>
</tr>
</tbody>
</table>

*Developers submit Review-in-Concept plans to collect preliminary comments from the Historical Commission before entering the formal development process.*
6. Scaled and dimensioned site or plot plan—if proposing work to designated exteriors.

7. Scaled and dimensioned interior plan with interior designation boundary clearly demarcated—if proposing work to designated interiors.
Plan Review for L&I Building Permit Applications

Note: You must obtain an approval from the Historical Commission and a building permit from the Department of Licenses & Inspections prior to commencing any project at a property that is designated as historic if that project would alter the appearance of a designated interior space or the exterior of the building, its site or site appurtenances. The Historical Commission exercises jurisdiction over the entire exterior envelopes of buildings including all facades and roofs. Please contact the Historical Commission to determine if a property is designated as historic.

1. Cover letter describing the proposed undertaking and any special circumstances.

2. Copies of any historic documentation related to the project—such as historic maps, photographs, insurance surveys.

3. Photographs, dated and labeled (shall remain in the property of the Commission).
   - All elevations and areas proposed to be altered or demolished.
   - Of the street or interior context of the building, structure, site or public interior portion of the building or structure.
   - Of the specific setting or environment, in the case of an object.

4. Scaled and dimensioned detail or shop drawings of all features to be replaced and/or reconstructed—such as doors, door frames, window frames, shutters, cellar bulkheads, cornices, dormers, mantels and stairways.

5. Manufacturer’s specifications and/or catalog cut-sheets for all off-the-shelf elements including but not limited to lighting and door hardware.

6. Scaled and dimensioned site or plot plan and drawings of elevations (to which alterations are proposed)—if proposing work to designated exteriors.
   - Clearly delineate areas of demolition, if applicable.
   - Annotated and/or accompanied by a complete set of specifications that describe the proposed undertaking in detail. Annotated photographs and/or photo montages with notes and/or specifications may be acceptable in lieu of drawings for less complex projects.
7. Scaled and dimensioned interior plan and drawings of all elevations, floors, ceilings and other features to which alterations are proposed—if proposing work to designated interiors.

☐ Clearly demarcate interior designation boundary.

☐ Clearly delineate areas of demolition, if applicable.

☐ Annotated and/or accompanied by a complete set of specifications that describe the proposed undertaking in detail. Annotated photographs and/or photo montages with notes and/or specifications may be acceptable in lieu of drawings for less complex projects.
Plan Review for L&I Building Permit Applications

A. Applicability
   - Construction or alterations of buildings on City-owned property
   - Projects financed by City funds
   - Building features that extend over the public right-of-way

For City Construction Projects (City-owned property or City-financed projects):

1. Cover letter.
   - A complete narrative description of the project. Note, this is not merely a transmittal form; it must be a complete description of the proposal. This narrative should include applicable information on existing conditions of the site and functional reasons for the proposed actions as well as the proposed design. Revised or follow-up submissions must describe how they differ from the original proposal and if applicable, respond to concerns expressed by the Committees or Commission.
   - The name, mailing address, fax number and e-mail address of the person to whom the decision should be sent and the name, phone number and e-mail address of someone who can answer questions about the applications.
   - For projects that will have a Public Art Component, a statement describing the status of that process should also be included. If a call to artists has already been developed by the Public Art Office, please include a copy.

2. Color photographs (no Google images or low res phone pictures), at least 3”x5”, showing the site and its immediate surroundings as they exist at the time of the application.

3. Drawings of the proposed design.
   - Drawn to scale.
   - Label all dimensions, materials and colors clearly.
   - The number of drawings required will vary with the complexity of the project. A typical submission would include:
     - Site Plan(s) showing the location of the site with adjacent streets and land uses labeled and the location of all features and improvements on the site. Landscaping may be shown here or on a separate landscape plan.
     - Plan view.
     - Elevations—All elevations of a structure should be shown. The main façade elevation should be rendered to accurately portray proposed materials and colors unless separate rendered views are also being provided.
Plan Review for L&I Building Permit Applications

For building features that extend over the public rights-of-way:

1. Cover letter.
   - A brief description of the encroachments for which approval is sought.
   - The name, mailing address, fax number and e-mail address of the person to whom the decision should be sent and the name, phone number and e-mail address of someone who can answer questions about the applications.

2. Color photographs (no Polaroids), at least 3”x5”, of the following six views of the building or site as it exists at the time of application:
   - The entire building façade or site. If the building has security gates, photos must be submitted showing them in the opened and closed positions.
   - Adjacent building or site to the right. If property is located on a corner, please include additional views of both streets.
   - Adjacent building or site to the left. If property is located on a corner, please include additional views of both streets.
   - View down the block to the right. If property is located on a corner, please include additional views of both streets.
   - View down the block to the left. If property is located on a corner, please include additional views of both streets.
   - View across the street. If property is located on a corner, please include additional views of both streets.

3. Working drawing(s)
   - Drawn to scale on 8.5”x11” sheet. If a larger sheet is necessary, it must be foldable to 8.5”x11”.
   - Of the actual design with all dimensions, materials and colors clearly labeled, and fonts, logos, etc., accurately portrayed and showing exactly how the sign will look.

4. Plot plan showing the relation of the encroachment to property lines.
   - Drawn to scale on 8.5”x11” sheet. If a larger sheet is necessary, it must be foldable to 8.5”x11”.
Plan Review for L&I Sign Zoning Permit Applications

1. Cover letter.
   - A brief description of the sign(s) for which approval is sought. Specify whether the sign(s) are proposed or existing.
   - The name, mailing address, fax number and e-mail address of the person to whom the decision should be sent and the name, phone number and e-mail address of someone who can answer questions about the applications.

2. Color photographs (no Google images or low res phone pictures), at least 3”x5”, of the following six views of the building or site as it exists at the time of application:
   - The entire building façade or site. If the building has security gates, photos must be submitted showing them in the opened and closed positions.
   - Adjacent building or site to the right. If property is located on a corner, please include additional views of both streets.
   - Adjacent building or site to the left. If property is located on a corner, please include additional views of both streets.
   - View down the block to the right. If property is located on a corner, please include additional views of both streets.
   - View down the block to the left. If property is located on a corner, please include additional views of both streets.
   - View across the street. If property is located on a corner, please include additional views of both streets.

3. Working drawing(s).
   - Drawn to scale on 8.5”x11” sheet. If a larger sheet is necessary, it must be foldable to 8.5”x11”.
   - Of the actual design with all dimensions, materials and colors clearly labeled, and fonts, logos, etc., accurately portrayed and showing exactly how the sign will look.

4. A perspective drawing or overlay showing the sign in its exact location.
   - Drawn to scale on 8.5”x11” sheet. If a larger sheet is necessary, it must be foldable to 8.5”x11”.

5. Plot plan showing the relation of the sign(s) to property lines.
   - Drawn to scale on 8.5”x11” sheet. If a larger sheet is necessary, it must be foldable to 8.5”x11”.

- **APPLICABILITY**
  - Signs that extend more than 12” beyond the property line
  - Signs in the area surrounding the Vine Street Expressway
  - Signs in the area surrounding the Benjamin Franklin Bridge Approach
  - Signs along the Benjamin Franklin Parkway
  - Signs in the Passyunk Avenue Special District
  - Signs in the Convention Center Expansion Area Special District
  - Signs in areas abutting parkways, historical shrines and civic projects
  - Building logo signs located above the bottom of the 2nd floor located in C-4 & C-5 districts
  - All signs located in the RC-4 District, Center City commercial area or Roosevelt BLVD
DEPARTMENT OF LICENSES & INSPECTIONS

L&I is the front door to any development or construction project in the City. Issuers of permits and licenses and providers of inspections, L&I is here to ensure public safety and growth within the City of Philadelphia. Here are some of the services provided by L&I:

- USE REGISTRATION PERMIT
- ZONING PERMIT
- BUILDING PERMIT
- SIGN PERMIT
- LICENSES FOR RENTAL HOUSING, RESTAURANTS, SIDEWALK CAFES, ETC.

HISTORICAL COMMISSION

Protecting three centuries of history, the Historical Commission is the regulatory agency responsible for preserving historical structures throughout the City of Philadelphia. Here are the main reasons your project would require the Commission’s approval:

- ALTERATIONS TO A REGISTERED HISTORIC PROPERTY
- UNDEVELOPED PROPERTIES IN HISTORICAL DISTRICTS APPROVAL

STREETS DEPARTMENT

The Streets Department is responsible for the over 2,575 miles of streets and roads in the City of Philadelphia. The Department handles everything from building and maintaining the streets to trash collection and snow removal. Here are the most common reasons you would need to interact with the Streets Department:

- STREET OPENING/CLOSING PERMIT
- BOLLARD INSTALLATION
- CURB & FOOTWAY PERMIT
- SIDEWALK CAFE APPROVAL

ART COMMISSION

Appointed in 1911, the Art Commission’s purpose is to ensure that the physical development of the City takes place in a manner that is aesthetically pleasing, orderly and appropriate so that Philadelphia might be a more desirable place to live, do business and visit. The following projects would require the Commission’s approval:

- SIGN APPROVAL
- CITY-OWNED PROPERTIES OR CITY-FINANCED PROJECT APPROVAL
- SPECIAL CONTROLS AREAS

WATER DEPARTMENT

Whether providing safe water for residents to drink or supplying water for industries to manufacture goods here in Philadelphia, the task of the Water Department is to protect the region’s water resources. Here are some projects that would require the Department’s permission:

- WATER SERVICE
- METER INSTALLATION
- SEWAGE CONNECTION
- ACT 537 SEWAGE FACILITIES PLANNING APPROVAL

DEPARTMENT OF PUBLIC HEALTH

AIR MANAGEMENT SERVICES

As the local air pollution control agency, Air Management Services monitors air quality and enforces city, state, and federal air quality standards. Ensuring the air in our region is clean to breathe, free from noise, smoke and other nuisances, Air Management oversees the following:

- ASBESTOS ABATEMENT NOTIFICATION & PERMIT

CITY PLANNING

Since 1951, the City Planning Commission has been charged with guiding the orderly growth and development of the City of Philadelphia. Focused on large-scale projects that will have a major impact on the City, City Planning is responsible for the many permits, including the following:

- SUBDIVISION & FLOODPLAIN APPROVAL
- SURFACE PARKING LOT APPROVAL
- PARCELS LOCATED IN THE WISSAHICKON WATERSHED

DEPARTMENT OF PUBLIC HEALTH

AIR MANAGEMENT SERVICES

As the local air pollution control agency, Air Management Services monitors air quality and enforces city, state, and federal air quality standards. Ensuring the air in our region is clean to breathe, free from noise, smoke and other nuisances, Air Management oversees the following:

- ASBESTOS ABATEMENT NOTIFICATION & PERMIT

ZONING BOARD OF ADJUSTMENTS

The Zoning Board of Adjustment is a departmental board of L&I comprised of five members appointed by the Mayor. The Zoning Board of Adjustment hears and decides appeals in zoning matters, considers special ordinances and grants variances. The board would handle the following matters:

- APPEALS OF ZONING DECISIONS MADE BY L&I
- AREA & USE VARIANCES
- SPECIAL PERMITS & CERTIFIED USES
The City’s recent efforts to dramatically reform the development permitting process has been recognized with a “Bright Ideas In American Government Award.”

Bright Ideas is an initiative that recognizes creative and promising government programs and partnerships. The initiative is offered through the Innovations in Government Program, a program of the Ash Center for Democratic Governance and Innovation at Harvard Kennedy School. For more information, please visit innovationsaward.harvard.edu/BrightIdeas.cfm.