



CITY OF PHILADELPHIA  
 DEPARTMENT OF LICENSES & INSPECTIONS  
 Construction Services Division - Permit Services Unit  
 Municipal Services Building - Concourse Level  
 1401 John F. Kennedy Boulevard  
 Philadelphia, Pennsylvania 19102

## Building Permit Checklist

All relevant information is required to be submitted at the time you file your application and building plans.

Visit our website at [WWW.PHILA.GOV/LI](http://WWW.PHILA.GOV/LI)

Only complete and legible applications will be accepted!  
 All relevant information is required to be submitted at the time the building plans and permit application are filed.

All submitted plans must meet the minimum requirements as specified in L & I publication, *“Requirements for Construction Documents”*. (Available on L & I website)

### NEW CONSTRUCTION/ADDITIONS

1. Pre-requisite approvals: (See reverse side for additional info.)
  - L & I, Zoning Unit  
Approved Site plans and Zoning/Use Registration Permit.
  - Water Department  
Water and sewers availability. Storm water mgmt.(Act 537). PNDI
  - Streets Department – if applicable.  
Curb cuts, driveways, encroachments on the public way.
  - Fairmount Park (residential subdivisions) – if applicable.
  - Historical Commission – if applicable.
  - Art Commission – if applicable.
  - City Planning Commission – if applicable.
2. Soils Investigation Report (See L & I Code Bulletin B-9906-R3)
3. L & I, *Structural Design Criteria Form*
4. L & I, *Special Inspections Form* – if applicable.
5. L & I, Energy Conservation Forms:
  - Certificate of Design*.
  - Supporting documentation verifying compliance.
6. Three sets of building plans (See reverse side for min. requirements)
  - Signed/sealed by a registered design professional from PA.

### CERTIFICATES OF OCCUPANCY ONLY (No work)

1. Pre-requisite approvals: (See reverse side for additional info.)
  - L & I, Zoning Unit  
Use Registration Permit.
2. Three sets of building plans (See reverse side for min. requirements)

### FIRE SUPPRESSION

1. Pre-requisite approvals: (See reverse side for additional info.)
  - Water Department - Plans stamped with flow and pressure availability.
2. Four sets of building plans – (additional set goes to PWD)
  - Signed/sealed by a registered design professional from PA.
3. Four sets of hydraulic calculations
  - Signed/sealed by a registered design professional from PA.
4. Number of new sprinkler heads listed on building permit application.
5. PWD *Permit Application for Backflow Prevention Assembly Installation (CP 100/CU 100)* - if applicable.
  - Backflow Prevention device is on approved PWD list.
  - Signed by a certified technician.

### ALTERATIONS

1. Pre-requisite approvals: (See reverse side for additional info.)
  - L & I, Zoning Unit - if applicable.  
Approved Site plans and Use Registration Permit.
  - Streets Department - if applicable.  
Curb cuts, driveways, encroachments on the public way.
  - Historical Commission – if applicable.
  - Art Commission – if applicable.
  - City Planning Commission – if applicable.
2. *Asbestos Inspection Report* on City’s Health Dept. Form;
  - Except: a.) Alterations less than \$50,000; or
  - b.) Residential properties 3 dwelling units and less; or
  - c.) Buildings built after 1980.
3. L & I, *Structural Design Criteria Form* – if applicable.
4. L & I, *Special Inspections Form* – if applicable.
5. Three sets of building plans (See reverse side for min. requirements.)
  - Signed/sealed by a registered design professional from PA, when alterations are structural, or over \$25,000 in cost.

### DUCTWORK/HVAC

1. Three sets of building plans (See reverse side for min. requirements.)
  - Signed/sealed by a registered design professional from PA when alterations are structural in nature or over \$25,000 in cost.
2. Number of new registers/diffusers listed on building permit application.
3. *Asbestos Inspection Report* on City’s Health Dept. Form;
  - Except: a.) Alterations less than \$50,000; or
  - b.) Residential properties 3 dwelling units and less; or
  - c.) Buildings built after 1980.
4. All penetrations of rated construction clearly identified.
5. Fire Dampers and Smoke Detectors clearly identified.

### KITCHEN HOODS

1. Three sets of building plans (See reverse side for min. requirements.)
  - Equipment plan provided.
  - Hood and Duct sizes and gages provided.
  - Location of duct and fans and termination points.
  - Exhaust and supply air quantities and velocities.

### FOUNDATION ONLY

1. Pre-requisite approvals: (See reverse side for additional info.)
  - L & I, Zoning Unit  
Approved Site plans and Zoning Permit.
  - Water Department  
Water and sewers availability. Storm water mgmt.(Act 537). PNDI
2. Soils Investigation Report (See L & I Code Bulletin B-9906-R3)
3. Three sets of building foundation plans -
  - Signed/sealed by a registered design professional from PA.
4. *Letter of Owner’s Responsibility*
5. *Pile inspection letter* - if applicable.

### COOKING EXTINGUISHING SYSTEM

1. 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.
  - Installed by a licensed fire suppression contractor.

*Note: These are general requirements for building permits. Additional information may be required as needed. 05/16/05*

## **INFORMATION/REQUIREMENTS:**

### Zoning: 215-686-2420, MSB Concourse

Every permit (except sprinkler, tenant fit-ups in office bldgs., and no change in use.); New buildings and additions, site plan must be signed by Zoning Examiner.

### Streets Department (Room 940, Municipal Services Building; Phone #: 215-686-5500)

For footings extending greater than 3' beyond building; Driveways, curb-cuts  
Any encroachment on the public footway; Parking spaces – Traffic Room 980

### Water Department & Sewers (2<sup>nd</sup> Floor, 1101 Market Street; Phone #: 215-685-6270)

All new construction and foundation permits (water/sewer availability; stormwater management; PNDI); Fire Suppression Permits (stamp plans with water pressure and flow information)

### Historical Commission (Room 576, City Hall; Phone #: 215-686-7660)

All historically certified buildings and historic districts. (stamp application and plans)

### Fairmount Park Commission (4231 N. Concourse Drive, Memorial Hall; Phone #: 215-685-0015)

New residential buildings within subdivisions, three or more lots. (street trees);  
Any permits within Fairmount Park Commission boundaries.

## **INFORMATION/REQUIREMENTS:**

### Art Commission (12<sup>th</sup> Floor, 1515 Arch Street, 12<sup>th</sup> Floor; Phone #: 215-683-2095)

All City funded work; Work on City property; Any cantilever building; Sidewalk café

### City Planning Commission (13<sup>th</sup> Floor, 1515 Arch Street; Phone #: 215-683-4649)

Land Fills; Wissahickon Watershed; Flood Plain Controls; Sign and facade alteration on Broad St.

### Health Department

Food handling (Milk and Food Section, 500 S. Broad Street; Phone #: 215-823-7495); X-ray rooms; Asbestos Inspection Report (Asbestos Hotline Phone #: 215-985-2555)

### Air Management (Health Department; Phone #: 215-685-7476)

Any process venting to the atmosphere; Spray-on fireproofing

### Contractual Services (11<sup>th</sup> Floor, Municipal Services Building; Phone #: 215-686-2582)

Dangerous or I. D. buildings.

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## **Minimum requirements for all Building Plan/Certificate of Occupancy Permits:**

All submitted building plans must meet the minimum requirements as specified in L & I publication, “*Requirements for Construction Documents*”. (Available on L & I website)

1. The plans must be of professional quality and drawn to scale, e.g. ¼” = 1’-0”.
2. The minimum sheet size is 18” x 24”.
3. The plans must be black and white or blue prints (no pencil or free hand drawings will be accepted).
4. The plans will be double line drawings of the entire building.
5. All the rooms will be labeled as to their use. (e.g. bedroom, kitchen, office, etc.)
6. All locations and sizes of doors, windows, stairways, corridors, etc. will be shown.
7. Ceiling types/ratings and height of the rooms will be shown
8. Wall and partition types/ratings and locations will be identified, e.g. 8” cement masonry block wall, plaster ceilings, etc.

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## **Minimum requirements for all Zoning and/or Use Registration Permits:**

The Application for Zoning and/or Use Registration must be completed and shall include the following information:

1. The exact address of the property to include identification of any corner locations.
2. A brief description of any alterations or proposed construction.
3. The current and proposed use of the property.
4. The names of all owners, owner’s address, and owner’s telephone number.
5. The applicant’s name, address, and telephone number.
6. All applicable current license numbers.
7. A filing fee of either \$25 for applications for one or two family dwellings, or \$100 for all other uses, payable by check or money order to the City of Philadelphia.
8. If the applicant is not the owner of the property, a letter from the owner of the land authorizing the applicant to file for the permit.
9. Six (6) copies of a site plan drawn to scale (1” = 10’, 20’, 40’, 50’, 60’, or 100’). This plan must include the following information:
  - a. Identification of north point.
  - b. Existing lot lines and dimensions of the property according to the property deed.
  - c. Lot area and the square footage of entire lot. The occupied and open areas and their percentages of the lot.
  - d. All streets, alleys, or driveways bordering the property, completely dimensioned.
  - e. Curb lines and their distance from lot lines.
  - f. Exterior dimensions of all buildings and structures to include identification of the number of stories and heights of all buildings and structures.
  - g. Dimensions of all off street parking spaces to include aisle and drives and their distances from lot lines.
  - h. Dimensions of all open areas and any easement areas.

Once you have the materials requested, come in and file the application and plans with the Department of Licenses and Inspections. An application for a Zoning and/or Use Registration Permit and Building Permit may be filed with the Department at the following location Monday through Friday between the hours 8:30 A.M. to 3:00 P.M. (counter closes at noon on last Wednesday of every month):

**Permit Control Unit  
Municipal Services Building, Concourse Level  
1401 John F. Kennedy Boulevard  
Philadelphia, PA 19102-1687**