

DEPARTMENT OF LICENSES AND INSPECTIONS CODE BULLETIN OF INFORMATION No. A-9802 R1		CODE OF GENERAL ORDINANCES OF THE CITY OF PHILADELPHIA <hr/> TITLE 4 — BUILDING CONSTRUCTION AND OCCUPANCY CODE
SUBJECT OF BULLETIN: LAWFUL OCCUPANCY SIGNS — FEES		REFERENCE CODE SECTION(S): A-902.6.5 A-904.6.(2)
ISSUED BY		
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PURPOSE:

The purpose of this Code Bulletin is to clarify the application of the fee provisions to the various scenarios in which Lawful Occupancy signs are issued.

ISSUE:

Section A-902.6.5 sets the fee for a Lawful Occupancy sign when the sign is issued separate from the plan review process for a building permit or Certificate of Occupancy. This fee covers the administrative costs and review of plans or diagrams submitted for the express purpose of obtaining the Lawful Occupancy sign.

Section A-904.6(2) sets the fee for the replacement of a Lawful Occupancy sign that has been lost or damaged. The fee is based on the department having records that only necessitate preparing the new sign without the need to review plans.

DIRECTION:

When a Lawful Occupancy sign is issued as part of another process, there should be no fee charged. This cost is assumed to be covered by the fees charged for the permits or other administrative process. Examples of such signs are:

- A Lawful Occupancy sign issued as part of the processing of a permit to erect a tent or air-supported structure. The cost of the sign is included in the permit fees for the structure.
- A Lawful Occupancy sign issued as part of a Variance recommended by the Board of Building Standards or Board of Safety and Fire Prevention. Where the project under appeal is being reviewed for a building permit and/or a Certificate of Occupancy, the cost of the sign is included in fees associated with the project. Where, however, the appeal is the result of a violation, and there is no permit or Certificate of Occupancy application pending, the Lawful Occupancy sign shall be considered a new sign and is subject to the fee prescribed in Section A-902.6.5.

