



C I T Y O F P H I L A D E L P H I A

DEPARTMENT OF LICENSES & INSPECTIONS
1130 Municipal Services Building
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102-1687

DAVID J. PERRI, P.E.
COMMISSIONER

Owner1
Address
City, State Postal Code

Building Address

Date

Re: Private Bridge Maintenance

Dear Building Owner/Manager:

Please be advised that the Philadelphia Code Section PM-316 requires owners of all private bridges and any appurtenance thereto to retain a Professional to conduct periodic inspections of the private bridges for structural adequacy and safety and to prepare and file a report on such inspection. The Professional must be a professional engineer licensed by the Commonwealth of Pennsylvania and be experienced in the practice of structural engineering.

The Code defines a private bridge as an elevated structure that crosses over any part of a public right-of-way or publicly-owned pedestrian, bicycle or equestrian trail that typically allows for pedestrian passage between buildings or supports building systems and processing equipment or allows for vehicular access to private property, and often is referred to as a skyway, catwalk, skybridge or skywalk. A private bridge does not include a structure inspected as required by a federal authority such as the Federal Highway Administration or the Federal Railroad Administration.

A recent survey revealed that your building or property has a private bridge and we do not have a record of a professional engineer's report being submitted. Accordingly, if your building or property has a private bridge, the initial inspection required by Section PM-316 shall be conducted, and the required report shall be filed, as soon as possible. The initial report was due on July 1, 2017. Please submit your report to privatebridgereports@phila.gov as soon as possible to avoid any enforcement action.

Forms are to be submitted via e-mail to privatebridgereports@phila.gov. The Summary Inspection Report of Private Bridge Reports form submitted **must have the correct address of the structure inspected** as designated by the City's Office of Property assessment. The correct address can be found on the property tax bill. There is currently no fee for submittal of this form to the Department.

The report shall detail all conditions, including, significant deterioration, and movement, the apparent watertightness of the exterior surfaces and any deleterious impact or condition of exterior appurtenances, including exterior fixtures, signs, copings, window frames, hardware, lights and similar items. The report shall classify each such condition as Safe, Unsafe, or Safe with a Repair and Maintenance Program.

Upon discovery of any unsafe condition, the Professional shall immediately notify the owner of the private bridge and shall within twelve (12) hours of such discovery, notify the Department of Licenses and Inspections (the Code Official) in writing to:

L+I Emergency Services Unit
Municipal Services Building, 11th floor
1401 JFK Boulevard, Philadelphia, PA 19103
215-686-2480

Additionally, the professional shall file the full report with the Code Official within twenty-four (24) hours of the completion of a report that identifies an unsafe condition. When a private bridge is determined to be unsafe and such condition is considered imminently dangerous by the Professional, the Professional shall notify the code official immediately at the contact information below.

Within twenty-four (24) hours of being notified of an unsafe condition by a Professional, the owner of the private bridge shall take any and all actions necessary to protect public safety. Within ten (10) days of the receipt of a report identifying an unsafe condition, the private bridge owner shall start work to correct the condition, and work continuously without interruption until the unsafe condition has been corrected.

The owner of a private bridge is responsible for ensuring that the conditions described in the report as Safe with a Repair and Maintenance Program are repaired and the actions identified by the Professional are completed within the time frame designated in the report, or by such time necessary to prevent a condition from becoming an unsafe condition, whichever is sooner.

Following the initial inspection, and every inspection thereafter, a private bridge shall be re-inspected, and the required report shall be filed with the code official within five years of the filing of the report concerning the previous inspection.

Where private bridges have undergone a restoration within five (5) years prior to July 1, 2017, the owner may apply to the code official for an extension of the required initial inspection. Please submit your extension request to privatebridgereports@phila.gov by July 1, 2017 to avoid any enforcement action.

Please visit the L+I website at www.phila.gov/li under Permits & Certificates for frequently asked questions, the inspection report form and a link to the privatebridgereports@phila.gov e-mail box.

If you have any questions, please email privatebridgereports@phila.gov.

Sincerely,

A handwritten signature in cursive script that reads "Joseph A. Diorio Jr.".

Joseph A. Diorio Jr.
City of Philadelphia
Department of Licenses and Inspections.