

All work must comply with the conditions of the approved permit. Significant deviations impact the conditions of approval and must be resubmitted for review through an amended permit process.

This information bulletin summarizes common deviations requiring an updated permit and the associated process.

CHANGES TO PERMITTED CONSTRUCTION PLANS

Minor deviations may be approved as 'field changes' at the discretion of the Building Inspector. Major changes to the permitted construction plans must be resubmitted to the plans examination unit for approval through the amended permit process.

Major deviations requiring an amended permit include changes to the following:

- Structural components
- Egress
- Fire protection systems
- Fire rated assemblies
- Occupancy classification or occupant Load
- Accessible route
- Height
- Construction type
- Number of plumbing fixtures
- Exterior work subject to the approval of the Philadelphia Historic Commission or City Planning Commission
- Scope of Work (Reduction Only)
- Work within a designated flood zone
- Work related to any approved BBS variance or ZBA proviso
- Sound transmission control (STC) rated systems
- Additions or deletions of windows or doors

The following work is **not** eligible for an amended permit:

- Expansion of work area
- Deviations from permits issued without plans

APPLICATION REQUIREMENTS

Amended permit applications are subject to standard application procedures and must be submitted through the Permit Services Counter located on the Public Services Concourse of the Municipal Services Building.

The following materials are required:

- A Completed Building Permit Application. The 'Description of Work' denoted on the standard permit application shall provide an overview of changes and reference the original permit number.
- Three Copies of Amended Plans. Only those plan sheets impacted by changes are to be included and revisions must be annotated. If revision clouds cannot be utilized to clearly identify changes, a narrative detailing all changes must be submitted with application.

No filing fee is collected at the time of application.

REVIEW TIME

Standard review times apply: 20 business days for commercial projects and 15 business days for residential projects.

Amended permit applications are not eligible for accelerated review.

PERMIT FEE

\$20 per plan, with a minimum fee of \$75. Standard scanning and surcharges apply.

DEFERRED SUBMITTALS

The Department may allow the submission of certain permit documents to be deferred until after the construction permit has been issued. Deferred submittals are limited to those items for which it may be impractical to secure prior to permit issuance, such as truss drawings or the identification of the special inspection agency. These documents must be submitted through the amended permit process.

Application Requirements

The application must be submitted through the Permit Services Counter located on the Public Services Concourse of the Municipal Services Building with the following materials:

- A Completed Building Permit Application. The 'Description of Work' detailed on the standard permit application shall provide an overview of changes and reference the original permit number.
- Three Copies of Plans, if applicable.

No filing fee is collected at the time of application.

Review Time

Truss drawings and the submission of special inspector information are processed within 10 business days. Standard review times may apply to other deferred submittals as determined by the plans examiner.

Permit Fee

\$20 per plan (if applicable), with a minimum fee of \$75 (\$50 if no plans are reviewed). Standard scanning and surcharges apply.

OWNERSHIP

The Department does not require an updated permit to reflect a transfer in ownership. If the owner elects to apply for such a change, it must be submitted through the amended permit process.

Application Requirements

The application must be submitted through the Permit Services Counter located on the Public Services Concourse of the Municipal Services Building with the following materials:

- A Completed Building Permit Application. The 'Description of Work' detailed on the standard permit application shall provide an overview of changes and reference the original permit number
- Substantiating Documentation (i.e. proof of ownership)

Review Time

Permit applications for a change in ownership are processed same day.

Permit Fee

\$57

CHANGE IN CONTRACTOR

Most contractor changes may be documented by the Building Inspector and do not require an amended permit. Changes related to complete demolition permits shall require an amended permit. Changes to certain trade permits may require an amended permit.

Please consult your Building Inspector to determine if a change in contractor requires an amended permit.

ZONING PERMITS

Work must comply with approved Zoning Plan and the Department may not authorize field changes.

Amended Zoning Permits are not available with the following exception:

- Changes to permits granted by variance or special exception may be approved through a Zoning Board of Adjustment Administrative Review. Please visit www.phila.gov/li for more information.