



# 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

Owner  
Address  
City, State Postal Code

Date

**Re: Fire Escape Maintenance (Building Address)**

Dear Building Owner/Manager:

Please be advised that Section F-1011.1 of the Philadelphia Code requires owners of all buildings with fire escapes or fire escape balconies retain a Professional to do the following:

- Conduct periodic inspections of the fire escapes and/or fire escape balconies for structural adequacy and safety;
- Prepare a report on such inspection; and
- File a report with the Department of Licenses and Inspections.

The Professional must be a professional engineer licensed by the Commonwealth of Pennsylvania and be experienced in the practice of structural engineering.

If your building has fire escapes and/or fire escape balconies, the initial inspection required by Section F-1011.1 shall be conducted, and the required report shall be filed, on or before **July 1, 2017**. Please submit your report to [firescapereports@phila.gov](mailto:firescapereports@phila.gov) by July 1, 2017 to avoid any enforcement action.

Forms are to be submitted via e-mail to [firescapereports@phila.gov](mailto:firescapereports@phila.gov). The Summary Inspection Report of Fire Escapes and Fire Escape Balconies 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 reference all conditions, including but not be limited to, significant deterioration, and movement, and mechanical operations. 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 building and shall within twelve (12) hours of such discovery, notify the Department of Licenses and Inspections (the Fire Code Official) in writing to:

L+I Emergency Services Unit  
Municipal Services Building, 11<sup>th</sup> floor  
1401 JFK Boulevard, Philadelphia, PA 19103

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

Within twenty-four (24) hours of being notified of an unsafe condition by a Professional, the owner of the building 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 building owner shall start work to correct the condition, and work continuously without interruption until the unsafe condition has been corrected.

The owner of a building 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.

When the Professional has determined that the condition is safe, the Professional shall post, upon the fire escape or fire escape balcony, a tag or placard (made of weather-resistant reflective material) that clearly and legibly states the date of the inspection and the date by which a new inspection is required (5 years after the date of inspection), and the name, address and telephone number of the Professional or fire escape inspection business.

Following the initial inspection, and every inspection thereafter, a fire escape and fire escape balcony 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 fire escapes and fire escape balconies have undergone a restoration within one (1) year 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 [firescapereports@phila.gov](mailto:firescapereports@phila.gov) by July 1, 2017 to avoid any enforcement action.

Please visit the L&I website at [www.phila.gov/li](http://www.phila.gov/li) under Permits & Certificates for frequently asked questions, the inspection report form and a link to the [firescapereports@phila.gov](mailto:firescapereports@phila.gov) e-mail box.

If you have any questions, please email [firescapereports@phila.gov](mailto:firescapereports@phila.gov).

Sincerely,



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