



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

DEPARTMENT OF LICENSES AND INSPECTIONS

Carlton Williams Sr., *Commissioner*
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Dear Fire Protection Professional:

On June 23rd 2010 Mayor Michael A. Nutter approved the adoption of the 2010 Philadelphia Fire Code. This new code, based on the 2009 International Fire Code, contains several changes and clarifications from the previous edition. The most significant for the fire protection industry is a change in the annual certification of fire protection systems which include: water based sprinkler, standpipes, and special hazard (kitchen suppression, etc) Fire Alarm, and Emergency /Standby Power systems.

In the past, certifiers submitted all annual fire protection certifications to the Department through the Commercial Fire Unit. This was largely a paper process and often resulted in missing paperwork, duplicate submissions, and wasted time on behalf of property owners, contractors, and inspectors. To remedy this, the Philadelphia Fire Code was amended and, effective immediately, you are no longer required to submit passed or approved certifications; only those systems which fail their annual inspections are to be sent to the Department.

Failed annual inspections will be submitted using the attached City of Philadelphia Deficiency Notice. The Notices are; required whenever a system fails the annual inspection, specific to each discipline, and must be submitted within 45 days of the discovery of the deficiency. The Deficiency Notice form contains the available options for submission to the Department and blank copies are available online at the [Permits and Certificates section of the Department of L&I's website](#) and can be emailed directly to the Department at Failedcert@phila.gov

Please note, this policy does not change the testing and inspection requirements, only the submission process. Previous issues of the Fire Code required property owners to maintain a record of all system inspections and tests on site for a minimum of three years and this remains unchanged. The previous practice of filling out the cover letter is no longer necessary; only passed inspections should be certified. To avoid confusion and limit the chance of the certification being rejected by Department inspectors please be sure to use the most current Annual Certification forms, which can be found online at the [Permits and Certificates Section of the City of Philadelphia's Business Services Portal](#).