
DEVELOPMENT CHECKLIST

THE CITY *of* PHILADELPHIA



Available electronically at :
http://www.phila.gov/CityPlanning/resources/Publications/Permit_Checklist.pdf

ABOUT THIS GUIDE

The following permit and review checklist is intended as an overview of the requirements for real estate development projects in the City of Philadelphia. For additional information on fees, submission requirements, and specific issues please refer to the departmental websites or contacts provided.

GETTING STARTED: DEVELOPMENT SERVICES PROGRAM

The City of Philadelphia's Development Services Program is a resource available through the Office of Planning and Development to assist developers of major real estate projects in navigating the approval and regulatory process. The Program brings together representatives from the City's relevant departments and agencies in the form of a Development Services Committee, which meets with developers to provide coordinated feedback on projects. Participation in the Development Services Program helps the developer to:

- ❑ Discuss plans with representatives from each agency related to the project
- ❑ Get feedback early in the development process on the necessary regulatory or legal approvals
- ❑ Coordinate or clarify issues that may be regulated by more than one department
- ❑ Establish a schedule for project implementation of approvals, utility service, and public actions.

The Development Services Program is a voluntary program available to all developers of major real estate projects with more than 25 residential units or 50,000 sq. ft. of gross floor area, whether new construction or conversions. To learn more about the program or to request a meeting with Development Services, contact:



Development Services
One Parkway Building, 13th Floor
1515 Arch Street, Philadelphia, PA 19102
(215) 683-4652 or developerservices@phila.gov



Meeting Information: The [Development Services Committee](#) meets monthly to review major projects. Please contact the Development Services group for more information or to obtain a meeting request form.

ABBREVIATIONS

CDR - Civic Design Review
EOP - Economic Opportunity Plan
E&S - Erosion and Sediment (Control Plan)
L&I - Office of Licenses and Inspections
NPDES - National Pollutant Discharge Elimination System
OPA - Office of Property Assessment
PADEP - PA Department of Environmental Protection

PCPC - Philadelphia City Planning Commission
PWD - Philadelphia Water Department
RCO - Registered Community Organization
ROW - Right-of-Way
TIS - Traffic Impact Study

This Development Checklist is intended to provide guidance and act as an overview of the requirements for real estate development in the City of Philadelphia. If this guide conflicts with any regulation or review procedure adopted by individual departments or agencies, the requirements of the individual department shall govern.

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1 PRE-ZONING PERMIT REVIEWS

A Zoning/Use Registration Permit from the Department of L&I authorizes construction or an addition to a building or authorizes a particular use of the building or ground and ensures that a proposed project meets the standards of the Zoning Code.

In order to apply for a Zoning/Use Permit from L&I ([page 10](#)), applicants may need to obtain one or more of the various Pre-Zoning Permits described in this section. The applicant is encouraged to obtain approvals for necessary Pre-Zoning Permits in advance of submitting a Zoning/Use Permit application to L&I in order to ensure a quick turnaround time for Zoning/Use Permit approval.

Projects that do not meet the standards of the Zoning Code will be issued a Refusal from the Department of L&I. An applicant who wishes to appeal this decision must file a Petition of Appeal and appear before the Zoning Board of Adjustment (ZBA) to request a variance to the Zoning Code (see [Appendix](#)).

PWD Conceptual Review Phase

Philadelphia Water Department (PWD)

REQUIRED FOR:

- ❑ Projects proposing earth disturbances equal to or greater than 5,000 square feet
- ❑ Projects subject to the Wissahickon Watershed Overlay District Ordinance
- ❑ Projects applying for §14-602.7 of the Philadelphia Zoning Code for “Exception to Use Tables for Green Roofs.”



REVIEW TIME:

5 days for each round of review



CONTACT:

PWD, Stormwater Plan Review
Jefferson Tower
1101 Market Street, 5th Floor
Philadelphia, PA 19107
215.685.6387, pwd.planreview@phila.gov

Stormwater Plan Review offers walk-in consultation hours every Tuesday from 11am-1pm. A formal meeting may also be requested by the applicant.



FORMS AND DOCUMENTS: The Conceptual Review is initiated through the online [Existing Resource and Site Analysis \(ERSA\) Application](#). The [Philadelphia Stormwater Management Guidance Manual](#) provides more information on preparing this submission. Projects will fall into one of four Project [Review Paths](#) depending on the Development Type, Watershed, and Earth Disturbance. The Project Review Path will determine what plans need to be attached to the ERSA Application.



TIPS:

- ❑ [Design One Call Requests](#) can be used to identify right-of-way issues and avoid interference with facilities in the proposed construction area.
- ❑ Applicants should consider contacting PWD’s Stormwater Plan Review prior to purchasing real estate to confirm site conditions.
- ❑ Projects located in the Wissahickon Watershed Overlay are encouraged to meet with the Philadelphia City Planning Commission prior to completing an ESRA application with PWD.



ADDITIONAL INFORMATION: PWD Conceptual Approval is required before a Zoning Permit and Demolition Permit may be issued from the Department of Licenses and Inspections. However, PWD does not review Conceptual Stormwater Management Plans for compliance with the Zoning Code; it is the applicant’s responsibility to make sure all plans submitted to PWD are code-compliant.

Streets Plan Review – Zoning Only

Streets Department

REQUIRED FOR:

Any plans that include

- ❑ Curb changes or curb cuts
- ❑ Surface parking lots for three or more vehicles
- ❑ Parking garages
- ❑ Bicycle parking facilities (in right-of-way)
- ❑ Any encroachments or projections into the right-of-way, including overhangs, bays, etc.
- ❑ Signs that encroach into the right-of-way
- ❑ Sidewalks
- ❑ Street lighting
- ❑ Street paving
- ❑ Adding, striking, or adjusting streets on the official City Plan (See Application for [City Plan Action](#))



REVIEW TIME:

Completeness Review: Within 3 Business Days
Technical Review: Within 3 Business Days



CONTACT:

Streets Department, Right of Way Unit
Technical Services Counter, Municipal Services
Building, Room 960
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.5502

Plan submissions must be made in person to the
Technical Services Counter from Monday - Friday,
9 am- 2 pm.



REQUIREMENTS AND RELEVANT DOCUMENTS: [Plan Review Application](#), [Plan Review Checklist No. 1](#),
[Streets Department Applications and Guidelines](#)



TIP: The Streets Department offers Developer Services Meetings to provide preliminary guidance and help projects through the Streets review process. Meetings for major developments are held the 1st and 3rd Wednesday of each month (10-11 AM or 11-12 PM) and are attended by Senior Staff members. Projects involving City Plan Action, impacting intersections, or requiring a traffic impact study are typically considered major developments. Applicants should contact the Right-of-Way Unit to confirm if the project is major or minor.

Meetings for minor developments, held the 2nd and 4th Wednesdays of the month (1/2 hour each, 10 AM-Noon) are attended by the Right of Way Unit Plan Review staff only. Contact the ROW Unit Plan Review Group (215-686-5531) for scheduling.



ADDITIONAL INFORMATION:

- ❑ Streets Department Zoning Review is limited to curb cut locations and approval of parking facilities. The ROW Unit Plan Review Group also identifies projects that impact City owned utilities and real estate, are subject to Complete Streets Review (Philadelphia Code Section [11-600](#)), and regulations related to pavement restoration and ADA ramp replacement.
- ❑ Zoning approval does not include approval of encroachments or final driveway layout or design. Plans that receive zoning approval will require further review prior to building permit submissions.
- ❑ Sidewalk repair and replacement that is limited to a small area for individual single-family homes will typically not require Zoning Review. However, any sidewalk construction that impacts the curb will require a Curb and Footway Permit (page 23 of guide) and must be completed by a contractor with a valid Curb Setters License from the Department of L&I.
- ❑ Curb cuts or driveways larger than 24 feet will trigger a [Complete Streets Review](#) and may require an additional impact study and/or enhancements to the pedestrian and furnishing zones.

Application for City Plan Action

Streets Department

REQUIRED FOR:

Any change to the official City Plan including

- ☐ Placing a new street
- ☐ Striking an existing street
- ☐ Revising lines and/or grades of an existing street
- ☐ Relocating curb lines and changing roadway widths
- ☐ Placing, modifying, or striking a City utility right-of-way on the City Plan.



REVIEW TIME:

City Council ordinance is required for street placing, modifying, or striking, which adds additional process time, at a minimum several months.



CONTACT:

Streets Department, Survey Unit
Municipal Services Building, Room 830
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
215.686.5540, Frank.morelli@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: Application is a two-part process. Step 1: Send a formal request letter explaining the changes and reasons for the request along with any relevant blueprints, plans, sketches, or supporting documentation to the Streets Commissioner. Step 2: Submit a completed [City Plan Application Form](#) along with relevant fees.



ADDITIONAL INFORMATION: While applications for City Plan Actions are not required to obtain a Zoning Permit, it is advised that applicants begin this application process as early as possible since approval of City Plan Action may take several months.

Civic Design Review (CDR)

Philadelphia City Planning Commission (PCPC)

REQUIRED FOR:

Projects that meet certain [thresholds](#), including most projects exceeding 50,000 sq. ft. or including more than 50 units.

The CDR Committee reviews the public realm impacts of proposed development. These impacts include street design and street safety considerations based on Vision Zero data. L&I determines if the project is subject to CDR when a Zoning Permit application is submitted. The developer must then arrange to present the project at a public community meeting in conjunction with the RCO of the project area. The developer must also submit a CDR application with supporting materials to the PCPC to schedule a presentation to the CDR Committee.



REVIEW TIME:

Civic Design Review Committee meetings are typically held the first Tuesday of every month. A complete application with supporting materials, including a [Complete Streets Checklist](#), must be received two weeks prior to a meeting date.



CONTACT:

PCPC, Urban Design Unit
One Parkway Building, 13th Floor
1515 Arch Street, Philadelphia, PA 19102
215.683.4658,



REQUIREMENTS AND RELEVANT DOCUMENTS: [CDR Application Form](#), [Civic Design Review Brochure](#), [Complete Streets Checklist](#), [Vision Zero Data](#)



TIP: Advance meetings and/or communications with PCPC staff is encouraged prior to the CDR Committee meeting. A follow up presentation to the CDR Committee may be required before the process is complete.



ADDITIONAL INFORMATION: The CDR process must be completed before a Zoning Permit can be issued from L&I or a Zoning Variance or Special Exception will be issued by the ZBA. Visit the CDR Committee's [website](#) for more information.

Development Plan Review

Philadelphia City Planning Commission (PCPC)

REQUIRED FOR: Any Zoning Permits that involve

- ❑ Lot adjustments
- ❑ Landscaping around telecommunication towers
- ❑ Locations in the Wissahickon Watershed Overlay District
- ❑ CMX-4 and CMX-5 lots subject to compliance with the sky plane controls of the Zoning Code
- ❑ Landscaping for open air parking lots
- ❑ Steep slopes
- ❑ Construction along watercourses subject to flooding
- ❑ Parking garages in RMX-3, CMX-3, CMX-4, and CMX-5 districts or parking garages with 250 or more spaces located on lots adjacent to any other residential or commercial district.
- ❑ Signs in the Market Street East Advertising District
- ❑ Corner properties
- ❑ Amendments to master plan districts (SP-INS, RC-6, etc.)
- ❑ Certain height and density bonuses



REVIEW TIME:

Reviewed immediately, if plans are complete.



CONTACT:

PCPC, Development Planning Division
One Parkway Building, 13th Floor
1515 Arch Street, Philadelphia, PA 19102
215.683.4615, planning@phila.gov

Walk-in Hours: M-F, 9 am- 12 pm and 2 pm- 4 pm.
Plans will not be accepted after 4 pm without an appointment. Meetings can be requested as early as a conceptual plan stage to get feedback from PCPC staff. The Planning Commission meets the third Thursday of the month.



REQUIREMENTS AND RELEVANT DOCUMENTS: [Plan submission requirements](#); [Developer's Checklist of Plan Specifications](#)



ADDITIONAL INFORMATION: Visit PCPC's [website](#) for more information. Plan review and approval is required before a Zoning Permit application will be reviewed by L&I.

Art Commission Review

Art Commission

REQUIRED FOR:

- ❑ Construction and alterations paid for wholly or in part by city funds
- ❑ Construction or alterations that are on publicly owned land or in the right-of-way (e.g., projections above sidewalks or streets)
- ❑ Construction and signs on private property in certain special control areas (see [Section 14-502](#) of the Philadelphia Code for specific boundaries)
- ❑ Building Identification Signs ([Section 14-904\(3\)](#))
- ❑ Acquisition of new works of public art by the City and conservation and maintenance of the City's existing collection that are executed by the Public Art Office



REVIEW TIME:

The *Art and Architectural Committee* meets the first Wednesday of each month prior to the Commission meeting of the whole. The *Sign Committee* meets the third Tuesday of every month. The *Art Commission* meets the first Wednesday of every month. Applicants must submit a written request to staff at least two weeks prior to a meeting date to be added to the agenda.



CONTACT:

The Philadelphia Art Commission
One Parkway Building, 13th Floor
1515 Arch Street, Philadelphia, PA 19102
215.683.2095, artcommission@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: [Submission procedures for Signs, Awnings, or Canopies](#), [Submission procedures for City Construction Projects](#)



TIPS: Pre-zoning approval from the Art Commission is required only for signs subject to Art Commission review. All other Art Commission approvals will be required prior to building permit issuance. For some projects, seeking Art Commission approval prior to zoning approval may be beneficial as recommended changes may impact project scope or cost.

Historical Commission Review

Historical Commission

REQUIRED FOR:

- All building or demolition permit applications for [properties](#) on the Philadelphia Register of Historic Places.

Applications that exceed the staff's authority to review are referred to the full Commission.



Historical Commission meets the 2nd Friday of every month to review applications and recommendations and to render a decision. Submissions are due one month prior to meeting dates.

Architectural Committee: An advisory committee, reviews applications at a meeting approximately two weeks prior to the full Historical Commission.



CONTACT:

Historical Commission
One Parkway Building, 13th Floor
1515 Arch Street, Philadelphia, PA 19102
215.686.7660, jon.farnham@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: The Historical Commission welcomes consultation with applicants prior to formal filing of an L&I [Building Permit application](#).



TIP: For some projects, seeking Historical Commission approval prior to zoning approval may be beneficial as recommended changes may impact project scope or cost.



ADDITIONAL INFORMATION: Historical Commission [website](#). Philadelphia's historic [properties](#) and [districts](#).

Zoning / Use Permit

Department of Licenses & Inspections (L&I)

REQUIRED FOR:

- New construction
- Additions
- Changes in the gross floor area of a structure
- Demolition (partial or complete)
- Signage (accessory and non-accessory)
- Changes in use
- Decks/roof decks
- Creation or reconfiguration of parking
- Relocation of lot lines



REVIEW TIME:

20 business days; an accelerated review is available (except for sign review) for a \$540 fee. Accelerated review times will vary based on staff availability.



CONTACT:

Department of L&I, Permit Services
Municipal Services Building, Concourse Level
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
call 215-686-2455, permit.services@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: [Application](#) for Zoning/Use Registration Permit.



PREREQUISITES: May need prior review from: Philadelphia Water Department, Streets Department, Philadelphia City Planning Commission, Historic Commission, and Art Commission.



ADDITIONAL INFORMATION: [Zoning Map](#), [Zoning Code](#), Office of Business Services [Zoning Basics](#).

2 PRE-BUILDING PERMIT REVIEWS

This section includes the most common permits and reviews that may be required prior to submitting an application for various construction-related permits, including those described in Section 3.

Post-Construction Stormwater Management Plan (PCSMP) Review

Philadelphia Water Department (PWD)

REQUIRED FOR:

- ❑ Any projects proposing earth disturbances equal to or greater than 15,000 sq. ft.
- ❑ Projects located in the Darby Cobbs Creek Watershed proposing earth disturbances of 5,000 sq. ft. or more
- ❑ Projects subject to the Wissahickon Watershed Overlay District Ordinance

Projects will fall into one of [four Project Review Paths](#) (1. Development Compliance, 2. Development Exemption, 3. Demolition, or 4. Stormwater Retrofit) depending on the Development Type, Watershed, and Earth Disturbance of the project. Only projects that fall into the [Development Compliance](#) Review Path need to submit for PCSMP Review. If PCSMP or an Erosion and Sediment (E&S) Review is required, this will be noted in the prerequisite Conceptual Approval Letter.



REVIEW TIME:

15 days for each round of review
5 days for [Expedited Review](#)



CONTACT:

PWD, Stormwater Plan Review
Jefferson Tower
1101 Market Street, 5th Floor
Philadelphia, PA 19107
215.685.6387, pwd.planreview@phila.gov

PWD offers walk-in consultation hours every Tuesday from 11 am- 1 pm . A formal meeting may be requested by the applicant.



REQUIREMENTS AND RELEVANT DOCUMENTS:

- ❑ The [Philadelphia Stormwater Management Guidance Manual](#) provides more information and detail on preparing this submission.
- ❑ Projects proposing earth disturbances of 1 acre (43,560 sq. ft.) or more must also obtain a National Pollution Discharge Elimination System (NPDES) Permit from PADEP before PCSMP Approval will be issued. PWD recommends that NPDES Permit Applications are submitted to PADEP at the same time that PCSMP Review Phase Submission Package is submitted to PWD so that a coordinated review between the PADEP Southeast Regional Office and PWD can be performed.



PREREQUISITES: PWD Conceptual Approval is a prerequisite for PWD PCSMP Review.



TIPS:

- ❑ Projects located in the Wissahickon Watershed may be subject to additional stormwater management requirements as assessed by the City Planning Commission.
- ❑ After PCSMP approval is issued, a pre-construction meeting must be held with PWD to discuss E&S controls, stormwater management practice installation, and sequencing during construction.
- ❑ For projects that propose green stormwater strategies, PWD offers a 5-day [expedited review](#).



ADDITIONAL INFORMATION: PWD Stormwater Plan Review [website](#). PCSMP Approval is required before an L&I Building Permit, Foundation Only Permit, Demolition Permit, or Site Permit may be issued.

Private Cost Review

Philadelphia Water Department (PWD)

REQUIRED FOR:

- Projects that involve relocating, abandoning, or constructing new PWD facilities that the city will take into ownership
- Projects that involve encroachments into Drainage Right-of-Ways or onto existing PWD infrastructure (often identified during Conceptual Review)



REVIEW TIME:

Approximately 15 calendar days per submission; dependent upon complexity of project and quality of design



CONTACT:

PWD, Design Unit
Jefferson Tower
1101 Market Street, 2nd Floor
Philadelphia, PA 19107
215.685.6309

A meeting may be requested to review the proposed plans.



REQUIREMENTS AND RELEVANT DOCUMENTS: See the [Water and Sewer Design Manual](#), [Private Cost Contract Requirements](#), and [Additional Resources](#) for information about applying for a Private Cost Review. Philadelphia Streets Department Paving and Restoration Requirements may be required if applicable.



ADDITIONAL INFORMATION: PWD's Design Unit [website](#).

Act 537 Review

Philadelphia Water Department (PWD)

REQUIRED FOR:

- New construction, including Foundation Only Permits
- Additions on parcels greater than 15,000 sq. ft. and those of 5,000 sq. ft. or more in Use and Occupancy designations: R-2, R-3, A, B, M, and E Use Groups
- Clearing and grubbing on parcels greater than 15,000 sq. ft.



REVIEW TIME:

Immediate over the counter reviews are offered, however, emailed applications are preferred.



CONTACT:

PWD, Projects Control
Jefferson Tower
1101 Market Street, 2nd Floor
Philadelphia, PA 19102
215.683.6353, Eric.Ponert@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: Applicants should complete a [PA DEP Sewage Facilities Planning Module Application Mailer \(Act 537 Application\)](#) and mail or email the completed application to the contact information provided above.

Water and Sewer Connection Review (Pre-Permit Application)

Philadelphia Water Department (PWD)

REQUIRED FOR:

- ☐ Connections to the City sewer
- ☐ Any project that modifies water main connections



REVIEW TIME:

Small connections (<6" in diameter): 2 days.
Walk-Ins are welcome between 8:30 am– 4:00 pm Monday through Friday.

Large Connections (>6" in diameter): 10 days.
Contact Erik Smith to initiate.



CONTACT:

PWD, Water Transport Records
Jefferson Tower
1101 Market Street, 2nd Floor
Philadelphia, PA 19107
215.685.6270, Erik.A.Smith@Phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS:

- ☐ Sewer Connection Review: Information and requirements located [here](#).
- ☐ Water Service Connection Review: A site plan showing locations of new connections and their distances from the nearest intersecting street is required.



ADDITIONAL INFORMATION: Once the Sewer or Water Connection plans are approved, the applicant may apply for a Sewer Connection or Water Service Permit.

Utility Plan Review (Pre-Permit Application)

Philadelphia Water Department (PWD)

REQUIRED FOR:

- ☐ PWD approval of building permit



REVIEW TIME:

5 business days to receive additional comments or to get approval of plan

If additional comments are given, corrections must be made before receiving approval of the utility plan.



CONTACT:

PWD
Jefferson Tower
1101 Market Street, 2nd Floor
Philadelphia, PA 19107
PWDur@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS:

- ☐ Submit Utility Plan in PDF format to PWDur@phila.gov
- ☐ The [Utility Plan Checklist](#) provides a list of site and design elements needed for the utility review process.

Pre-Building Permit Review

Philadelphia City Planning Commission (PCPC)

REQUIRED FOR—Any Building Permits involving

- Locations in a [Neighborhood Conservation District](#)
- Locations in the [City Avenue Overlay district](#) with regards to site layout and landscape plans
- The following locations for façade review only:
 - ◇ [Chestnut or Walnut Street](#) (Blocks 100-2400)
 - ◇ [South Broad Street](#) (Blocks 001 to 1000)
 - ◇ [East Market Street](#) (Blocks 100 to 400)
 - ◇ [Ridge Avenue NCA Overlay](#)

PCPC Façade Review determines whether the project respects the historic and pedestrian environment.



REVIEW TIME:

Review ranges from over-the-counter to up to 60 days for the process of reaching agreement on proposed design changes. Walk-in consultation is available, appointments are preferred.



CONTACT:

PCPC, Urban Design Unit
One Parkway Building, 13th Floor
1515 Arch Street, Philadelphia, PA 19102
215.683.4658,



ADDITIONAL INFORMATION: PCPC approval for projects meeting the criteria above is a pre-requisite for the review of a Building Permit application. Additional information at PCPC's [website](#).

Streets Plan Review—Final Approval of Site Plan

Streets Department



INFORMATION FOR ALL REVIEWS: Please review [Streets Plan Review Policies](#) and [Application](#) for complete details. Review is coordinated by the Right-of-Way Unit for distribution to the various Transportation Divisions of the Streets Department and other City Agencies. Significant developments, proposals to change the curb line, and projects with encroachments on the right-of-way may require submission of a [checklist](#) demonstrating conformance with the City's Complete Streets Policy. Applicants must provide a PA One Call reference number in the application. Applicants proposing curb cuts onto a [state-owned road](#) will also need to complete a [Highway Occupancy Permit \(HOP\) application](#).

A "Final Approval of Site Plan" stamp is required from the Streets Department before obtaining Building Permits; Curb, Sidewalk, and Bollard Permits; Lane Closure Permits; Private Paving Agreements; and changes to the City Plan. Final approval does not grant utility or encroachment approval.

MINOR DEVELOPMENT REVIEW

OVER THE COUNTER REVIEW REQUIRED FOR:

- ☐ Driveways with curb cuts 24 ft. or less (with no other improvements)
- ☐ Encroachments in the right-of-way (balconies, canopies, steps, etc. per Philadelphia Code [Section 11-600](#))
- ☐ Bicycle racks for new construction
- ☐ Developments meeting all of the following criteria:
 - ◊ Includes five (5) or fewer residential units
 - ◊ Frontage is under 100 linear feet
 - ◊ Is not located on any street listed on the Historic Streets Thematic District (list available from Streets Right-of-Way Unit)

TECHNICAL REVIEW REQUIRED FOR:

- ☐ Any project that includes six (6) or more residential units
- ☐ A project with a total frontage of 100 linear feet or greater, but less than a full City block



REVIEW TIME:

Counter Review: Immediate

Technical Review: 5 business days or less



CONTACT:

Streets Department, Right of Way Unit
 Technical Services Counter
 Municipal Services Building, Room 960
 1401 John F. Kennedy Blvd.
 Philadelphia, PA 19102
 215.686.5502 or 5503



REQUIREMENTS AND RELEVANT DOCUMENTS: [Plan Review Application](#), [Streets Plan Review Checklist No. 1](#) (all projects) and [Streets Plan Review Checklist No. 2](#) (only for projects requiring technical review).

MAJOR DEVELOPMENT REVIEW

REQUIRED FOR:

- ☐ Curb cuts greater than 24 feet wide
- ☐ Roadway reconstruction or paving of new streets
- ☐ Projects involving changes to the City Plan
- ☐ Projects affecting a signalized intersection
- ☐ Traffic Impact Studies
- ☐ Projects requiring Civic Design Review (CDR)



REVIEW TIME:

Completeness Review: 0-3 Business days

Technical Review/Coordination: 30 Business days



CONTACT:

Streets Department, Right of Way Unit
 Technical Services Counter
 Municipal Services Building, Room 960
 1401 John F. Kennedy Blvd.
 Philadelphia, PA 19102
 215.686.5502 or 5503



REQUIREMENTS AND RELEVANT DOCUMENTS: Plan Review [Application](#) and [Streets Plan Review Checklist No. 2](#).

Foundation Permits

Streets Department

REQUIRED FOR:

- All projects seeking Foundations-Only Building Permits.



REVIEW TIME:

Completeness Review: 3 business days
Technical Review: 20 business days



CONTACT:

Streets Department, Right of Way Unit
Technical Services Counter
Municipal Services Building, Room 960
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
215.686.5502 or 5503



REQUIREMENTS AND RELEVANT DOCUMENTS: Applicants must complete a [Plan Review Application](#) and [Streets Review Checklist No. 3](#).



PREREQUISITES: Utility approval—the applicant must distribute sheeting and shoring plans to utilities for review and approval. Copies of approvals from utility companies are required for plan review approval from the Streets Department.



ADDITIONAL INFORMATION: Other application requirements include advanced identification of all crane placement on sheeting and shoring plans (as applicable), and concurrent application of lane closure and roadway opening permits.

Encroachment Legislation

Streets Department

REQUIRED FOR:

All projects with encroachments not permitted by [Section 11-600](#) of the code will require approval by ordinance of City Council. Legislation can be prepared by the Streets Department or by the developer, City Council, or other party.



REVIEW TIME:

Completeness Review: 3 business days
Technical Review: 20 business days.
Additional time as required by the City's Law Department and City Councilperson supporting the legislation.



CONTACT:

Streets Department, Right of Way Unit
Technical Services Counter
Municipal Services Building, Room 960
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
215.686.5502 or 5503



REQUIREMENTS AND RELEVANT DOCUMENTS: [Plan Review Application](#) and [Streets Review Checklist No. 4](#).



TIP: Encroachments shown on any plan that require legislation or an Encroachment Agreement cannot be approved prior to the approval of legislation and/or license documents. This may cause a delay in the applicant's Building Permit review process.

Art Commission Review

Art Commission

REQUIRED FOR:

See Art Commission entry on page 9 (Pre-Zoning Permit Reviews).



CONTACT:

The Philadelphia Art Commission
One Parkway Building, 13th Floor
1515 Arch Street
Philadelphia, PA 19102
215.683.2095, artcommission@phila.gov

Historical Commission Review

Historical Commission

REQUIRED FOR:

See Historical Commission entry on page 10 (Pre-Zoning Permit Reviews).



CONTACT:

Historical Commission
One Parkway Building, 13th Floor
1515 Arch Street
Philadelphia, PA 19102
215.686.7660, jon.farnham@phila.gov

Asbestos Abatement Notification & Permit

Department of Public Health

APPLICABILITY:

- Notification only—Any project that involves the removal, clean-up, or encapsulation of friable asbestos-containing material.
- Asbestos Permit—Required to perform abatement of all friable materials greater than or equal to 40 linear or 80 square feet of asbestos. Permits are only granted to City of Philadelphia licensed asbestos abatement contractors.



REVIEW TIME:

Permit applications must be submitted 10 days prior to the start of abatement activity. Notification forms must be submitted prior to the start of work.



CONTACT:

Department of Public Health
Asbestos Control Unit, Air Management Services
321 University Avenue
Philadelphia, PA 19104
215.685.7585



REQUIREMENTS AND RELEVANT DOCUMENTS: Applicants can complete the [Notification Form](#) or [Permit Application](#) and submit them to the contact information provided above. Visit the Air Management Services [website](#) for more information.



ADDITIONAL INFORMATION: An Asbestos Inspection Report (AIR), must be included with the permit application for any new building or demolition that will cost more than \$50,000 (single residences with three or fewer dwelling units and buildings constructed after 1980 are exempt from the AIR requirement). The asbestos inspection must be performed by a City of Philadelphia certified Asbestos [Investigator](#). All friable asbestos and any non-friable asbestos material that may be rendered friable by the demolition and/or implosion activity must be removed prior to demolition. More information on completing an AIR can be found [here](#).

Air Pollution Permit

Department of Public Health

REQUIRED FOR:

- [Equipment](#) that causes or controls air pollution, such as equipment that burns fuel, uses paint or solvent, emits particles outdoors, or is used to control emissions from these sources.
- Any mechanical ventilation system used in below-ground or enclosed parking garages. In addition to an Air Permit, a Complex Source Permit is required for large parking garages or lots with a capacity of 250 vehicles or more [in Center City](#) and 500 vehicles or more in the rest of the city.



REVIEW TIME:

60 days, and up to 6 months for difficult permits, such as those requiring a public notice and 30-day comment period prior to issuance.



CONTACT:

Department of Public Health
Air Management Services
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
215.685.7572
DPHAMS_Service_Requests@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: [Air Permit Applications](#), [AMR X Complex Source Review Guidelines and Application](#).



ADDITIONAL INFORMATION: For examples of equipment and a description of the process and permit types, review the [Guide to Air Pollution and Asbestos Abatement Permits and Licenses](#). For additional information on Air Permits for parking garages and lots, review the [procedures and guidelines](#).



TIP: Although it is not required, Air Management Services recommends applicants obtain any necessary Air Pollution Permits prior to applying for an L&I Building Permit.

Dust Control Permit

Department of Public Health

REQUIRED FOR:

- ❑ Completely demolishing any building or structure that is more than 3 stories , greater than 40 feet tall, or encompasses more than 10,000 square feet.
- ❑ Completely or partially demolishing a building or structure by implosion.



REVIEW TIME:

There is no specified review window. Permit applications for demolition by implosion must be submitted no later than 90 days before the scheduled implosion.

All permit applications must be approved prior to starting demolition.



CONTACT:

Department of Public Health
Air Management Services

321 University Avenue, 2nd Floor
Philadelphia, PA 19104
215.685.7572

DPHAMS_Service_Requests@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: [Dust Control Permit Fact Sheet](#), [Dust Control Permit Application](#), [Dust Notification Form](#)



ADDITIONAL INFORMATION: The fee for a dust control permit is \$430.



TIP: In addition to obtaining a Dust Control Permit for Demolition, you may also be required to submit an Asbestos Abatement and Demolition/Renovation Form to AMS's Asbestos Control Unit, and the U.S. Environmental Protection Agency, even if no asbestos is present at the site of proposed demolition.

3 CONSTRUCTION PERMITS AND REVIEWS

This section includes the most common construction-related permits from the Department of L&I, Philadelphia Water Department, Philadelphia Streets Department, and Philadelphia Fire Department.

PWD CONSTRUCTION-RELATED PERMITS

Philadelphia Water Department (PWD)

Stormwater & Groundwater Discharge Permits

REQUIRED FOR:

- Diversion of stormwater from a site into the City sewers during construction or environmental remediation.
- Removal of groundwater from a site into the City sewers during construction or environmental remediation.



CONTACT:

PWD, Industrial Waste & Backflow Compliance
Jefferson Tower
1101 Market Street, 6th Floor
Philadelphia, PA 19107
215.686.6236



REQUIREMENTS AND RELEVANT DOCUMENTS: [Groundwater Discharge Permit Application](#); and [Groundwater Discharge Closure Form](#).

Water Service Permit

REQUIRED FOR:

- Any project that modifies water main connections or services.



CONTACT:

PWD, Water Desk at L&I
Municipal Services Building, Concourse Level
1401 John F. Kennedy Blvd.
Philadelphia, PA 19107
215.686.6270



PREREQUISITES: Applicant must first obtain a pre-permit application from: PWD— Water Transport Records, located at Aramark Tower, 1101 Market Street, 2nd Floor, Philadelphia PA 19107 (215.685.6270, Erik.A.Smith@phila.gov).



MORE INFORMATION: A Site Plan showing locations of new connections and their distances from the nearest intersecting street should be provided to Water Transport Records to obtain the pre-permit application. The Site Plan and completed pre-permit application can be submitted to the Water Desk at L&I to obtain the Water Service Permit. A pre-permit application is not required for repairs.

Meter Installation Permit

REQUIRED FOR:

- Installing or replacing a water meter in residential and commercial properties.



CONTACT:

PWD, Water Transport Records
Jefferson Tower
1101 Market Street, 2nd Floor
Philadelphia, PA 19107
215.685.6270, Erik.A.Smith@Phila.gov



PREREQUISITES: A valid Philadelphia Water Department (PWD) Water Service Permit.

PWD CONSTRUCTION-RELATED PERMITS

Philadelphia Water Department (PWD)

Wastewater Discharge Permit

REQUIRED FOR:

- Any Significant Industrial User ([defined on page 85](#)) proposing to use the City sewer for the disposal of wastewater from production processes that will connect or contribute to the City's Water Pollution Control Plants.



CONTACT:

PWD, Industrial Waste & Backflow Compliance
Jefferson Tower
1101 Market Street, 6th Floor
Philadelphia, PA 19107
215.686.6236



REQUIREMENTS AND RELEVANT DOCUMENTS: [Permit Application](#); [Discharge Permit Closure Form](#).

Hauled Wastewater Discharge Permit

REQUIRED FOR:

Discharge hauled wastewater at the PWD's Southwest Water Pollution Control Plant. At this time the PWD only allows discharge of hauled septage.



CONTACT:

PWD, Industrial Waste & Backflow Compliance
Jefferson Tower
1101 Market Street, 6th Floor
Philadelphia, PA 19107
215.686.6236



REQUIREMENTS AND RELEVANT DOCUMENTS: [Permit Application](#).

Backflow Permit

REQUIRED FOR:

- Installation of an approved backflow prevention assembly on new or existing domestic and fire services.



CONTACT:

PWD, Industrial Waste & Backflow Compliance
Attention: Backflow Compliance
Baxter Water Treatment Plant
9001 State Road, 2nd Floor
Philadelphia, PA 19107
215.683.2226



REQUIREMENTS AND RELEVANT DOCUMENTS: [Backflow Prevention Assembly Installation Permit Application](#). Other relevant information found on the Cross Connection Control Program [website](#).

Building Permits - All Types

Department of Licenses & Inspections (L&I)

REQUIRED FOR:

- ☐ New Construction
- ☐ Alterations to existing structures
- ☐ Demolitions
- ☐ Foundations
- ☐ Mechanical work (HVAC, refrigeration, etc.)
- ☐ Fire suppression systems
- ☐ Signs



REVIEW TIME:

15 days—One and two-family residential
20 days or less—All other applications
Review times for all permit types located [here](#).

An [accelerated review](#) is available for a \$540 fee. Accelerated review times may vary based on staff availability.



CONTACT:

Department of L&I, Permit Services
Municipal Services Building, Concourse Level
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
Call 311, Permit.services@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: Building Permits [Overview](#) and Building Permit [Application](#).

- ☐ All Building Permit applications must be submitted with 1) a [Tax Clearance Form](#) from the Revenue Department for the contractor, and 2) a current, valid Certification of Insurance for the contractor.
- ☐ All work must be performed by a [Licensed Philadelphia Contractor](#), except when work is performed on an existing one or two-family dwelling by a registered [PA Home Improvement Contractor](#) maintaining a Philadelphia Commercial Activity License.



PREREQUISITES: A Zoning Permit is required as a prerequisite for most Building Permit types (see specific Building Permit information on pages 23-24. Some projects may also need pre-requisite review from the Streets Department, Water Department, Historical Commission, Planning Commission, and Art Commission. Certain conditions, as described in this manual, may require review from Parks & Recreation, Fire Department, Air Management, or Pennsylvania's Health Department.



ADDITIONAL INFORMATION:

- ☐ Some activities, detailed in Section A-302.1.2.1 of the City's Administrative Code, are [exempt](#) from Building Permit review.
- ☐ Project information signs are required for all construction, demolition, addition, or alteration projects. Please see the [Major Building Requirements](#) and all [Other Building Requirements](#) documents for more details.
- ☐ Some Building Permits, called [EZ Permits](#), may be obtained without the submission of plans by submitting a completed permit application in-person to the L&I office in the Public Service Concourse at the Municipal Services Building, or at your local [District Office](#).
- ☐ Building Permits are valid for six (6) months after the date of issuance.

ADDITIONAL INFORMATION FOR COMMON BUILDING PERMIT TYPES

Department of Licenses and Inspections

New Construction and Additions Permit

REQUIRED FOR:

- Construction or erection of a structure



CONTACT:

Department of L&I, Permit Services

Call 311, permit.services@phila.gov



PREREQUISITES: A [Zoning Permit](#) is required as a prerequisite for any changes in the use of the property, gross floor area, or height of the building. Review by the Water Department, Streets Department, Historical Commission, and Art Commission may also be required. Approval of street trees for residential subdivisions is required from the Department of Parks and Recreation. Approval of septic installations is required from the Philadelphia Health Department, Environmental Unit. New high-rise buildings must obtain approval from the Fire Department.



MORE INFORMATION: Additional [information](#) for New Construction and Additions Permits.

Alterations Permit

REQUIRED FOR:

- Altering, modifying, repairing or improving a structure. Includes projects that dramatically change an existing structure, such as altering load-bearing portions of the structure, changing the opening size for doors and windows, relocating interior walks, etc.



CONTACT:

Department of L&I, Permit Services

Call 311, permit.services@phila.gov



PREREQUISITES: A [Zoning Permit](#) is required for any change in the use of the property or changes in the gross floor area or height of the building. Review by the Water Department, Streets Department, Historical Commission, or Art Commission may also be required. Applicants for work performed in a hospital, nursing care, or other care facility regulated by the PA Department of Health should contact the PA Department of Public Health. New high-rise buildings will require approval from the Fire Department. An Asbestos Inspection Report may be required for alterations that cost more than \$50,000 or involve more than three residential dwelling units or a structure that was built prior to 1980.



ADDITIONAL INFORMATION: Additional [requirements](#) for an Alterations Permit.

Complete Demolition Permit

REQUIRED FOR:

- Removal of 2/3 or more of structural framing members, coupled with the modification of the exterior envelope.



CONTACT:

Department of L&I, Permit Services

215.686.5524, permit.services@phila.gov

All other demolitions must comply with the requirements of an [alterations permit](#) or an [EZ Permit](#) for interior demolition.



PREREQUISITES: A [Zoning Permit](#) is required as a prerequisite. Approval from the Philadelphia Water Department and the Asbestos Control Unit of the Philadelphia Health Department are also required. A [licensed demolition contractor](#) of the appropriate class must be named on the application.



MORE INFORMATION: [Demolition Permit Checklist](#), [Demolition Guidelines](#), Additional [requirements](#) for a complete Demolition Permit.

COMMON TYPES OF BUILDING PERMITS

Department of Licenses and Inspections

Foundation Only Permit

REQUIRED FOR:

- ☐ Construction of a foundation only.



CONTACT:

Department of L&I, Permit Services

Call 311, permit.services@phila.gov



PREREQUISITES: A [Zoning Permit](#) is required as a prerequisite. Review by the Philadelphia Water Department is also required for a Foundation Only Permit.



MORE INFORMATION: This is an optional Building Permit that authorizes the construction of only the foundation of the structure. These are most often used to jumpstart projects before building plans for the entire structure are finalized. Additional [requirements](#) for a Foundation Only Permit.

Mechanical Permit

REQUIRED FOR:

- ☐ Mechanical work such as heating, ventilation, air conditioning, fuel gas piping, and refrigeration equipment.



CONTACT:

Department of L&I, Permit Services

Call 311, permit.services@phila.gov



PREREQUISITES: May also need review from: Streets Department, Historical Commission, Planning Commission, and Art Commission. All work performed in a hospital, nursing care, or other care facility regulated by the PA Department of Health, Division of Safety Inspection should contact the PA Department of Public Health.



ADDITIONAL INFORMATION: Additional [requirements](#) for a Mechanical Permit.

Fire Suppression Permit

REQUIRED FOR:

- ☐ Construction, alteration, or removal of a sprinkler or standpipe system.



CONTACT:

Department of L&I, Permit Services

Call 311, permit.services@phila.gov



PREREQUISITES: Prerequisite approval is required from the Philadelphia Water Department for flow and pressure availability. May also need review from the Historical Commission or Art Commission.



ADDITIONAL INFORMATION: Additional [requirements](#) for a Fire Suppression Permit.

Electrical Permit

Department of Licenses & Inspections (L&I)

REQUIRED FOR:

Most projects that involve

- ☐ electrical
- ☐ fire alarm
- ☐ communication wiring

Electrical Permits ensure that work adheres to City and State Codes and is performed by an Electrical Contractor licensed with the City of Philadelphia. Only a licensed [Electrical Contractor](#) can apply for an Electrical Permit from the City.



REVIEW TIME:

20 business days; An accelerated review is available for a \$540 fee. Accelerated review times may vary based on staff availability.



CONTACT:

Department of L&I, Permit Services
Municipal Services Building, Concourse Level
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
Call 311, permit.services@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: [Electrical Permit Overview](#), [Checklist](#), and [Application](#). Permit applications must be submitted with 1) a Tax Clearance Form from the Revenue Department for the Contractor, and 2) a current, valid Certification of Insurance for the Contractor.



ADDITIONAL INFORMATION: Some types of electrical work are [exempt](#) from Electrical Permits, such as minor repair and maintenance work. The owner is responsible for selecting a 3rd party agency to perform the required inspection.

Plumbing Permit

Department of Licenses & Inspections (L&I)

REQUIRED FOR:

- ☐ The installation, alteration, renewal, replacement, or repair of plumbing.

Plumbing plans are also required for:

- ☐ New construction (except one and two-family units)
- ☐ Additions (except one and two-family units)
- ☐ Alterations in residential buildings with 5 or more units
- ☐ Alterations or repairs in spaces greater than 2,000 sq. ft.
- ☐ Site drainage



REVIEW TIME:

20 business days; An accelerated review is available for a \$540 fee. Accelerated review times may vary based on staff availability.



CONTACT:

Department of L&I, Permit Services
Municipal Services Building, Concourse Level
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
Call 311, permit.services@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: [Plumbing Permit Overview](#), [Checklist](#), and [Application](#).



PREREQUISITES: Any plumbing installation requiring PWD approval must be obtained prior to submission of a Plumbing Permit Application. Prerequisite approval from the Health Department is required for a connection to any private on-lot sewage disposal system, connection to any well, and installations involving commercial food preparation areas.



ADDITIONAL INFORMATION: Philadelphia [Plumbing Code](#). Some types of plumbing work are [exempt](#), such as minor repair and replacement of faucets or valves, removal or reinstallation of toilets, and repair of pipe leaks.

STREETS CONSTRUCTION-RELATED PERMITS

Streets Department

Street Opening Permit

REQUIRED FOR:

Excavation above or below City streets/sidewalks, including opening, sheeting/shoring, vaults, or areaways

EXCEPTION: L&I Plumbing Permits do not need to obtain a separate Street Opening Permit.



CONTACT:

Streets Department, Right of Way Unit
Technical Services Counter
Municipal Services Building, Room 960
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
215.686.5503



REQUIREMENTS AND RELEVANT DOCUMENTS: For more information about the specific requirements and application process for a Street Opening Permit, please see the Streets Department's [Permit Policy](#).



PREREQUISITES: Philadelphia Water Department approval and Historical Commission review is required for cartways designated as historic as part of the Historic Street Paving Thematic District. Historical Commission will confirm if a section is designated historic.



MORE INFORMATION: Street Opening permits exclude opening permits for sidewalk post/bollard installation, and curb/footway demolition and construction. Information on these types of permits can be found on [page 29](#) of this document.

Street Closure Permit

REQUIRED FOR:

Projects where streets (including bike lanes) or sidewalks need to be fully or partially closed for reasons such as site development, utility work, crane placement, dumpster or other equipment placement.



CONTACT:

Streets Department, Right-of-Way Unit



REQUIREMENTS AND RELEVANT DOCUMENTS: Due to the varied nature of site development, there is not one single Street Closure Application, and in some cases multiple permits will be required for a project. See the [Street Closure Permit Policy](#) to help determine which of these applications your project will require.

- [Application for Street Closure for Equipment Placement](#)—Used to identify the location of all equipment (including dumpsters, scaffolding, shelter platforms, etc.) and supplies that will be used at the site in order to determine if lanes/footway must be closed.
- [Application for Street Closure for Utility Work](#)— Used for any type of utility, telecommunication, and/or plumbing work that would involve excavation and pull-through activities.
- [Application for Street Closure for Crane Placement or Helicopter Lift](#)— Required for the placement of a crane on the public right of way, or for a low altitude helicopter flight requiring streets and/or sidewalks below to be closed.



PREREQUISITES: Approval from the Streets Department's Transportation Engineering Unit. For crane placement, additional review may be needed from SEPTA, PATCO, PA One Call, or the Philadelphia Highway Patrol.



MORE INFORMATION: Temporary Traffic Control (TTC)/ Maintenance & Protection of Traffic (MPT) Plans are required for all full lane closures (footway, bike lanes, or travel lanes) or any partial lane closure in excess of one week. For more information on TTC/MPT Plans, see [Chapter 3](#) of the ROW Improvement Standard. Street Closure Permits are NOT required for block parties or other Street Events — see the [Street Event Application Guide](#) for more information on block party closures.

STREETS CONSTRUCTION-RELATED PERMITS

Streets Department

Areaways & Cellar Doors/Steps

REQUIRED FOR:

Approvals of all areaways and cellar doors/steps are subject to a utility conflict review, which is typically included in the review of a larger application.



CONTACT:

Streets Department, Right-of-Way Unit



REQUIREMENTS AND RELEVANT DOCUMENTS: [Plan Review Application](#), [Streets Plan Review Checklist No. 1](#) or [Streets Plan Review Checklist No. 2](#).

Historic Streets

REQUIRED FOR:

Any project subject to a “Checklist No. 2” Building Permit review that fronts a street listed on the Historic Streets Thematic District (list available from Streets’ Right-of-Way Unit).



CONTACT:

Streets Department, Right-of-Way Unit



REQUIREMENTS AND RELEVANT DOCUMENTS: [Plan Review Application](#), [Streets Plan Review Checklist No. 2](#)

Legislation for Changes to Parking Regulations or Roadway Direction

REQUIRED FOR:

Changes to parking or roadway direction that require legislation are defined within [Title 12](#) of the Philadelphia Code.



CONTACT:

Streets Department, Right-of-Way Unit



REQUIREMENTS AND RELEVANT DOCUMENTS: [Plan Review Application](#) and [Checklist No. 4](#).



MORE INFORMATION: Extensive coordination between multiple City agencies and the community may be required. Final legislation authorizes the Streets Department’s Traffic and Street Lighting Division to implement an 8 to 9 month trial period.

STREETS CONSTRUCTION-RELATED PERMITS

Streets Department

Sidewalk Cafes

REQUIRED FOR:
Sidewalk cafes



CONTACT:
Streets Department, Right of Way Unit



REQUIREMENTS AND RELEVANT DOCUMENTS: [Sidewalk Café Review application](#) and supporting documents.



MORE INFORMATION: Applications prepared by a licensed design professional are subject to a five business day review. Plans not prepared by a licensed design professional are subject to a ninety day review and site inspection schedule.

Bicycle Racks (Sidewalk)

REQUIRED FOR:
Bike rack installations at both existing buildings and as a part of new construction.



CONTACT:
Streets Department, Right of Way Unit



REQUIREMENTS AND RELEVANT DOCUMENTS: [Bike Rack Permit Application](#) and supporting documents.



MORE INFORMATION: Applications prepared by a licensed design professional are subject to a five business day review. When included in a larger project, the greater review time will apply. Plans not prepared by a licensed design professional are subject to a ninety day review and site inspection schedule.

Pedestrian Enhancements

APPLICABILITY:
Permits for pedestrian enhancements, including pedestrian plazas, bicycle corrals, and parklets are issued for both renewal of existing enhancements, and for new construction. In both cases, a permit will be issued upon plan review approval.



CONTACT:
Streets Department, Right of Way Unit

Street Lighting (Private Cost)

REQUIRED FOR:
A Private Cost Street Lighting Application and workflow process is required for all projects involving street lighting installation, removal, and relocation.



CONTACT:
Streets Department, Right-of-Way Unit



REQUIREMENTS AND RELEVANT DOCUMENTS: [Application](#) and supporting documents.


STREETS CONSTRUCTION-RELATED PERMITS


Streets Department

Bollard Installation Permit

REQUIRED FOR:

- ❑ The installation of any type of post or bollard on a paved footway.

 **PREREQUISITES:** Art Commission approval. For any property that is designated historic, approval from the Historical Commission and a Building Permit from L&I are required prior to commencing any bollard installation.

 **MORE INFORMATION:** Pipe posts must comply with the requirements of Philadelphia City Code, Section [11-604 \(8\)](#). Bollards not conforming to these standards may only be approved by ordinance of City Council.



CONTACT:


Streets Department, Highway District


Permits are issued by the Highway District where work is proposed. A district map with contact information is in [Appendix G](#).

Curb and Footway Permit

REQUIRED FOR:

- ❑ Any alteration, reconstruction, or repair of sidewalks in the City of Philadelphia.

 **REQUIREMENTS AND RELEVANT DOCUMENTS:** Plans not approved by the Right of Way Unit, in accordance with the Plan Review Standards, [Chapter 2](#), must conform to the requirements within Streets Plan Review [Checklist No. 1](#) or [Checklist No. 2](#).

 **MORE INFORMATION:** Applications must be made by a contractor with a valid [Curb Setters License](#) from the Department of L&I and must include a plot plan. Applicants seeking permits for projects with 30 ft. of curb or more will also be required to obtain the services of the district survey office where the work is performed.



CONTACT:

Streets Department, Highway District

Permits are issued by the Highway District where work is proposed. A district map with contact information is in [Appendix G](#).

Special Hauling Permit

APPLICABILITY:

Standard Special Hauling Permit is required for any of the following:

- ❑ Over 40' long as a single vehicle
- ❑ Over 60' long as a combination vehicle
- ❑ Over 70' long as a combination transporting articles that are non-divisible as to length
- ❑ Over 8' wide
- ❑ Over 13'-6" high
- ❑ Over 80,000 pounds or the max gross vehicle weight


A Super Load Special Hauling Permit is required for any of the following:

- ❑ Over 160' long, over 16' wide, over 16' high, or over 201,000 pounds



CONTACT:

Philadelphia Streets Department, Bridge Division
Municipal Services Building, Room 830
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
215.686.5524, Hauling.Permits@phila.gov

 **REQUIREMENTS AND RELEVANT DOCUMENTS:** [Online application](#). Fees are based on load and number of trips. In many cases, a Commonwealth of Pennsylvania Special Hauling Permit may also be required. See the department's [requirements](#) for additional information and applicability.

Certificate of Occupancy Permit

Department of Licenses and Inspections (L&I)

REQUIRED FOR:

Any change in the use and occupancy of a space in which a separate L&I Building Permit is not required for the project.

Most projects that require an L&I Building Permit will receive a Certificate of Occupancy with an approved Building Permit. These projects will not typically require a separate Certificate of Occupancy Permit described here.



REVIEW TIME:

15 days residential; 20 days commercial



CONTACT:

Department of L&I, Permit Services
Municipal Services Building, Concourse Level
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
Call 311, permit.services@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: Zoning/Use Permit for any change in the use of the property. May need review from PWD.



ADDITIONAL INFORMATION: [Certificate of Occupancy overview](#)

Fire Department Approval

Philadelphia Fire Department

REQUIRED:

- ☐ Fire hydrants on private property
- ☐ Fire department connections
- ☐ Fire Safety and Evacuation Plans
- ☐ Fire Command Centers
- ☐ Emergency Responder Radio Coverage Systems and
- ☐ Other required emergency information and systems



REVIEW TIME:

30 days



CONTACT:

Philadelphia Fire Department
Fire Code Unit
240 Spring Garden Street
Philadelphia, PA 19123
215.686.1356, John.Dimes@phila.gov



ADDITIONAL INFORMATION: [Fire Command Center Requirements](#)

4

OTHER REVIEWS AND APPROVALS

This section provides information for other types of approvals a project may need, including the processes for:

- Adjusting lot lines and subdividing or consolidating lots
- Zoning Variances, Special Exceptions, and Appeals to the Zoning Board of Adjustment (ZBA)
- PECO Service and Meter Applications
- Approvals for Food Businesses
- Economic Opportunity Plans
- Tax Abatements for real estate development and improvements

Subdivisions, Consolidations, and Lot Line Adjustments

Multiple Departments—Begins with the Streets Department Survey District

REQUIRED FOR:

- ☐ Subdividing a recognized lot
- ☐ Consolidating multiple lots into one
- ☐ Adjusting lot line locations



CONTACT:

To find your survey district visit: <http://www.philadelphiastreet.com/survey-and-design-bureau/>

For addressing questions contact:
Office of Property Assessment (OPA)
601 Walnut Street, 300 W
Philadelphia, PA 19106
Nancy.Johnston@phila.gov



REQUIREMENTS AND RELEVANT DOCUMENTS: This is a multi-step process that begins by visiting your local survey district. There, you will either purchase a copy of the plan of record for your private surveyor to use, or request that a city surveyor prepare your plans for a fee. Subsequent steps include approval by the Survey District, PCPC, receipt of a Zoning Permit from L&I, and the receipt of an Address Notice from OPA. As a final step all subdivisions, consolidations, and lot line adjustments must be recorded with the Department of Records (City Hall Room 111).



MORE INFORMATION: For a more detailed description of this process, please contact the Division of Development Services at DevelopmentServices@Phila.gov.

Preliminary Plan Review Process

Department of Licenses & Inspections (L&I)

OPTIONAL:

Applicants may request a Preliminary Plan Review prior to submitting an application to L&I for a Zoning/Use Permit or Building Permit in order to:

- ☐ Identify potential code issues
- ☐ Attain code interpretations
- ☐ Seek a variance during the initial design phase of the project.



REVIEW TIME:

20 Business Days



CONTACT:

Department of L&I, Permit Services,
Municipal Services Building, Concourse Level
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
Call 311, permit.services@phila.gov

Plan submissions must be made in person to the Permit Services Counter. A \$300 non-refundable filing fee is required.



REQUIREMENTS AND RELEVANT DOCUMENTS: A Building Permit [Application](#) and a Preliminary Plan Review [Application](#), to identify any code topics of interest, can be submitted along with two copies of preliminary drawings to the address above.



ADDITIONAL INFORMATION: A Plans Examiner will provide results in writing. Upon receipt of results, the applicant may request one consultation session with the examiner. Additional information regarding the Preliminary Plans Review process can be found [here](#).

Zoning Variances, Special Exceptions, and Appeals

Boards Administrative Unit

OPTIONAL:

If a use or proposed plan does not meet the requirements of the Zoning Code, a Notice of Refusal of Permit will be issued by L&I. In these cases, an applicant can seek one of the following from the Zoning Board of Adjustment (ZBA):

- **Variance:** A relief from the provisions of the Zoning Code that allows a use or development of a lot outside the zoning provisions applicable to that lot.
- **Special Exception:** If the proposed use meets the minimum requirements of the Zoning Code, but requires special review and approval by the ZBA.
- **Appeal:** A petition to have the decision of L&I overturned.



REVIEW TIME:

No less than 21 days. May take longer depending on the availability for the ZBA hearing date.



CONTACT:

Boards Administration Unit
1401 John F. Kennedy Blvd.
Municipal Services Building—11th Floor
Philadelphia, PA 19102
215.686.2429 or 215.686.2565

Applications and associated materials can be mailed or submitted in person to the address above. ZBA hearings take place at 1515 Arch Street on the 18th Floor, room 18-002.



REQUIREMENTS AND RELEVANT DOCUMENTS:

- Applications ([Variance and Appeals application](#) and [Special Exception application](#)) must be submitted along with (1) the required filing fee, (2) a Certificate of Tax Compliance from the Revenue Department, and (3) one signed copy of the Notice of Refusal or Referral to the ZBA or a copy of the decision rendered by L&I.
- Following the submission of a complete application, the Boards Administration Unit will schedule a hearing and the appellant will receive a “Notice of Appeal”, with the date and time of the hearing. Appellants will also receive orange Zoning Notice Posters to be posted on the subject property.



ZBA HEARING PREREQUISITES:

- Appellants must prove to be tax-compliant before a favorable decision is issued.
- Prior to a hearing, appellants must meet with the local Registered Community Organization (RCO). If one does not exist, appellants must meet with a City Council Representative.
- One orange Zoning Notice Poster must be posted on each street frontage of the subject property at least 21 days prior to the hearing.



ADDITIONAL INFORMATION:

- Businesses and organizations (including religious organizations) are required to have an attorney present at hearings. Individuals are not required to have an attorney.
- Instructions and detailed application information for a Zoning Variance, Special Exception, or Appeal can be found [here](#).



TIP: The ZBA meets twice weekly, on Tuesdays at 9:30 AM and Wednesdays at 2, 4, and 5PM (appeals [calendar](#)). Appellants may have to wait several weeks between the application submission and a hearing due to the high number of applications received and hearings requested. Appellants are encouraged to submit the ZBA application as soon as possible following a refusal by L&I.

OTHER REVIEWS & APPROVALS

Electric Service & Meter Application

Philadelphia Electric Company

REQUIRED FOR:

The construction and/or remodeling of electric service lines in a development. This form should be used for installing new electric lines, separating wires, increasing or decreasing loads and any other alterations to electrical output.



REVIEW TIME:

2-5 weeks for small scope projects, 14-20 weeks for large scope projects, and 16-25 weeks for broad plans.



CONTACT:

PECO Energy Company
830 S, Schuylkill Ave.
Philadelphia, PA 19146
1.800.454.4100

PhilaNewBusiness@exeloncorp.com



ADDITIONAL INFORMATION: [PECO Website](#)



TIP: Call PECO Energy at 1.800.454.4100 before you begin any project near their overhead facilities.

Submitting your application as early as possible allows PECO time to review your application and determine the extent of work needed to supply your load. A requested service delivery location and plot plan should be included in your application.

Office of Food Protection Plan Review

Department of Public Health

REQUIRED FOR:

Any food business, which includes any retail or wholesale facility whose operation involves preparing, serving, storing, processing, transporting, handling, bottling, baking, and/or selling food.



CONTACT:

Department of Public Health
Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
215.685.7495



ADDITIONAL INFORMATION: Office of Food Protection [website](#)

Economic Opportunity Plan

Office of Economic Opportunity

REQUIRED FOR:

An Economic Opportunity Plan (EOP) is a document that provides a written commitment by the contractor to use best and good faith efforts to provide opportunities for Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), and Disabled-Owned Business Enterprises (DSBE) to participate in all phases of the project or contract. An EOP is required for any project using city land, city funding or requiring a City Council ordinance (projects costing \$250,000 or more).



CONTACT:

Commerce Department
Office of Economic Opportunity
One Parkway Building, 12th Floor
1515 Arch Street
Philadelphia, PA 19102
215.683.2081, Nicholas.jann@phila.gov



ADDITIONAL INFORMATION: [OEO website](#)

Tax Abatement

Office of Property Assessment (OPA)

AVAILABLE FOR:

New construction and rehabilitation projects may be eligible for ten-year real estate tax abatements on the value of real estate improvements.



CONTACT:

Office of Property Assessment
Abatement Unit
Curtis Center, 3rd Floor West
601 Walnut Street
Philadelphia, PA 19106
215.686.4334



RELEVANT DOCUMENTS: The Philadelphia City Code [§19-1300\(2-5\)](#) authorizes certain exemptions from Real Estate Taxes on new construction or improvements to residential uses and new construction or improvements to certain commercial, industrial, or other business properties. The [Abatements-At-a-Glance](#) provides an overview of the abatement types available.



PREREQUISITES: Building Permit issued from the Department of Licenses & Inspections and Tax Clearance through Department of Revenue.



ADDITIONAL INFORMATION: Visit the Office of Property Assessment [website](#) for more information on how to apply. Applications for Tax Abatements must be submitted within 60 days from the date a Building Permit is issued.