



**CITY OF PHILADELPHIA DEPARTMENT OF
LICENSES & INSPECTIONS**

Municipal Services Building - Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, Pennsylvania 19102

PROJECT INFORMATION SIGN

Visit our website at www.phila.gov/li

Project information signs conforming to provisions set forth by Section A-1001.7.3 of the Philadelphia Building Code must be provided for all construction, demolition, or addition, or alteration projects submitted after June 30, 2014 with the following exceptions:

- ❖ *Major buildings requiring a project information panel under Section 1001.7.2 of the Philadelphia Building Code; or*
- ❖ *Where the work is limited to plumbing, electrical, mechanical or fire suppression installations; or*
- ❖ *Interior work limited to non-structural alterations.*

A blank, project information sign shall be provided by the Department. It shall be the responsibility of the contractor listed on the primary building permit and the owner to list complete and accurate project information on the sign provided by the Department.

Posting Requirements

- ❖ It shall be the responsibility of the contractor listed on the primary building permit and the owner to install and maintain the project information sign.
- ❖ The required signs must be in place 24 hours prior to commencement of any construction or demolition activity and remain visible at the site until all work is completed.
- ❖ Signs shall remain legible and in good condition during the construction or demolition. Damaged signs shall be replaced.
- ❖ If the information related to the content changes (e.g. new corporate address or telephone number) during the construction or demolition project, the sign must be updated to reflect such changes.
- ❖ Signs shall be removed upon issuance of final approval or Certificate of Occupancy or when all work covered under the various permits has been inspected and approved, but not more than 20 days after completion of work.
- ❖ All associated permits are required to be posted on site in accordance with Section A-302.8 of the Philadelphia Building Code and must be located with 6" of project information sign.

Installation

- ❖ The sign shall be prominently posted onsite in an area reasonably likely to draw the attention of persons passing by and remain visible to the general public at all times. A project information panel shall be required on each street frontage of the building.
Exception: Where the structural alteration or demolition is limited to the interior of any floor above the first floor, in lieu of the sign at the first floor, the sign may be posted in a common area of the floor(s) where the alteration is to occur, visible to those entering that floor.
- ❖ The bottom of the sign shall be a minimum of 4 feet above grade and the top of the sign shall be a maximum of 7 feet above grade.
- ❖ The sign shall be securely attached to the building, covered walkway, barrier, construction railing or construction fence, or shall be mounted on posts.

Color

- ❖ Lettering shall be black on yellow background.

Message Content

It shall be the responsibility of the contractor listed on the primary building permit and the owner to list the following information on the sign:

1. Property address as listed on the permit.
2. Anticipated project completion date;
3. The name or corporate name, physical address, and telephone number of the owner of the property;
4. The corporate name and telephone number of the general contractor, or for a demolition site, the demolition contractor;