



CITY OF PHILADELPHIA

DEPARTMENT OF LICENSES &
INSPECTIONS

1130 Municipal Services Building
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102-1687

DEPARTMENTAL REQUEST FORM FOR PERMIT OR LICENSE

APPLICANT

NAME: _____

PHONE: _____

E-MAIL: _____

PROPERTY ADDRESS: _____

PERMIT OR LICENSE NUMBER: _____

BRIEF DESCRIPTION OF REQUESTED SEARCH DATA: _____

NOTE:

- 1) The Department is unable to process requests for copies of Permits, Licenses or Certificates issued prior to 2006 as these records are not retained in Departmental files.
- 2) Search does not include plans.
- 3) Full zoning documents are available at <https://atlas.phila.gov/>
- 4) Permit and license activity can be searched online at <https://atlas.phila.gov/>

FLASH DRIVE PROVIDED: ☐ YES ☐ NO

REQUEST FILE TO BE E-MAILED: ☐ YES ☐ NO **MAX. 10 PAGES**

APPLICANT'S SIGNATURE _____ **DATE:** _____

FEE: \$15.00 PER COPY OF PERMIT OR LICENSE (Payable by Check or Money Order)

DEPARTMENT OF LICENSES & INSPECTIONS (Official use only)

Amount Paid: _____ Check/Receipt #: _____ Date: _____