



CITY OF PHILADELPHIA  
DEPARTMENT OF Planning and Development  
**ZONING BOARD OF ADJUSTMENT**  
One Parkway Building, 18th Floor  
1515 Arch Street  
Philadelphia, Pennsylvania 19102

**Instructions for Appealing a  
Decision of L&I Made Pursuant  
to the Zoning Code FORM #81-49**

Please visit [www.phila.gov/li](http://www.phila.gov/li) for more information on permit

The Zoning Board of Adjustment (ZBA) is an independent, quasi-judicial Board authorized to grant variances and special exceptions and to hear appeals of any final order, requirement, decision, or determination made by the Department of Licenses & Inspections (L&I) pursuant to the Zoning Code.

If you are appealing a final decision of L&I made pursuant to the Zoning Code, please use Form #87 - 49, entitled "Application for Appeal," and complete the form as follows:

1. Complete the first half of Page 1 of the form listing the property address and related information. Please be sure to include your contact information in the "Applicant" section of the form.
2. If you are appealing the issuance of a permit, please provide the permit number. If you are appealing a final, zoning related decision other than the issuance of a permit, please identify the decision and attach any document issued by L&I reflecting the decision.
3. Detail the reasons your appeal on Page 2 of the form, in the box headed "Reasons for Appeal."

Pursuant to Section 14-303(15(a) (.3) of the Philadelphia Zoning Code:

**ALL APPEALS MUST STATE "SPECIFICALLY HOW L&I'S DECISION IS INCONSISTENT WITH THE REQUIREMENTS OF THIS ZONING CODE."**

Please detail your reasons for appeal and identify specific sections of the Philadelphia Zoning Code upon which you are relying. Add additional pages if necessary.

**Without this information, appeals will not be accepted.**

4. If you are not the permit holder or the, owner of the property at issue, please state how you are affected by the decision you are appealing.
5. If you are not the permit holder or owner of the property at issue, you must notify the permit holder and/or property owner of your appeal and provide the permit and/or property owner with a copy of the appeal and any supporting documents filed with it.

Please be advised that you may be asked to provide additional information prior to any scheduled hearing on your appeal. Such information may include proposed findings of fact and conclusions of law and/or legal memoranda addressing the issues raised by your appeal.

**\*\*Call ZBA offices at 215.686.2429 for questions regarding Appeals against L&I.\*\***