



CITY OF PHILADELPHIA
 DEPARTMENT OF LICENSES & INSPECTIONS
 Construction Services Division - Permit Services Unit
 Municipal Services Building - Concourse Level
 1401 John F. Kennedy Boulevard
 Philadelphia, Pennsylvania 19102

Zoning/Use Registration Permit Application Requirements

Visit our website at www.phila.gov/li
 Zoning classifications may be found at: www.phila.gov/map
 See Title 14 of the Philadelphia Code for Zoning & Planning
 Questions? E-mail: permit.services@phila.gov

This document is intended to provide basic information for general application. Additional information may be requested as needed.

FILING ZONING / USE INSTRUCTIONS

1. Applications must be filed in person by someone acting in the following capacity:
 - **Owner.** If the property was recently purchased or the sale is in progress, the equitable owner must present a copy of the deed or agreement of sale.
 - **Tenant,** with a copy of current lease.
 - **Attorney, Design Professional, Contractor, or Expeditor,** with authorization from the owner and a valid license registered with the City of Philadelphia.
2. The application must be filed using an **address registered with the Office of Property Assessment (OPA)**; visit <http://opa.phila.gov>. Applications without the correct OPA (formerly BRT) address cannot be processed for review.
3. When there are multiple tenants or spaces at one address, e.g. strip mall, a key plan shall be submitted showing all buildings and spaces. The space for which the application is being made shall be identified on that plan.
4. All violations on dangerous buildings must be resolved by Contractual Services (11th fl, MSB; Phone #: 215-686-2582) prior to application.
5. All prerequisite approvals required before any permits are issued. *See section on Prerequisite Approvals for detailed information.*
6. Applications require a non-refundable filing fee of **\$25** for one or two family dwellings and **\$100** for all other uses. Checks are to be made payable to the City of Philadelphia and are due at the time the application is filed. Third party checks will not be accepted.
7. The application must specify the existing and proposed uses for the entire structure and a detailed description of the proposed work.
8. Six (6) copies of a fully dimensioned site plan must be submitted for:
 - Lot line relocation, including subdivisions and consolidations;
 - New construction, additions, and partial demolition of buildings;
 - Decks, fencing exceeding allowable limitations, and pools;
 - Erection of accessory and non-accessory sign(s);
 - An increase in the number of dwellings units in a structure; and,
 - Parking lots.
9. Six (6) copies of a fully dimensioned elevation are typically required for new construction, additions, demolition, decks and signage.

GENERAL PLAN INFORMATION REQUIREMENTS

1. Plans must be drawn to one of the following scales:
Engineer: 1" = 10'; 20'; 30'; 40'; 50'; 60'; 100'
Architect: 1/16; 1/8; 1/4; 3/16
2. Site plans are limited to a maximum of two (2) sheets per set. An additional sheet listing supplementary information may be submitted.
3. The minimum sheet size is 11" x 17"
4. The plans must include the following information:
 - Identification on north point;
 - Existing lot lines and dimensions as recorded in the property deed;
 - All structures with exterior dimensions, building heights, and number of stories;
 - The length and width of all front, side, and rear yards and the dimensions of all other open areas;
 - Curb lines, curb cuts and legal sidewalk / cartway widths;
 - Streets, alleys, and/or driveways bordering property;
 - Location and dimensions of all off-street parking and loading spaces, including aisles and driveways, and the distances from the lot lines;
 - Location and number of bicycle parking spaces
 - New landscaping and street trees, heritage trees where applicable.

PREREQUISITE APPROVALS

- ❖ Streets Department (Room 940, 1401 JFK Blvd; 215-686-5500)
 - All parking lots and curb cuts.
 - Any encroachment on the public footway/ right-of way, including overhangs.
 - Signage complying with Section 14-900 is exempt.
- ❖ City Planning Commission (13th Floor, 1515 Arch Street; 215-683-4615)
 - Any subdivision or lot adjustment (relocation of lot lines).
 - Landscaping for parking lots.
 - Facade changes within the Center City Overlay
 - Work impacting a building exterior in the Neighborhood Conservation Overlay District (14-504; Queen Village & Overbrook Farms)
 - Construction within the Wissahickon Watershed (14-510), Steep Slope Protection Area or Flood Plain (14-704)
 - Changes in use and all construction within the Special Purpose - Institutional District (SP-INS)
 - Applications for wireless services or wireless service facilities.
- ❖ Art Commission (12th Floor, 1515 Arch Street; 215-683-2095)
 - Projecting signs extending over the public right-of-way.
 - Signs installed in certain districts or overlays as required by the Zoning Code.
 - Building identification signs.
- ❖ Parks & Recreation Dept. (10th Floor, 1515 Arch Street; 215-683-0222)
 - All applications involving Fairmount Park properties.
- ❖ Water Department (2nd Floor, 1101 Market Street; 215-685-6270)
 - All construction within 50' of a drainage right-of-way.
 - Construction on a site greater than 15,000 square feet in area.

ADDITIONAL STEPS FOLLOWING PERMIT ISSUANCE:

- ❖ Office of Property Assessment (The Curtis Center, 3rd Floor, 601 Walnut Street; 215-686-4334)
 - Creation of new property accounts following the issuance of Zoning Permits for lot subdivisions and other lot line relocations

DETAILED PLAN INFORMATION REQUIREMENTS

Signage

In addition to the general requirements, the plans shall include the following:

- The exact location, sizes, types and illumination of all existing and proposed signs.
- An elevation drawing depicting the heights of the top and bottom of the sign relative to finished grade, the second floor window sill and/or roof line.

Use-Specific Standards

- See Section 14-603 for additional requirements for certain uses

Form & Design

- See Section 14-703 for additional requirements applicable to certain development scenarios

NOTE: A Commercial Activity License is required for all persons / companies conducting business within the City of Philadelphia.