

Changes Log

September 2019

Affected Process	Change Type	Description	Link for Additional Information	Date Issued	Date Effective
Permit Issuance		Effective January 1, 2020, smoke control systems must be certified annually, and regular damper certification will be required for high-	Smoke Control Certification Form		1-Jan-20
			Damper Certification Form		
			Smoke Control and Damper Deficiencies Report		
Permit Issuance		Effective October 1, 2019, all building and complete demolition permit applications requiring the submission of plans must include the identification of the waste hauling company via the Waste Hauler Form in accordance with Section A-301.9 of the Philadelphia Administrative Code. Copies of all tipping receipts and evidence of proper disposal must be retained for audit upon request for three (3) years after the building permit is finalized.	Waste Hauler Form		1-Oct-19
Permit Issuance		Effective October 1, 2019, EZ alteration permits for one- and two-family dwellings will only be issued when the homeowner is the primary occupant. Proof of residency must be demonstrated through a PA or Municipal identification card. All other permit applications for alterations will require the submission of plans. Have construction safety questions?	Submit your questions about code changes, policies, or procedures.		1-Oct-19

Permit Issuance		Energy Code Checklists utilized by L&I Permit Issuance staff are now available to review (<i>at right</i>). Additional checklists will be posted to the L&I website to aid in the preparation of design and permit documents.	Commercial Mechanical Plan Review		
			Commercial Plan Review Checklist		
			Residential Plan Review Checklist		
			Commercial Existing Buildings		
			Residential Existing Buildings		
Permit Issuance		A Use Category Checklist has been developed to assist applicants in determining which use category best describes their proposed use. In some cases, after the specific use is determined, additional information may be required in order to confirm code compliance; this checklist is designed to be a guide for the information that may be requested. Review the Philadelphia Zoning Code for a full description of the Use Categories.	Use Category Checklist		
License Issuance		Lead Testing for Existing Family Childcares Beginning January 1, 2020, a valid lead-free or lead-safe certification must be submitted to the City's Department of Public Health before a family childcare license can be renewed.	For more information, contact the Lead and Healthy Homes Program at (215) 685-2788.		
Construction	Code	On August 17, 2017, Mayor Kenney signed an executive order for the re-establishment of the Plumbing Advisory Board (PAB) to propose	Bill No 190455		1-Oct-19
			Code Bulletin B-1901: Implementation of the 2018 Plumbing Code		
Construction	Code	On June 20, 2019, City Council unanimously voted to approve Bill No 181006 which adopts the 2018 International Fire Code (IFC) along with existing local amendments. The bill was enacted when it was signed by the mayor on July 3, 2019. Prior to the enactment of this bill, the department was enforcing the Philadelphia Fire Code, which was based upon the 2009 International Fire Code. The adoption of the latest version of the International Fire Code provides the City of Philadelphia with the most up-to-date fire prevention standards in the country.	Bill No 181006		

Construction	Code	Code Bulletin 0503: 'Excavations and the Protection of Adjacent Property – Public and Private' details the changes that have been put in place to combat the failures associated with unpermitted or excessive excavations. It also sets forth construction document and inspection requirements to aid in enforcing the code sections that address concerns with excavation and their impact on adjoining public and private property. For full details, review the Code Bulletin (<i>at right</i>).	Code Bulletin 0503	30-May-19	1-Aug-19
Permit Issuance		<p>Recently, excessive amounts of work have been conducted beyond the scope of the EZ Permit. To address this, the following EZ Alteration Permit guidelines have been updated:</p> <ul style="list-style-type: none"> -- Basement renovations will no longer be permitted under an EZ Alteration Permit unless it can be demonstrated that the existing basement is habitable, with code compliant ceiling height and egress. Acceptable forms of documentation include a sealed letter from a design professional describing conditions or sketches/photos demonstrating compliance. -- A new condition statement added in April 2019: structural alteration or repair is expressly prohibited under this permit. Prohibited structural work includes any modification to exterior walls, party walls, floor/roof framing or foundations; including underpinning, excavation, and removal of foundation slab. 	https://business.phila.gov/media/EZ-Alterations-Standards-R1.pdf	1-Apr-19	
Permit		Based on updated energy codes requirements, L&I has issued new documents to help inform permit holders (including contractors and design professionals) of the new processes and documentation standards. These documents	Commercial Energy Code Compliance Fact Sheet Residential Energy Code Compliance Fact Sheet What Code Do I Use?		

Permit Issuance	Code	also highlight the new certifications required by professionals retained to conduct the necessary system testing and commissioning.	Energy Code Compliance Path Flowcharts		1-Apr-19
			HVAC Equipment Design Form		
			Air Barrier and Insulation Checklist		
			Commissioning Compliance Checklist		
			Duct and Envelope Testing Certificate		
Permit Issuance	Code	Per the updated 2018 Philadelphia Building Code, the Structural Design Criteria Form has been updated to reflect the new calculations/requirements. These requirements establish and identify the minimum structural design criteria necessary to safely support loads, including snow, wind, seismic, and flood loads, live loads, dead loads, and roof loads. The Structural Design Criteria Form (<i>at right</i>) must be completed and signed by a Pennsylvania Certified Engineer and submitted along with a permit application.	Structural Design Criteria Form		28-Jun-19
Permit Issuance	Code	Per 2018 International Building Codes (IBC), new Special Inspections regulations have been drafted and sent to the Records Department for public inspection. Anticipated adoption of new regulations on June 28, 2019. Highlights of the new regulations include:	Statement of Special Inspections Schedule		
			Special Inspections Final Compliance Form		
			Special Inspections Duties and Responsibilities Agreement		
			Special Inspections Program Overview		
Zoning	Code	The Zoning Code establishes a Mixed Income Housing Bonus that provides gross floor area,	Code Bulletin Z-1501-R2	13-Jan-15	12-Feb-19
Permit Issuance	Process	A Floodplain Scoping Meeting is required for all projects in the Special Flood Hazard Area with an associated cost of work of \$50,000 or more. The meeting will provide early direction on floodplain requirements to avoid delays in the project.	Floodplain Scoping Meeting Information Sheet		15-Mar-19
		Refer to the Floodplain Scoping Meeting Information Sheet (<i>at right</i>) for more details.			

Permit Issuance	N/A	Effective March 1, 2019, L&I will offer a preliminary review meeting option for applicants who want early answers to design questions before starting a construction project. Currently, L&I has two other preliminary review service options—email and plan review.	Preliminary Review Information Sheet		1-Mar-19
		Use the Preliminary Review Information Sheet (<i>at right</i>) to determine which option is right for your project.			
	Code	Under a new City law, automatic sprinkler systems will be required on the basement and ground floors of commercial and mixed-use	Bill #180745		1-Jul-19
Appeals	Process	The Board of Building Standards (BBS) hears appeals of formal code decisions. To submit an appeal to the BBS, use the updated form (<i>at right</i>).	BBS Appeal Form		
Appeals	Process	The Plumbing Advisory Board (PAB) hears appeals of technical plumbing code requirements. To submit an appeal to the PAB, use the form (<i>at right</i>).	PAB Appeal Form		

	Code	<p>Bill #180746 was enacted on January 3, 2019. It revises the Philadelphia Property Maintenance Code as it relates to the periodic inspection of piers. The Property Maintenance Code has required periodic underwater pier inspections by a PA licensed engineer since 2002, after the tragic collapse of the Pier 34 nightclub.</p> <p>The primary purpose of Bill #180746 is to revise the pier inspection requirements to align with other periodic inspections by simplifying the rating system and establishing a requirement to submit a summary report, similar to the forms used for building facades and fire escapes.</p> <p>Review Section 314 of the Property Maintenance Code for full details of the bill, and look for the new forms on www.phila.gov/li in the coming weeks.</p>	Section 314 of the Property Maintenance Code		3-Jan-19
Zoning	Process	<p>Changes to the Zoning Administrative Adjustment Review Process were put into place with the passing of Bill No. 180489-AAA.</p> <p>Refer to the Guide (<i>at right</i>) for an outline of the requirements and steps of the revised review</p>	Zoning Administrative Adjustment Review Guide		18-Oct-18
			Zoning Administrative Adjustment Application		
			Philadelphia Zoning Code Section 14-303(16)		
Permit Issuance	Process	<p>Some permits--known as EZ Permits--may be obtained without the submission of plans. These completed permit application in person at the L&I Services Center in the Public Service Concourse of the Municipal Services Building (1401 JFK Blvd.) or at a local District Office.</p>	https://business.phila.gov/fast-permits/		1-Nov-18

Permit Issuance	Process	All work must comply with the conditions of the approved permit. Significant deviations impact the conditions of approval and must be resubmitted for review through an amended permit process.	Amended Permit Process		1-Sep-18
Permit Issuance	Process	L&I is now authorized to allow rough work to begin prior to full permit issuance. Refer to the 'Rough-In Information Sheet' (<i>at right</i>) for clarification of conditions and limitations of current rough-in approvals.	Rough-In Fact Sheet		
Permit Issuance	Process	An EZ Sign Standard has been established for Zoning that will allow for immediate issuance of sign permits in limited applications. Refer to the linked document (<i>at right</i>) for detailed information.	EZ Sign Standard (Zoning)		
Permit Issuance	Process	An EZ Sign Standard has been established for Building, allowing for sign installation to an existing building without submitting plans by specific meeting conditions and limitations. Refer to the linked document (<i>at right</i>) for detailed information.	EZ Sign Standard (Building)		
Permit Issuance	Process	New requirements have been enacted to protect buildings and public ways against adjacent	Excavation Protection Notice		1-Oct-18
			Code Bulletin No. B-0503-R1		
Requesting Building Files	Process	Current property owners requesting plans for work performed after 2004 may request copies of the building files. Refer to the document (<i>at right</i>) which details the process for requesting files.	Building Files Request Information & Form		
Construction	Code	New construction codes go into effect throughout Pennsylvania. For Philadelphia, the 2018 International Codes will apply to all non-residential construction. (The 2015 International Residential Code with state-modification will apply for residential construction).	Code Bulletin No. B-1801	7-Jun-18	1-Oct-18

Permit Issuance	Process	The process for applying the previous code to design and construction contracts for permit applications was revised by the state, limiting this period to six (6) months. Effective April 1, 2019, all permit applications submitted for new buildings or renovations to existing buildings must be reviewed under new codes.	Code Bulletin No. B-1801	7-Jun-18	1-Apr-19
Permit Issuance	Process	All building and demolition plan submissions must identify all waste haulers responsible for disposing of debris. The contractor is required to retain copies of tipping receipts for a period of three years following permit closure.	Philadelphia Administrative Code Section A-301.9		1-Jan-19
Permit Issuance	Process	All building permit applications for wood framing systems must include a separate wall bracing plan.	Wall Bracing	20-Mar-18	1-May-18
License Issuance	Process	New and renewal Class A Demolition Contractor license applications must include proof of experience and an increased permit bond.	Philadelphia Code Section 9-1008		1-May-18
Appeals	Process	A Project Information Form must be completed before filing an appeal seeking a variance or special exception from the Zoning Board of Adjustment.	Project Information Form		9-Apr-18
	Code	Design professionals' role and responsibilities have been clarified and expanded when a building is cited for imminently dangerous or structurally unsafe conditions.	Code Bulletin No. PM-1801	20-Mar-18	20-Mar-18

Permit Issuance	Process	The Philadelphia Water Department (PWD) now requires a utility plan prior to providing pre-requisite approval of a building permit application for new construction. The developer is no longer required to provide complete utility connection information on the conceptual stormwater management plan. The change will reduce the overall time required to obtain a zoning permit on larger projects and will ensure that both PWD and L&I have a complete understanding of site/utility design at the onset of construction.	New Requirements		1-Mar-18
Construction	Code	Section 9-3300 of the Philadelphia Code was amended to include the regulation of mobile cranes in construction activity.	Philadelphia Code Section 9-3300		14-Feb-18
Demolition	Code	Demolition operation requirements (Section B-3300 of the Philadelphia Building Code) have been updated.	Philadelphia Building Code Section B-3300		24-Jan-18
Permit Issuance	Process	New building permit applications requiring Special Inspections must include the identification of a registered special inspection agency.	Special Inspections		1-Jan-18