DO NOT MAIL THIS APPLICATION

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Application for Preliminary Review

Use this form to request a preliminary plan review or to request a preliminary project meeting.

1 Address

Provide the property address of the location to be considered.

Address _____

2 Contacts

Provide the applicant's name and contact information in section 2(a), and the design professional's name and contact information in section 2(b).

(a) Applicant Name _____

Address _____

Email _____ Phone _____

(b) Design Professional Name _____ PA License # _____

Address _____ Phila. Commercial Activity License # _____

Email _____ Phone _____

3 Preliminary Request

Specify the type of service you are seeking and code for review. Refer to the Preliminary Review Information Sheet (available on www.phila.gov/li) for scope of service and requirements.

Type of Service: (select one)

☐ **Preliminary Plan Review** ☐ **Preliminary Project Meeting**

Code for Review: (select one)

☐ Building ☐ Zoning ☐ Plumbing ☐ Electrical

4 Project Description

Highlight uses in section 4(a) and provide a detailed project description in section 4(b).

For projects reviewed under the Building Code, section 4(c) must also be completed.

(a) Use(s) of Building(s) / Property: _____

(b) Describe Scope of Project: _____

_____

_____

(c) For Building Code reviews only: Construction Type: _____ Occupancy Classification(s): _____

Sprinklers: (circle one) **Yes** or **No** If Yes, Sprinkler Coverage: (circle one, if applicable) **Partial** or **Complete**

5 Scope of Review

If requesting a Project Meeting, summarize the codes topics you wish to discuss with a plans examiner. The number of topics may not exceed five.

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

Applicant Signature: _____ **Date:** _____ / _____ / _____