



Application for Administrative Permit

Use this application to obtain permits for approval for Building and Fire Code compliance where no permanent construction is proposed.

Address section with fields for Parcel Address, Specific Location, and project number (PR-210).

Applicant section with fields for Name, Company, Address, Email, and Phone.

Property Owner section with fields for Name, Address, Email, and Phone.

Design Professional in Responsible Charge section with fields for Name, Firm, PA License #, Phila. Commercial Activity License #, and Phone.

Project Scope section with sub-sections (a) Occupancy, (b) Scope of Request, (c) Change of Occupancy, (d) Number of Stories, (e) Fire Protection / Life Safety, and (f) Description of Proposal.



Project Details & Contractor Information

(a) Administrative Permits may be required after obtaining a construction permit or zoning permit. If a prior approval for this location was issued, enter the permit numbers in spaces provided.

(b) If seeking Lawful Occupancy sign(s), note space details in the provided table. If more spaces are needed, attach additional sheets.

For duplicate signs, refer to 'Reissue of Lawful Occupancy Signs Code Solution' on www.phila.gov/li for more information.

(c) For Special Event Permits, specify the event date(s) and start/end time(s).

Refer to 'Code Bulletin A-1501 R1' on www.phila.gov/li for more information on temporary uses.

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(a) Related Permits*

*If a Building Permit was obtained, enter the associated permit number:

RP or CP- 2 | 0 | | | - | | | | | | | |

If there is an associated Zoning Permit for this request, enter the permit number:

ZP- 2 | 0 | | | - | | | | | | | |

(b) Lawful Occupancy Details

Room Name/Number	Use of Space	Quantity of Occupants Requested

(c) Special Event Details

Event Dates	Start Time	End Time

Declaration & Signature

All provisions of the Building Code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Department form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance, inclusive of the penalties contained in 18 Pa. C.S. § 4904.

Applicant Signature: _____ Date: _____ / _____ / _____