



**GENERAL BUILDING PERMIT CHECKLIST  
 EXISTING BUILDINGS WITHOUT ADDITIONS,  
 EXCLUDING BUILDINGS REGULATED BY THE IRC**

**I. CONSTRUCTION AND OCCUPANCY CHECK:**

1. Does the application propose a change of occupancy?  YES  NO
2. Will the change of occupancy affect:  a **PORTION** of the building or space OR  the **ENTIRE** building
3. Proposed Occupancy Classification(s):
 

<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> A-3	<input type="checkbox"/> A-4	<input type="checkbox"/> A-5	<input type="checkbox"/> B	<input type="checkbox"/> M	<input type="checkbox"/> E	<input type="checkbox"/> U
<input type="checkbox"/> F-1	<input type="checkbox"/> F-2	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> R-4	<input type="checkbox"/> S-1	<input type="checkbox"/> S-2	
<input type="checkbox"/> H-1	<input type="checkbox"/> H-2	<input type="checkbox"/> H-3	<input type="checkbox"/> H-4	<input type="checkbox"/> H-5	<input type="checkbox"/> I-1	<input type="checkbox"/> I-2	<input type="checkbox"/> I-3	<input type="checkbox"/> I-4
4. Compliance Path used for this review: \_\_\_\_\_
5. How many stories is the existing building?: \_\_\_\_\_
6. What is the building's defined or equivalent type of construction under the current IBC? \_\_\_\_\_
7. If construction type declared under a prior code edition please note the original type here: \_\_\_\_\_
8. Does the existing building have a sprinkler system?  YES  NO
  - a. If not, are sprinklers proposed?  YES  NO
  - Extent of coverage:  entire building  partial, note area(s): \_\_\_\_\_
9. Does the existing building have standpipe(s)?  YES  NO
  - a. If not, are standpipes proposed?  YES  NO
10. Are any special occupancies found in IBC Chapter 4 present or proposed?  YES  NO  N/A

**II. MEANS OF EGRESS:**

1. How many exits are currently available?  ONE (1)  TWO (2)  THREE (3)  OTHER \_\_\_\_\_
2. Is a change to the quantity or size of existing exits proposed?  YES  NO  N/A
  - a. Will the quantity or width of exits:  INCREASE OR  DECREASE
3. Is a change to the location of existing exits proposed?  YES  NO  N/A
  - a. If relocated will exit remoteness be:  IMPROVED OR  WORSENERD
  - b. Does exit access travel distance increase?  YES  NO  N/A
    - If yes, is it still compliant?  YES  NO \_\_\_\_\_ (note linear feet)
  - c. Do all new exits lead to:  a public way and / or  a compliant egress court that reaches a public way  
 other, note here \_\_\_\_\_
- 4.a. What is the calculated occupant load? \_\_\_\_\_ 4.b. What is the requested occupant load? \_\_\_\_\_
5. Do any spaces require a lawful occupancy sign?  YES  NO
  - a. Describe spaces to be posted here \_\_\_\_\_



**GENERAL BUILDING PERMIT CHECKLIST  
 EXISTING BUILDINGS WITHOUT ADDITIONS,  
 EXCLUDING BUILDINGS REGULATED BY THE IRC**

6. Where occupant load exceeds fifty (50) do all doors swing in direction of egress travel?  YES  NO  N/A
7. Are any existing open stairways required to be enclosed?  YES  NO  N/A
- a. Is the fire rating of exit enclosure satisfactory?  YES  NO
- b. Are fire doors provided?  YES  NO
- i. Is fire door rating satisfactory?  YES  NO
- ii. Are doors self-closing?  YES  NO

**III. COMMON ALTERATION CONSIDERATIONS:  
 IF NO ALTERATIONS ARE PROPOSED PLEASE CHECK HERE:**

1. Is any alteration proposed that results in a less compliant condition than what currently exists?  YES  NO
2. Is a primary function area affected by proposed alterations?  YES  NO  N/A
- a. If no, describe the affected area: \_\_\_\_\_ (e.g. utility space, corridor, kitchen, etc.)
3. Is an accessible entrance to the building present?  YES  NO
- a. If not, is one proposed?  YES  NO
4. Is an accessible route to the primary function area provided?  YES  NO
- If not, is one proposed?  YES  NO
5. Are alterations limited solely to accessibility improvements?  YES  NO
6. Are exterior wall infill, new partitions and floor-ceiling / roof assemblies consistent with construction type as defined in Table 601 of the IBC?  YES  NO  N/A
7. If assembly materials or ratings result in a reduced type of construction does the occupancy allow such a reduction per Table 503 of the IBC?  YES  NO  N/A
8. Are any new exterior wall openings proposed at any story?  YES  NO  N/A
- a. If yes, is percentage of story and protection compliant with table 705.8 for fire separation distance and degree of provided protection?  YES  NO  N/A
9. Are any existing floor-ceiling or roof assemblies being altered?  YES  NO  N/A
- a. Are fire rating(s) satisfactory?  YES  NO
10. Are any new shafts proposed?  YES  NO  N/A
- a. Are fire rating(s) satisfactory?  YES  NO
11. Are any new toilet rooms or plumbing facilities proposed?  YES  NO  N/A
- a. If yes, does fixture count comply with Table P-701?  YES  NO



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

**GENERAL BUILDING PERMIT CHECKLIST  
EXISTING BUILDINGS WITHOUT ADDITIONS,  
EXCLUDING BUILDINGS REGULATED BY THE IRC**

- b. Is a family-assisted use toilet room required?  YES  N/A
12. Are all newly constructed toilet rooms accessible? (A-117.1 compliance required for new)  YES  NO  N/A
13. Are any new public service, checkout, point of sale or similar counters proposed?  YES  NO  N/A
- a. Height and approach compliant?  YES  NO
14. Is at least one (1) van accessible parking space provided where parking is proposed?  YES  NO  N/A