

Information Sheet: Zoning Permit Extensions

How long is a zoning permit valid?

Per Philadelphia Zoning Code, Section [14-303\(10\)](#):

- If construction is required, the construction must begin within three (3) years of the date of permit issuance for a by-right permit, or three (3) years of the date of the decision from the Zoning Board of Adjustments (ZBA).
- If no construction is required, the use must be established within six (6) months of the date of permit issuance for a by-right permit, or six (6) months of the date of the decision from the Zoning Board of Adjustments (ZBA).

For more information, please review [Code Bulletin CZ-1901_CB](#).

Can a zoning permit be extended?

Per Philadelphia Zoning Code, Section [14-303\(10\)](#)(d), the Department of Licenses and Inspections (L&I) and the ZBA have the authority to extend a Zoning Permit or approval.

When can an extension be applied for?

A permit extension may be applied for no sooner than three (3) months prior to the expiration unless otherwise approved by the department.

If a permit is extended, how long is the permit valid for?

The permit is valid for one (1) year from the original expiration date of the permit or ZBA approval. The date of the application to extend does not affect the expiration date.

How do you obtain a permit extension?

If the permit that you wish to extend is eligible for extension:

1. Fill out an [Application for Zoning / Use Registration Permit](#).
 - a. In the "Project Summary" section, indicate that you are applying for a permit extension and provide the permit number of the permit you wish to extend.
2. Provide a letter detailing reason for the extension and planned construction schedule. If the original permit was granted by variance, this letter should be addressed to the ZBA.
3. File the application in person at the L&I Permit and License Center and pay the permit extension fee.

What is the fee associated with a permit extension?

The fee of \$50 is due at the time of application submission to L&I.

Questions?

Call 311 or (215) 686-8686 (if outside Philadelphia) or submit a permit-related question online via <https://form.jotform.com/81494420572154>.

L&I Permit and License Center

1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse
Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.