

# City Building Closure: Information Sheet

## Obtaining a make-safe permit

### Make-Safe Permits:

- Required for L&I designated ID or unsafe buildings.
- Applications must be made **IN PERSON** by **APPOINTMENT ONLY** at the Department of Licenses and Inspections district office (***1512-14 Cecil B. Moore Avenue***).

### Steps to apply for a make-safe permit:

- 1) Review the following information:
  - Appointments are only accepted for ID or Unsafe conditions issued through an L&I case violation.
  - Submit the 'Make-Safe appointment form' at least one day in advance of the requested appointment time.
  - Payment are accepted through electronic check or credit card through eCLIPSE.
  - You must review the **Make Safe Requirements** on the website and confirm your application is complete.
- 2) Request an appointment with an L&I staff member by submitting a **Make-Safe appointment form**.
- 3) Submit your completed application with all required documents at your scheduled appointment.

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### Questions? Need Assistance?

Visit [www.phila.gov/LI](http://www.phila.gov/LI) or call 311 (215-686-8686, if outside Philadelphia).

#### 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.