

Building Permit requirements to perform reconstruction work on a building that has experienced deterioration of a portion of its major structural elements, such as floor joists, exterior walls, or roofing elements follow below. The Contractor shall obtain a **Building Permit** to expedite repairs to a structure, to make it safe, and to minimize any additional deterioration of the building's structural elements.

HOW TO OBTAIN A BUILDING PERMIT

A permit application shall be submitted to the Department of Licenses & Inspections
Municipal Services Building, Concourse Level
1401 John F. Kennedy Boulevard, Philadelphia, PA 19102
Business hours are 8:00 a.m. to 3:30 p.m. Monday through Friday (noon closure the last Wednesday of every month)

A BUILDING PERMIT MUST BE OBTAINED TO REMEDIATE THE STRUCTURALLY UNSAFE CONDITION WITHIN TEN (10) DAYS OF VIOLATION RECEIPT.

BUILDING PERMIT APPLICATION REQUIREMENTS

The following must be submitted:

- 1) Completed **Building Permit** Application
- 2) Identification of Licensed Contractor Performing Work
- 3) Photographs of All Work Areas
- 4) Engineer's Report fully detailing scope of work, materials, construction details, and means & methods of construction
- 5) Statement of Special Inspections and related documents as required by Chapter 17 of the 2009 IBC

Exceptions: The following work does not require the submission of an Engineer's Report:

- Removal of a 1-story Shed Addition
- Removal & Replacement of Cornices
- Removal & Replacement of Roof Rafters With Decking In-kind
- Removal & Replacement of Up To 10% of Floor Joists In-kind (narrative must indicate specific joists to be replaced)
- Removal of Cantilevered Back Bay
- Removal & Replacement of Damaged Chimney (In-kind)
- Removal & Replacement of Attached Porch In-kind (unless serving as a support structure)
- Removal & Replacement of Non-bearing Wall In-kind (up to 3 stories in height)

Note: Where an Engineer's Report is waived, the same level of detail must still be provided through a narrative prepared by the Contractor

CONDITIONS AND LIMITATIONS

- No finishing work, such as interior wall or ceiling coverings, insulation, plumbing, electrical, HVAC, or related work is permitted to be performed as part of the **Building Permit** issued to remediate structurally unsafe conditions. Separate permits shall be required.
- No additional permits will be issued until the dangerous conditions are resolved.
- Removal of 2/3 or more of structural framing members, coupled with the modification of the exterior envelope, shall constitute complete demolition, and will require that the Contractor apply for and obtain a **Demolition Permit**. A **Building Permit** for Make Safe work is not allowed to be used for this level of extensive demolition work. See www.phila.gov/li for a listing of demolition requirements.
- Work must commence on "**Unsafe**" structures within 10 days following the issuance of the **Building Permit**, and must commence within 48 hours following issuance of the **Building Permit** for "**Imminently Dangerous**" structures.

PROCESSING TIME & FEES

Processing Time: The review of an Engineer's Report and associated sketches will be conducted on the date of submission. Plans submitted in lieu of an Engineer's Report will be reviewed within 5 business days.

Permit fees are based on the constructed area, as follows:

- One and two family dwellings: \$50.00 for first 500 sq. ft. plus \$40.00 per each additional 100 sq. ft.
- All others (including commercial): \$150.00 for first 500 sq. ft. plus \$40.00 per each additional 100 sq. ft.
- Additional permit fees: \$7 (City/State surcharge) plus \$4/plan (scanning fee, if applicable)

If an application includes plans subject to a 5-day review, the application must include a filing fee of \$25 for one and two family dwellings and \$100 for all other occupancies. Balance of permit fee shall be due upon application approval.