



**CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES & INSPECTIONS**

Municipal Services Building - Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, Pennsylvania 19102

Facade Inspection Reporting

Information regarding the inspection reporting requirements of the Property Maintenance Code

Visit our website at www.phila.gov/li

The City of Philadelphia’s Property Maintenance Code requires all building owners to maintain their buildings in good repair, structurally sound and sanitary so as to not impose a threat to the public. Additionally, the code establishes requirements for periodic inspections of exterior walls and appurtenances of certain buildings and the filing of reports of such inspections. This document serves to inform the public of the method of reporting those inspections to the Department. See Section PM-304.10 of the Property Maintenance Code for more details.

IMPORTANT:

The owner of any building six or more stories in height or any building with any appurtenance in excess of 60 feet in height shall be responsible for retaining a Professional to conduct periodic inspections of exterior walls and any appurtenances, (except for those parts of any exterior wall which are less than twelve inches from the exterior wall of an adjacent building) and to prepare and file a report on such inspection with the owner. All of these buildings constructed through 2005 must be inspected by June 30, 2015. A summary of that inspection must be submitted to the Department of Licenses and Inspections on a form titled “Summary Inspection Report Form”.

FREQUENTLY ASKED QUESTIONS:

WHERE CAN I OBTAIN THE REQUIRED “Summary Inspection Report Form”?

Visit www.phila.gov/li to download a copy of the form. This form is only a summary of the full report which must be given to the owner of the building.

HOW DO I SUBMIT THE FORM TO L&I?

Forms are to be submitted online using eCLIPSE. The name of the electronic document submitted must be the correct address of the structure inspected as designated by the City’s Board of Revision of Taxes. There is no fee for submittal of this form to the Department.

WHAT MUST I DO IF AN UNSAFE CONDITION IS FOUND?

The owner must be notified immediately and take action within 24 hours to protect public safety. Within 10 days work must begin to correct the condition. A full copy of the inspection report identifying the unsafe condition must be submitted online using eCLIPSE within 24 hours.

WHAT IF MY BUILDING IS HISTORICAL AND NEEDS REPAIR?

Philadelphia Historical Commission (215-686-7660) approval is needed before a building permit can be issued.

HOW CAN THE FINDINGS OF A PROFESSIONAL BE APPEALED?

Appeals related to wall inspections may be filed within 30 days with the Board of Building Standards either online using eCLIPSE or in person by visiting:

Board of Building Standards
11th floor of the Municipal Services Building
1401 JFK Boulevard, Philadelphia, PA 19103

THE EXTERIOR OF MY BUILDING WAS RECENTLY RENOVATED. HOW MAY I OBTAIN AWAIVER?

If all facades of your building were substantially restored within the past 5 years you must submit a written request to the Department for a waiver of the inspection requirements for the current inspection cycle. The request must include copies of any building permits related to the restoration work.

MY BUILDING HAS AN UNUSUAL CONFIGURATION. I DON’T BELIEVE IT NEEDS INSPECTION. WHAT CAN I DO?

The Code requires any building six or more stories in height or any building with any appurtenance in excess of 60 feet in height. Exceptions to these requirements based upon particular building configurations must be appealed to the Board of Building Standards.

Interpreter services available. | خدمات الترجمة الشفهية متوفرة لدينا | አገልግሎት ለቃላት ተመልክቶ ለማግኘት | 提供口译服务 | Services d'interprétation disponibles. | 통역이 제공됩니다 | Предоставляются услуги устного перевода. | Se brindan servicios de interpretación. | Có sẵn dịch vụ thông dịch.