



CITY OF PHILADELPHIA • DEPARTMENT OF LICENSES AND INSPECTIONS

# LICENSE APPLICATION

AUTOMOBILE, ETC.  
Follow instructions listed on the Instruction Sheet.

DEPARTMENT OF LICENSES AND INSPECTIONS  
CUSTOMER CARE UNIT, PUBLIC SERVICE CONCOURSE  
1401 JOHN F. KENNEDY BOULEVARD  
PHILADELPHIA, PA 19102-1687

USE A SINGLE CHECK FOR ALL FEES PAYABLE TO "CITY OF PHILADELPHIA".

1. NAME OF LICENSEE		2. BUSINESS NAME		3. PERSON RESPONSIBLE IF NON-RESIDENT (PUBLIC PARKING LOT GARAGE)	
4. LOCATION OF LICENSED ACTIVITY (INCLUDE ZIP CODE)					ZIP CODE
5. DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	FAX NUMBER		E-MAIL ADDRESS	
6. BILLING ADDRESS			CITY	STATE	ZIP CODE
					7. DATE ACTIVITY STARTED MONTH      DAY      YEAR /    /
8. PHILADELPHIA BUSINESS INCOME AND RECEIPTS TAX NUMBER			9. PHILADELPHIA COMMERCIAL ACTIVITY LICENSE		

10. DESCRIPTION OF ACTIVITY/BUSINESS

11. LICENSE TYPE	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> MOTOR FUEL DISPENSER / VEHICLE REPAIR	\$207.00	3311	ANNUAL	
<input type="checkbox"/> AUTOMOBILE WRECKING YARD / TIRE STORAGE	\$310.00	3374	ANNUAL	
<input type="checkbox"/> PARKING LOT / GARAGE, PUBLIC	\$341.00	3371	ANNUAL	
<input type="checkbox"/>				

TOTAL FEES ..... \$ .....

← PLEASE BE SURE TO READ OTHER SIDE AND COMPLETE WHERE NECESSARY →

12. OWNER CORPORATION AND PARTNERSHIP (LIST THREE PRINCIPALS OR PARTNERS)		
NAME OF PRINCIPAL OR PARTNER	TITLE	HOME ADDRESS (INCLUDE CITY, STATE, ZIP CODE)

13. APPLICANT CERTIFICATION
<p><i>I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.</i></p> <p>Applicant Signature _____ Date _____</p>

OFFICE USE ONLY	PREREQUISITES (LIST THOSE CHECKED DURING PROCESSING) _____ STREET CODE _____				
	REMARKS:				
	<input type="checkbox"/> APPROVED				
	<input type="checkbox"/> REFUSED				
	<table border="1"> <tr> <td>REVIEWED BY</td> <td>NUMBER</td> </tr> <tr> <td>DATE</td> <td>AUDIT</td> </tr> </table>	REVIEWED BY	NUMBER	DATE	AUDIT
REVIEWED BY	NUMBER				
DATE	AUDIT				
	STREETS _____ ZONING _____ CERTIFICATE OF OCCUPANCY _____				

## AUTOMOTIVE LICENSES

For further information on the application process, call 215-686-8686. For information on other City services, dial 311.

## ZONING

All buildings must be in compliance with Philadelphia Zoning Code. This includes change of use in existing buildings. For information on zoning approval, contact 311

## CERTIFICATE OF OCCUPANCY

New buildings and existing buildings where alterations were made must conform to the Philadelphia Building Code and may require that you obtain a Certificate of Occupancy. This determination is made by the L & I Permit Services Unit.

LOCATIONS THAT ARE CURRENTLY LICENSED FOR THE SAME USE, NEED NO FURTHER ZONING APPROVAL OR CERTIFICATE OF OCCUPANCY.

## PLOT PLAN AND OTHER APPROVALS

PLOT PLAN APPROVAL—STREETS DEPARTMENT, RIGHT-OF-WAY UNIT, 960 MSB BETWEEN THE HOURS OF 9 AND 2 WEEKDAYS, DRAINAGE APPROVAL AND LIGHTING APPROVAL CONTACT MECHSERVICES@PHILA.GOV

IF YOUR SITE REQUIRES AN INSPECTION, PLEASE DO NOT PAY THE LICENSE FEE UNTIL YOU HAVE BEEN NOTIFIED THAT YOUR APPLICATION HAS BEEN APPROVED.

## HOW TO COMPLETE THIS FORM

Most questions on this form are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the form.

1. NAME OF LICENSEE—Fill in the name of the person, corporation or partnership to whom the license should be issued. Full names must be used. Initials and a last name cannot be accepted.
8. PHILADELPHIA BUSINESS INCOME AND RECEIPTS TAX NUMBER—This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. If you do not have a Business Income and Receipts Tax Account Number, you will need to go to [www.phila.gov/revenue](http://www.phila.gov/revenue) and filloutanapplicationforaPhiladelphiaBusinessIncomeandReceipts Tax Number. Any tax account previously opened for you which is unsettled or delinquent, will cause delay and may preclude the issuance of new licenses.
9. Philadelphia Commercial Activity License (3702): Required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. License can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply online at [www.phila.gov/li](http://www.phila.gov/li)
10. DESCRIPTION OF ACTIVITY/BUSINESS.
11. LICENSE TYPE—Place an "X" in the box in front of the name of each license applied for.
  - A) Automobile Repair License—(3311)  
Required of anyone operating any structure used for servicing or repairing a motor vehicle. No license shall use any part of any street or sidewalk for the parking or storing of motor vehicles in his/her custody.
  - B) Automobile Wrecking Yard Tire / Storage (3374)  
Required of anyone operating a location wherein automobiles are wrecked, dismantled, salvaged or converted to scrap or stored incidental to these purpose.
    - 1) Approved fencing required.
      - a) Wrecking yard must be fenced with durable material around the perimeter of those premises to the extent necessary to obscure from view of any person using an abutting street the activity conducted on and any material upon those premises; or
      - b) If fencing is impractical in the opinion of the Department of Licenses and Inspections, trees and shrubs may be planted in a terrace-type manner if the Department findsthatthepremiseswillbeobscuredfromviewby any abutting street.
    - 2) Site inspection required. Your application will be forwarded to the L & I Business Compliance unit for inspection.

C) Garage, Public License—(3371)

Required of anyone conducting, operating, or maintaining any building or other structure in which more than three motor vehicles may be parked, stored, housed or kept for a charge, fee, or other consideration.

Attach the following to your application:

If site is currently licensed and no alterations have been made to the structure, three attachments are required: Certificate of Insurance, statement of business hours and a rate schedule. If site is new or if the structure has been altered, five attachments may be required when submitting application form: Approval from Streets Department, Right-of-Way Unit and an approved plot plan, Certificate of Insurance, Certificate of Occupancy, statement of business hours, and a rate schedule.

No license shall be issued to conduct, operate or maintain any public garage unless:

- 1) Applicant furnishes all of the required attachments listed: a certificate of insurance binding himself in the amount of \$5,000 for each public parking lot/garage or \$100,000 covering all public parking lots or garages operated by a single licensee. Insurance certificate must read "owners, land lords and tenants policy or garage liability policy" with coverage for bodily injury liability, plus a garage keepers legal liability policy with coverage for property damage due to fire, theft, explosion, collision, riot, civil commotion, malicious mischief and vandalism (which must be spelled out in the certificate). Location and official capacity of Public Parking Lot or Garage must be shown on insurance certificate. The Certificate of Insurance must name the City of Philadelphia as Certificate Holder. Also the "Insured" and the "Applicant" must be the same name on Certificate of Insurance. No insurance certificate, unless from a company licensed to do business in the state of Pennsylvania, can be accepted for issuance of a public parking lot or garage license and unless the certificate contains all of the above coverages.
- 2) Applicant furnishes a statement of hours of business and whether or not attendants will be on duty;
- 3) Applicant furnishes a list of rates (fee schedule) with application; Written notification must be received in this office 48 hours prior to any change. The rate charged by a licensee at any public garage or parking lot shall be the same as are filed with application for such garage or lot or as subsequently amended.
- 4) Approval from Streets Department, Right - of - Way Unit
- 5) An approved plot plan.
- 6) Applicant designates a representative within the City, if applicant is a non—resident.
- 7) Site inspection results in approval. A sign must be posted on location showing rates charges, accepted methods of payment, hours of operation, capacity, license number, name, address and phone number of licensee and the hours an attendant is on duty. After site inspection and upon notification that your application has been approved, payment for the proper fee must be forwarded to this office.

D) Parking Lot, Public License—(3371)

Required of anyone conducting, operating or maintaining any outdoor area of space where more than three motor vehicles may be parked, housed or kept for a charge, fee or other consideration. Requirements are as follows:

- 1) Approved barriers & surfacing in compliance with regulations.
- 2) Paved areas in excess of 2500 square feet require drainage in accordance with the Plumbing Code.
- 3) Approved illumination as required by the Electrical Code to permit safe access to the area of licensed activity during darkness.
  - a) Such illumination may be discontinued after the parking lot closes for the night.
- 4) Same as public Garage (C, 1 through 6).

E) Retail Motor Fuel Dispenser—(3311)

Required of all persons engaged in the business of operating or maintaining a weighing or measuring device for commercial purposes. Legislation has clarified the retail motor fuel dispenser license as the number of fueling points to be licensed. A fueling point is defined as a location where a single vehicle is fueled at one time.

- 13) Owner, Corporation and Partnership Corporate applicants must identify the president, secretary and treasurer. Complete with the name, title, and home address. If one individual services as multiple or sole officer, so state. If partnership, include social security number of each partner.