



## Application for Amendment or Extension of Issued Permit

Use this application to amend a previously approved permit. The original work area(s) may not be expanded. If your issued permit will expire this form may be used to request a permit extension.

<b>Address</b> Identify the location of work for the permit amendment or extension.  If the permit number has no prefix or year just list the six- or seven-digit number of the permit being amended.	<b>1</b>	Parcel Address _____  Provide permit number to be amended or extended: <u>    - 2   0      </u> -                     <b>PERMIT TYPE PREFIX – YEAR – SIX DIGIT PERMIT</b>
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<b>Applicant</b> Identify how you are associated with the property.  Licensed professionals include design professionals, attorneys, and expeditors. A tradesperson must have an active Philadelphia license for their trade or hold a PA Home Improvement Contractor Registration.	<b>2</b>	I am the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Equitable Owner <input type="checkbox"/> Licensed Professional or Tradesperson  Name _____ Company _____  Address _____ <input type="checkbox"/> Check box if <b>NEW</b> contractor.  Email _____ Phone
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<b>Property Owner</b> Identify the deeded property owner here.  If there was a recent change of ownership, documentation such as a deed or settlement sheet will be required.	<b>3</b>	Name _____ <input type="checkbox"/> Check box if new owner is being listed  Address _____  Email _____ Phone
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<b>Design Professional in Responsible Charge</b> Identify the PA-licensed design professional who is legally responsible.	<b>4</b>	Name _____ Firm _____  PA License # _____ Phila. Commercial Activity License # _____  Email _____ Phone
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<b>Project Scope</b> Use this section to provide project details; all fields are mandatory.  (a) Choose the occupancy of the entire building. If not one- or two-family, provide a description of Other occupancy group(s) per code.  <b>For amendments only:</b> (b) Select what type of amendment is being requested on this application: <ul style="list-style-type: none"> <li>• Permit Amendment</li> <li>• Deferred Document Submission</li> </ul> (c) If the project cost has changed, note it here.  (d) Provide the number of revised plan sheets submitted for review.  (e) Provide additional details for the amendment type selected in 'section b' above.	<b>5</b>	<b>(a) Occupancy</b> <input type="checkbox"/> Single-Family <input type="checkbox"/> Two-Family <input type="checkbox"/> Other, please describe: _____ <b>(b) Scope of Amendment</b> <input type="checkbox"/> Permit Amendment (Major deviations from the original plan approval, with potential to affect code compliance.) <input type="checkbox"/> Deferred Document Submission (provide a description of the document in 'section e' below.) <b>(c) Cost of Modifications \$</b> _____ <b>(d) Number of Sheets</b> _____ <b>(e) Description of Amendment</b> _____ _____ _____
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<b>Requests for Extension Only</b> (a) Enter the expiration date for the permit listed in section 1 above.	<b>6</b>	<b>(a) Expiration Date</b> _____ / _____ / _____
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**Declaration & Signature**  
All provisions of the Building Code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Department form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance, inclusive of the penalties contained in 18 Pa. C.S. § 4904.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_