

Information Sheet: Preliminary Review

Overview

The Department of Licenses and Inspections (L&I) offers three review services for applicants who want early answers to design questions before starting a construction project. Refer below to determine which option is right for you.

Which service is right?

Choose the statement that best fits:	Recommended service:
"I have a general question about a Code interpretation or the permitting process."	Email
"I have a few project specific questions or options that I am exploring."	Preliminary Project Meeting
"I want a full review of preliminary plans."	Preliminary Plan Review
"I want to seek a variance before I fully develop construction plans."	Preliminary Plan Review

Email

Get your general Code and process questions answered free of charge by emailing a plans examiner at L&I.

How to request

- Submit your question(s) through the [Permit Services request form](#). The request form can also be accessed at www.phila.gov/li.

Before your email

- The project's design professional must research both Code and online resources before submitting any questions.
- This service is not a substitute for design professionals conducting their own research for more difficult or complex questions.

Cost: Free

Additional details

- Code information can be accessed at www.phila.gov/li.

Preliminary Project Meeting

This meeting allows for a high-level review of a project, and a formal response to project-specific Code questions.

How to request

- You can apply in person at the Permit and License Center or [online using eCLIPSE](#). The eCLIPSE log-in can also be accessed at www.phila.gov/li. L&I will schedule the meeting when you apply.
- **Meetings will be conducted virtually.**
 - Meeting dates must be requested at least 14 days in advance and are based on L&I availability.
 - A PA design professional must complete the application and participate in the project meeting.

What to bring

- Have project-specific documents or other materials you think would be helpful to illustrate your questions or concerns. There are no specific document requirements.

What to expect

- The meeting is limited to one hour.
- The number of specific code topics to explore during the meeting may not exceed five (5).
- A Preliminary Meeting Summary that gives a written record of decisions will be provided at the close of the project meeting.

Cost: \$350

Additional details

- A copy of the Preliminary Meeting Summary should be retained and submitted with the final permit application.

Preliminary Plan Review

This service allows for a thorough review of preliminary plans by a plans examiner.

How to request

- **In-person:**
 - Submit a completed [Preliminary Plan Review Application](#), any supporting documents (including plans—*see below*), and payment* to the L&I Permit and License Center**. The application can also be accessed at www.phila.gov/li.
- **Online:**
 - You can [apply online using eCLIPSE](#).

What to provide

- **In-person:**
 - Plans Requirements:
 - Two (2) sets must be submitted
 - Must be drawn to scale with adequate information to review the items of concern.
 - Minimum sheet size: 18 in. by 24 in.
 - Printed in grayscale
 - Must be signed and sealed (*if seeking a variance*)
- **Online:**
 - Upload plan documents meeting the [plan requirements](#).

What to expect

- The application will be reviewed within twenty (20) business days of submission.
- Once reviewed, a written Plan Review Summary of findings will be sent to the applicant.
- The applicant will have an opportunity to schedule a meeting with the plans examiner to discuss the results of the Review.
- The applicant may seek a variance from the Board of Building Standards under the Preliminary Plan Review Application.
- A copy of the Plan Review Summary should be retained and submitted with the final permit application.

Cost

- Preliminary **Zoning, Plumbing, or Electrical** Plan Review: \$362
- Preliminary **Building** Plan Review
 - Up to three stories: \$362
 - Each additional story: \$77 per story
- Imaging Fee: \$4 per plan

*Accepted forms of payment

- **In-person:**
 - Check
 - Money Order
- **Online:**
 - Credit Card

Make all checks and money orders payable to the 'City of Philadelphia'.

Personal checks are accepted. The individual or company listed on the check must be named on the application.

**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. Office closes at noon on the last Wednesday of each month.