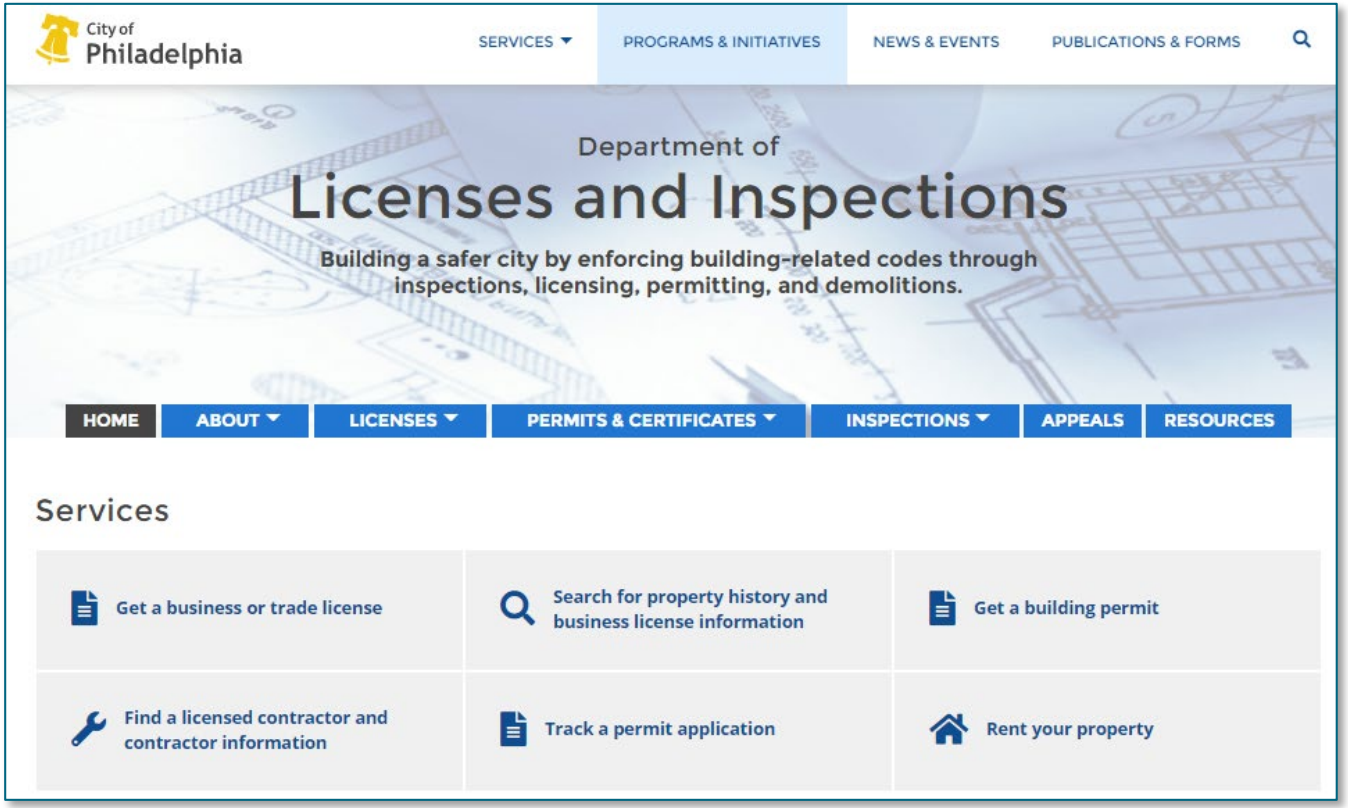
eCLIPSE

Zoning

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

www.phila.gov/li



www.phila.gov/li

Announcements

ANNOUNCEMENT

Accelerated program suspended as standard review time dips to 10 days.

April 26, 2020

ANNOUNCEMENT

Resources to help you navigate L&I processes during the shutdown

April 22, 2020

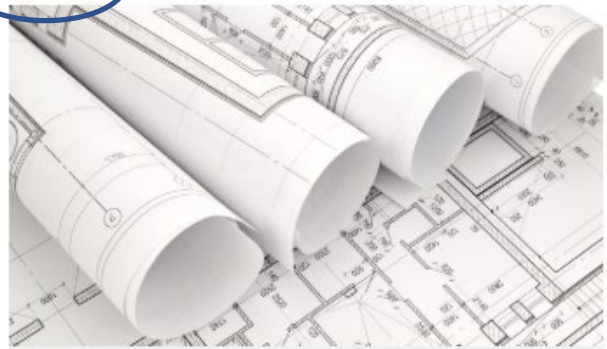
ANNOUNCEMENT

Register for L&I eCLIPSE, ePlans & Zoning training webinars.

March 25, 2020

Posts

English | Español | 中文 | Tiếng Việt | Русский | Français



POST

Filed a paper permit application and need your permit and your plans? L&I can help.

April 30, 2020

POST

Requirements for resuming construction activity in Philadelphia

April 29, 2020

Announcements

ANNOUNCEMENT

eCLIPSE and automated phone system will be unavailable this weekend

April 29, 2020

ANNOUNCEMENT

Accelerated program suspended as standard review time dips to 10 days.

April 26, 2020

ANNOUNCEMENT

Resources to help you navigate L&I processes during the shutdown

April 22, 2020

ANNOUNCEMENT

Register for L&I eCLIPSE, ePlans & Zoning training sessions via webinar.

March 25, 2020

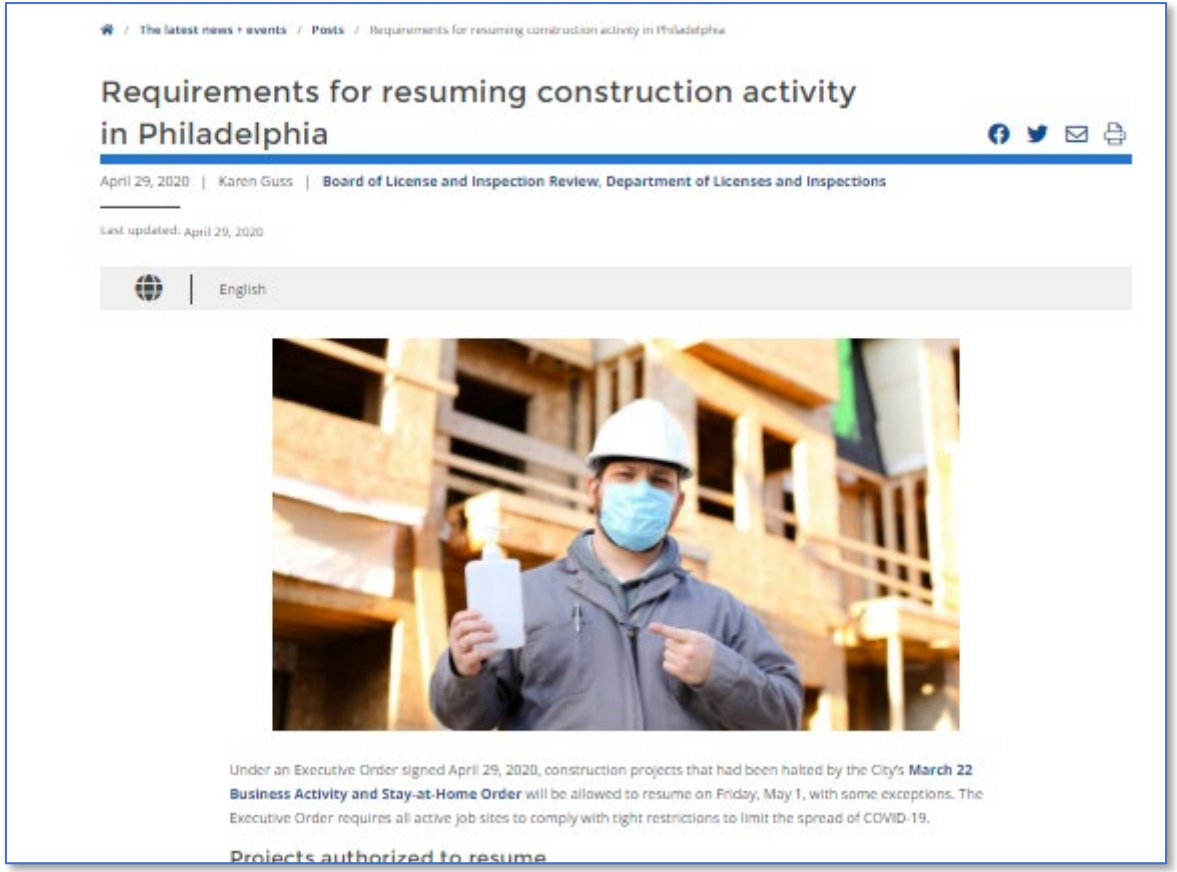
ANNOUNCEMENT

Resources to help you navigate L&I processes during the shutdown

Use this table to find help with issues you may have during the shutdown.

Issue	Information
Trouble with logging into eCLIPSE, or licensing and technical questions	Call 311 or use the **311 online form**
Check the status of a permit or ask a code question	Check the **permit tracker** or use the **permit or code questions form**
Request an inspection	Call (215) 255-4040 or use the **eCLIPSE portal**
COVID-19 construction and business updates	Call 311 and read about the **City Business Activity Order**
Questions on COVID-19 construction requirements and restrictions	Refer to the **Restarting Construction FAQs** or use the **L&I online help form**
Make an Appointment to pick up approved paper plans	Review the **paper submission requirements** and use the **plan pick up form**

- Advance Preparation
  - Pandemic Safety Officer
  - COVID-19 Safety Plan
- Jobsite Requirements
  - No of Workers
  - Safety Precautions



The latest news + events / Posts / Requirements for resuming construction activity in Philadelphia

Requirements for resuming construction activity in Philadelphia

April 29, 2020 | Karen Guss | Board of License and Inspection Review, Department of Licenses and Inspections

Last updated: April 29, 2020

English

Under an Executive Order signed April 29, 2020, construction projects that had been halted by the City's **March 22 Business Activity and Stay-at-Home Order** will be allowed to resume on Friday, May 1, with some exceptions. The Executive Order requires all active job sites to comply with tight restrictions to limit the spread of COVID-19.

Projects authorized to resume

L&I Services

- Continue to process paper applications filed prior to March 13
  - Appointments to Pick-Up Plans
  - Must Pay Invoice Online- Current Contractor License and Insurance Required
    - Request and Invoice through the online form- must have eCLIPSE account
  - Must Show Photo ID and pick up all requested plan within a 10 minute window.
  - Additional information may be submitted via postal mail or through online portal. Submit request through online form to access permit. DO NOT ATTEMPT TO HAND DELIVER.
- All New Permits available through the online portal
  - Make-Safe must be submitted in-person and by appointment.
  - Permits will be held for any unsatisfied pre-requisite approvals or permits. Check department web pages for information.

Resources

Administrative Text

APPLICATION INSTRUCTIONS

*You have selected the **Residential Building Permit (RP)**. If the building contains OTHER THAN a one- or two-family dwelling, you must use the Commercial Building Permit (CP) application type.*

For more help please review our Instructional Video and associated User Guide on Completing a Permit Application by clicking HERE.

Blue-Dot

Website

- Individual Services
- eCLIPSE Instructional Videos and FAQs

Still Stuck?

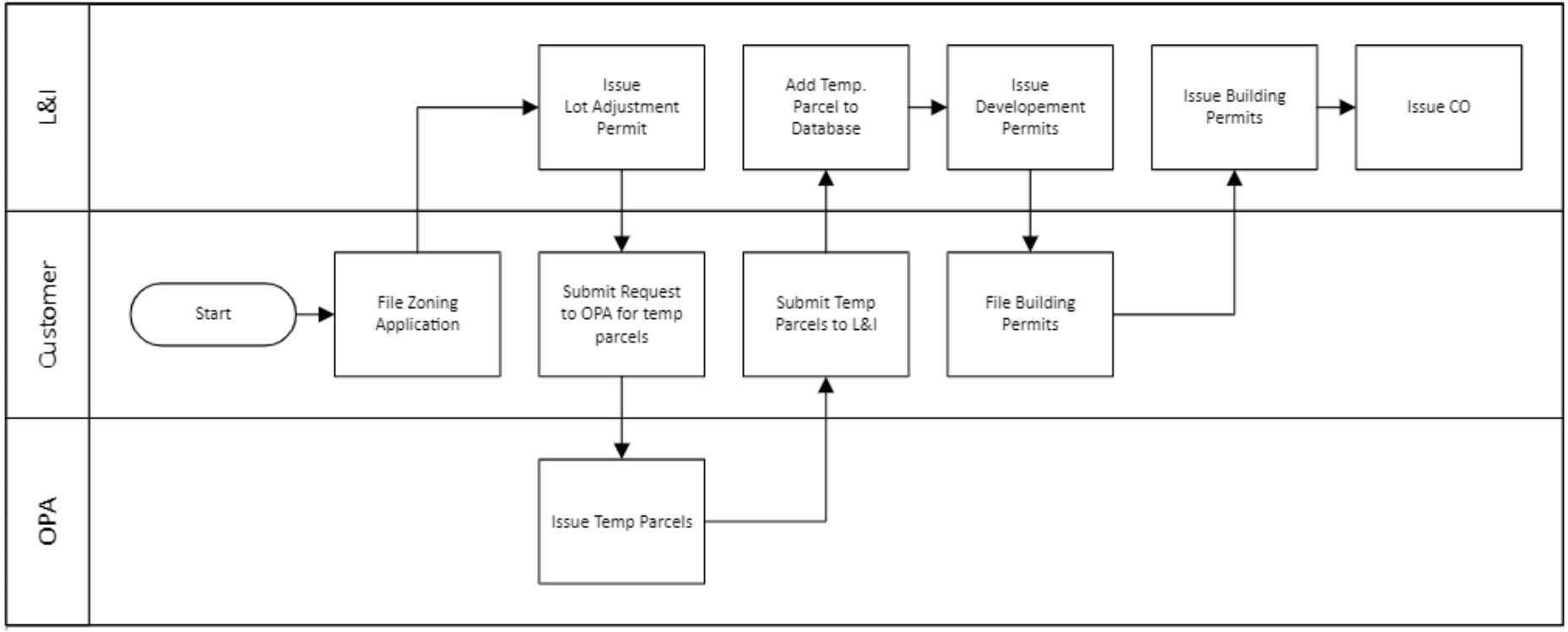
- Submit an online help form
- Contact 3-1-1

Process Changes

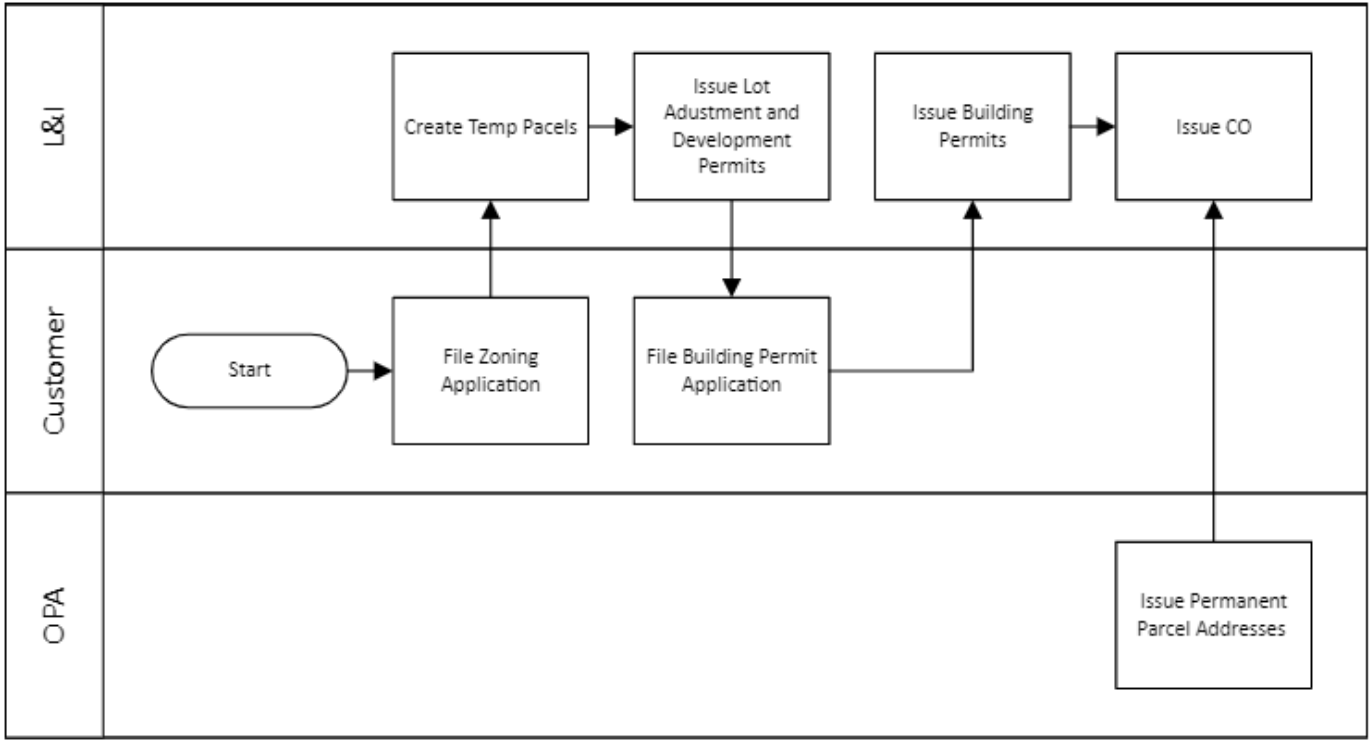
Lot Line Relocation

- Streamline the Permit Process
- Reconcile all City records

Previous


L&I
Customer
OPA
Start
File Zoning Application
Issue Lot Adjustment Permit
Submit Request to OPA for temp parcels
Issue Temp Parcels
Submit Temp Parcels to L&I
Add Temp. Parcel to Database
File Building Permits
Issue Developement Permits
Issue Building Permits
Issue CO

Current


L&I
Customer
OPA
Create Temp Pacels
Issue Lot Adustment and Development Permits
Issue Building Permits
Issue CO
Start
File Zoning Application
File Building Permit Application
Issue Permanent Parcel Addresses

Uses

- Permits are issued to a parcel

  Exceptions:

  - Specific location requirement identified in the Zoning Code
  - Uses granted by variance or special exception
  - Extension of a non-conforming use granted under the pre-2012 Code

- Uses are described by categories provided in the Zoning Code

  Exceptions:

  - Further descriptor required by Code (i.e. No of Dwelling Units)
  - More specific use provided by variance or special exception
  - Use granted under the pre-2012 Code cannot be readily converted

Uses

- Refusals
  - Refusals are also issued in accordance with the categories defined by the Code.
  - Any further restrictions must be addressed through proviso.
- Key Plans
  - Uses should generally not be described by space.
  - Key plans are generally not required for the zoning permit unless there are space or area requirements in the Zoning Code.
  - The zoning stage is a good time to submit a key plan for the record to avoid confusion during the building or zoning stage.

Uses

- Provide the right level of information
  - Review Use Classification Questionnaire at https://www.phila.gov/documents/zoning-permit-materials/

Step 1: Check the Use categories for the best fit (§14-601)

Step 2: Check the Use Tables to verify if the use category can be approved, referred or denied (§14-602)

Step 3: Check any applicable overlays (§14-500 or other)

Step 4a: If refusal or referral, refer to the below questions to capture additional information needed for the applicable Use Categories

Department of
Licenses and Inspections

Permit Services - Use Classification Questionnaire for Zoning

Step 4b: If refusal, check the parking ratio requirements (§14-802) and confirm applicable information (beds/units/square footage/repair bays, etc).

Residential - Group Living:

- How many unrelated people will live in the building?
  - 3 or less reverts to Single-Family Household Living
- Personal Care Homes:
  - Will at least 4 or more adults not related to operator be present?
  - Are all occupants capable of self-preservation and self-sustaining?
  - Is any occupant under the jurisdiction of a court?
- Group Living / Single Room Residence:
  - If refusal - How many beds or rooms?

Assembly & Entertainment:

- Will 50 or more people use the space?
  - Yes, may be nightclub if dancing or live/recorded music included
  - No, revert to "Assembly & Entertainment"

Eating / Drinking Establishments Category:

- Will smoking (cigarettes, cigars, hookah, vape, etc.) be permitted?
  - Yes, Smoking Lounge
- Will there be dancing or live/recorded music on a regular basis?
  - Yes, Nightclub / Private club

Condominiums and PUDs

- Permits are issued to a parcel;
- Condominiums and PUDs are a form of ownership structure and have no bearing on zoning review.
- Address selection through the public application identifies parcel only
  - Ideally, owner would be listed as condo association. Will populate this information over time.

Permit Expiration

- Zoning Permits will complete upon completion of an associated Building Permit.
- If no Building Permit is issued within 3 years of approval, the Zoning Permit will expire.
- This does not invalidate the expiration of uses that do not require alteration; however, this cannot be automatically validated by L&I.
- Zoning permit applications will be expired if invoice is not paid within 60 days, including applications involving variances or special exceptions.

Permit Expiration & Extension

- Visit phila.gov/li for more information on zoning permit expirations and extensions

ZBDEPARTMENT OF LICENSES AND INSPECTIONS

CODE BULLETIN OF INFORMATION

Z-1901

CODE OF GENERAL ORDINANCES OF THE CITY OF PHILADELPHIA

TITLE 14

ZONING AND PLANNING

SUBJECT OF INTERPRETATION:

EXPIRATION PERIODS RELATED TO ZONING PERMITS

REFERENCE CODE SECTION(S):
14-303(10);
14-304(6);

ISSUED BY

NAME: Elizabeth Baldwin, P.E.

TITLE: Building Code Official

BACKGROUND:

The Philadelphia Zoning Code establishes zoning permit expirations in Section

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Information Sheet:
Zoning Permit Extensions

How long is a zoning permit valid?

Per Philadelphia Zoning Code, Section 14-303(10):

- If construction is required, the construction must begin within three (3) years of the date of permit issuance for a by-right permit, or three (3) years of the date of the decision from the Zoning Board of Adjustments (ZBA).
- If no construction is required, the use must be established within six (6) months of the date of permit issuance for a by-right permit, or six (6) months of the date of the decision from the Zoning Board of Adjustments (ZBA).

For more information, please review Code Bulletin CZ-1901_CB.

Permit Extensions Regulations

- All construction permits active on or after March 16 extended by 6 months. Excludes make-safe, rough-in, operations permits.
- All by-right zoning permits, including conditional permits, active on or after March 16 extended by 6 months.
- All zoning permits granted my special exception or variance, active on or after March 16 extended by 180 days.
- All permit applications active on or after March 16 granted 180 day extension to submit additional information or pick-up permit. Not applicable to subsequent submissions.
- System- generated expiration dates to be updated later this month. Disregard automated notifications.

regulations.phila-records.com

CITY OF PHILADELPHIA

Regulations - List of Regulations Promulgated by the City

The following are Regulations promulgated by various departments, boards, commissions and offices of the City since January 1, 2014. Section 8-407 of the Philadelphia Home Rule Charter sets forth the process by which regulations of City agencies are issued and become law. Please note that the posted final version of regulations may contain redlining and revisions. If you have questions, please send an e-mail to: regulations@phila.gov

Filing Date	Department or Agency	Regulation Title	Hearing /Report Date	Became Law	Available Documents
5/6/2020	DEPARTMENT OF LICENSES AND INSPECTIONS	EMERGENCY REGULATIONS ADDRESSING THE EXTENSION OF OPEN PERMIT APPLICATIONS IN CONNECTION WITH THE COVID-19 EMERGENCY	N	Y	Open Permit application extension regulation.pdf Permit Application Extension Reg Approval Letter.pdf
5/6/2020	DEPARTMENT OF LICENSES AND INSPECTIONS	EMERGENCY REGULATIONS ADDRESSING EXPIRATION OF ACTIVE CONSTRUCTION PERMITS IN CONNECTION WITH THE COVID-19 EMERGENCY	N	Y	Construction Permit Extension Reg Approval Letter.pdf Construction permits extension regulation.pdf
5/6/2020	DEPARTMENT OF LICENSES AND INSPECTIONS	EMERGENCY REGULATION EXTENDING DEADLINES TO COMPLETE PERIODIC INSPECTION REPORTS FOR EXTERIOR WALLS AND APPURTENANCES IN CONNECTION WITH THE COVID-19 EMERGENCY	N	Y	Facade Inspection extension regulation.pdf Facade Report Extension Reg Approval Letter.pdf
5/6/2020	DEPARTMENT OF LICENSES AND INSPECTIONS	EMERGENCY REGULATIONS ADDRESSING EXPIRATION OF ACTIVE ZONING PERMITS IN CONNECTION WITH THE COVID-19 EMERGENCY	N	Y	Zoning Permit Extension Reg Approval Letter.pdf Zoning permits extension regulation.pdf

Apply for a Zoning Permit in eCLIPSE

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

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CITY OF PHILADELPHIA
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Home

*If you have an existing **Activity License**, please click "Associate an Activity License" to connect it to your acco*
you do not have an Activity License, please click "Register for a New Activity License."
*To associate an existing **Trade License** with your account, you will need the online identification number whi*
*listed on your renewal invoice. **IMPORTANT: Licenses are not available for renewal until 45 days prior to th***
***expiration date.** Contact Licenses & Inspections or call 311 (215-686-8686) if you have not received an invoi*
assistance, please click here.

ACTIVITY LICENSES

- Register for a New Activity License
- Associate an Activity License

BUSINESS LICENSES

- Apply for a Business License
- Renew a Business License

TRADE LICENSES

- Apply for a Trade License
- Renew a Trade License
- Amend a Trade License
- Associate a Trade License

PROFESSIONAL REGISTRATION

- Apply for a Registration

PERMITS & CERTIFICATES

- Apply for a Permit or Get a Certificate
- Associate with a Permit / Project

OTHER

- Create a Project
- Request a CRS Report

ZONING

- Change of use
- Fence only
- Lot line adjustment
- New construction / addition / partial demolition
- Parking only
- Signs
- Complete demolition

APPLICATION INSTRUCTIONS

*You have selected the **Zoning Permit (ZP)**.*

For more help please review our Instructional Video and associated User Guide on Completing a Permit Application by cli

***Note:** For more information about the ""Types of Work"" available under this Permit please visit our website by clicking H*
link HERE is a link to the ""Zoning Permit"" service page)"

APPLICATION

Provide the Conditional Zoning Permit, if applicable:

***What is your relationship to this permit?**

- Owner
- Tenant
- Equitable Owner
- Professional / Tradesperson

(None)

Please identify the Design Professional responsible for the project:

Were you able to find the Design Professional you were looking for?

- Yes
- No

*What type of work will be done?

*What is the Occupancy Type for this Permit? ○ One-Family ○ Two-Family ◉ Other

Please identify an existing project, if applicable:

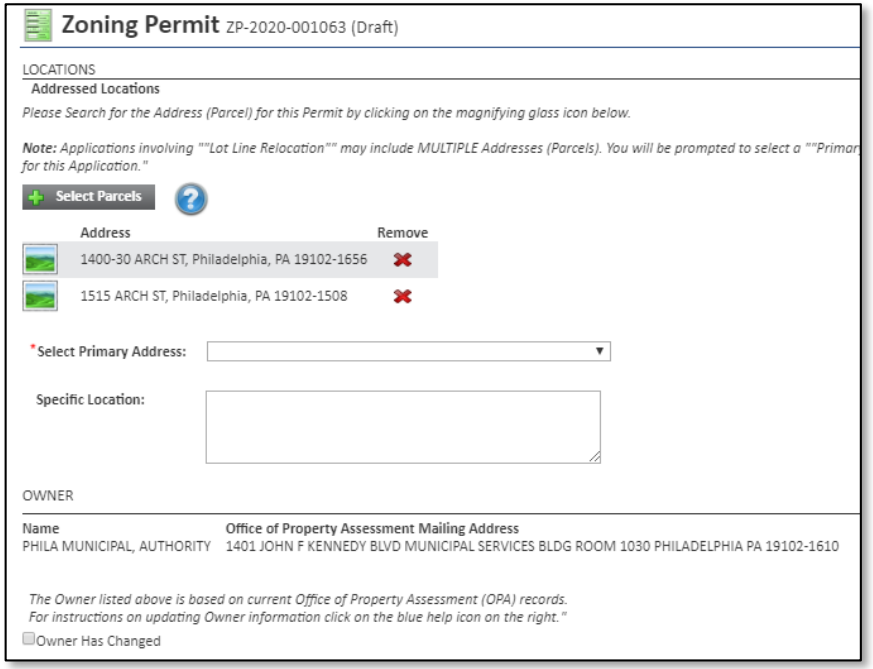
*Provide a detailed description of work:

Change of Use
Combined Lot Line Relocation and New Development
Conditional Zoning Approval
Family Daycare
Fences Only
Full Demolition
Lot Line Relocation
New construction, addition, GFA change
Parking Only
Signs (Accessory / Non-Accessory)

Select the review type for this Permit Application. Review times and fees vary with each type. For more information click on the blue help right.

◉ Standard Review ○ Comply with EZ Standard ○ Accelerated Review

Next



Finds OPA parcel addresses

- If condo, it will find the underlying PWD Parcel

Multiple selections should only be entered if application involves lot adjustments

- Required to select a primary address
- Would just issue one permit to address the lot adjustment
- A development or use permit would be issued under each lot

Address ownership changes here

- Refers to owner in fee
- Include condo/ homeowner's association here
- Only updates permit record

Zoning Permit ZP-2020-001063 (Draft)

PROPERTY INFORMATION

The items below indicate the potential impacts to this Permit based on the geographic locatio
blue help icon to the right.

*Any checked boxes are **read-only.** You do not need to provide any information on this page."*

Planning Commission Interest:	☑
Art Commission Interest:	☑
Historic Resource:	☐
Located in 100-year Floodplain:	☐
Adjacent to Green Infrastructure:	☐
Located in Steep Slope Area:	☐
Corner Property:	☑
L&I Inspection District:	CENTRAL WEST

Back Next

REVIEW QUESTIONS

Use the boxes below to provide as much information about the work included with this Application

Note: Incomplete or incorrect information provided may result in the additional reviews by L&I (or other City Depa

OTHER DEPARTMENT REVIEWS:

The following conditions outline all situations where this Application may require review by other City of Philadelphia

Philadelphia Art Commission

1515 Arch St, 13th Floor, Philadelphia, PA 19102, Tel: (215) 686-2095 or Email: ArtCommission@phila.gov

*Does your zoning permit application involve **any one** of the following items?*

- *Public art submitted to meet a Floor Area Bonuses,*
- *Public art submitted to meet development requirements of SP-ENT Zoning District,*
- *Projecting signs over any public right-of-way, or*
- *Building Identification Signs*

If 'yes' to any of the above, check the box below."

Philadelphia Art Commission Review Required? ☐

Planning City Planning Commission

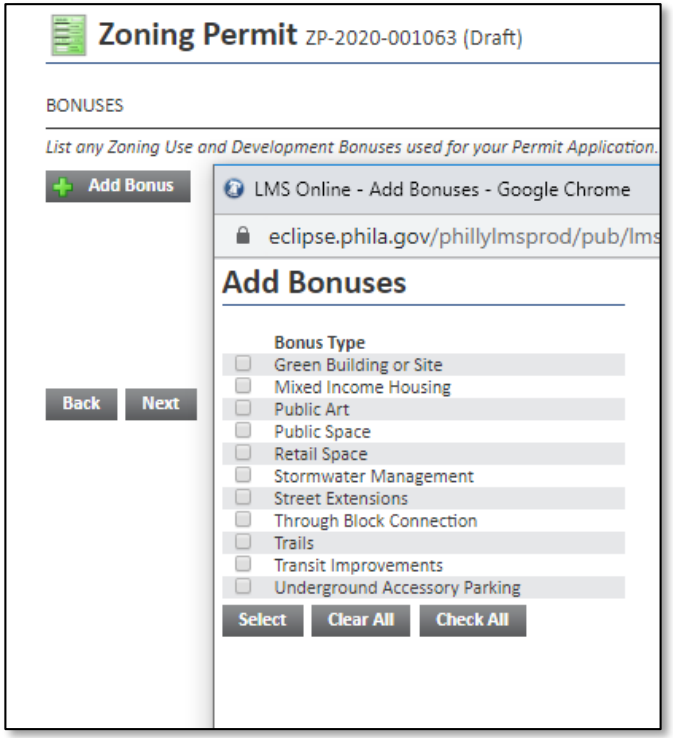
1515 Arch St, 13th Floor, Philadelphia, PA 19102, Tel: (215) 683-2615 or Email: planning@phila.gov

*Does your zoning permit application involve **any one** of the following items?*

- *Parcels with more than one street frontage where a primary frontage needs to be determined per § 14-701(1)(d),*
- *Landscaping and screening for parking lots,*
- *Screening for Wireless Service Facilities (Freestanding Towers) that does **not** conform to the list of trees recommend*
- *Development in CMX-4 and CMX-5 Zoning Districts utilizing Sky Plane Controls,*
- *Development in /CDO Overlay that use the 'Optional Special Standards' of the Zoning Code,*
- *Parking garages in RMX-3, CMX-3, CMX-4, and CMX-5 districts and parking garages of at least 250 parking spaces a*
- *Development in CMX-4 and CMX-5 Zoning Districts utilizing Sky Plane Controls*

If 'yes' to any of the above, check the box below."

Philadelphia City Planning Commission Review Required? ☐


Zoning Permit ZP-2020-001063 (Draft)
BONUSES
List any Zoning Use and Development Bonuses used for your Permit Application.
Add Bonus
Back
Next
LMS Online - Add Bonuses - Google Chrome
eclipse.phila.gov/phillylmsprod/pub/lms
Add Bonuses
Bonus Type
Green Building or Site
Mixed Income Housing
Public Art
Public Space
Retail Space
Stormwater Management
Street Extensions
Through Block Connection
Trails
Transit Improvements
Underground Accessory Parking
Select
Clear All
Check All

Zoning Permit ZP-2020-001063 (Draft)

*Additional documents may be needed for your Application. Any Attachment Type noted as **'Required'** must be uploaded and the 'Document Type' selected from the drop-down menu.*

*Attachments Types identified as **'Optional'** may still be required by the Department based on your scope of work. For more information regarding this and other plan submission standards click on the blue help icon to the right."*

DOCUMENTS TO ATTACH

Uploaded	Attachment Type	Description	Sample Form	
	Board Authorization	Formal letter required from the City of Philadelphia Zoning Board of Adjustment (ZBA) or Board of Building Standards (BBS) authorizing any change to plans or submitted documents previously formally REFUSED by the Department.	None	Optional
	Dept. of Parks and Recreation (DPR) Approval	Approval notice and associated plans issued by the Philadelphia Dept. of Parks and Recreation (DPR) for the proposed work.	None	Optional
	Easement Agreements (Draft)	Legal description of any easements pertaining to the parcel	None	Optional
	Key Plan	Simplified plan showing either layout of buildings on the site if the property is a multi-building site or tenant-/suite-spaces if the structure is a multi-tenant building	None	Optional
	Miscellaneous Documents (as requested by L&I)	Documents directly requested by L&I Plans Examiners or other staff when needed for review or approval of the proposed work. DO NOT select this Document Type unless directly requested by L&I Staff as part of their approval or review. DOCUMENTS UPLOADED with this Document Type will NOT BE REVIEWED unless directly requested by L&I Staff	None	Optional
	Zoning Plans (Z-series)	Plans showing the height, area, and associated massing of any structure or development including summary tables of applicable Zoning provisions, flood hazard information, property lines, Use categories, etc.	None	Required

UPLOADED DOCUMENTS

Upload Files

File Name	Document Type	Comments

Zoning Permit ZP-2020-001063 (Draft)

MANAGE PERMIT NOTIFICATIONS

Manage your Application Contact and Co-Applicant notifications by using the options below. For more information Applicant" please visit our FAQ page by clicking HERE.

Add Contact

Invite Co-Applicant

Name	Contact Type	Primary Phone	Email
Betsy Baldwin	Applicant	(215)686-2473	elizabeth.baldwin@phila.gov

Back Next

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CITY OF PHILADELPHIA
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Zoning Permit ZP-2020-001063 (Draft)

ERRORS ON APPLICATION

The following errors need to be fixed before you can submit your application.

Fix Select the Type of Work most applicable to the work proposed under the current Appli

Fix Provide a detailed description of the work proposed under the current Application.

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Zoning Permit ZP-2020-001063 (Draft)

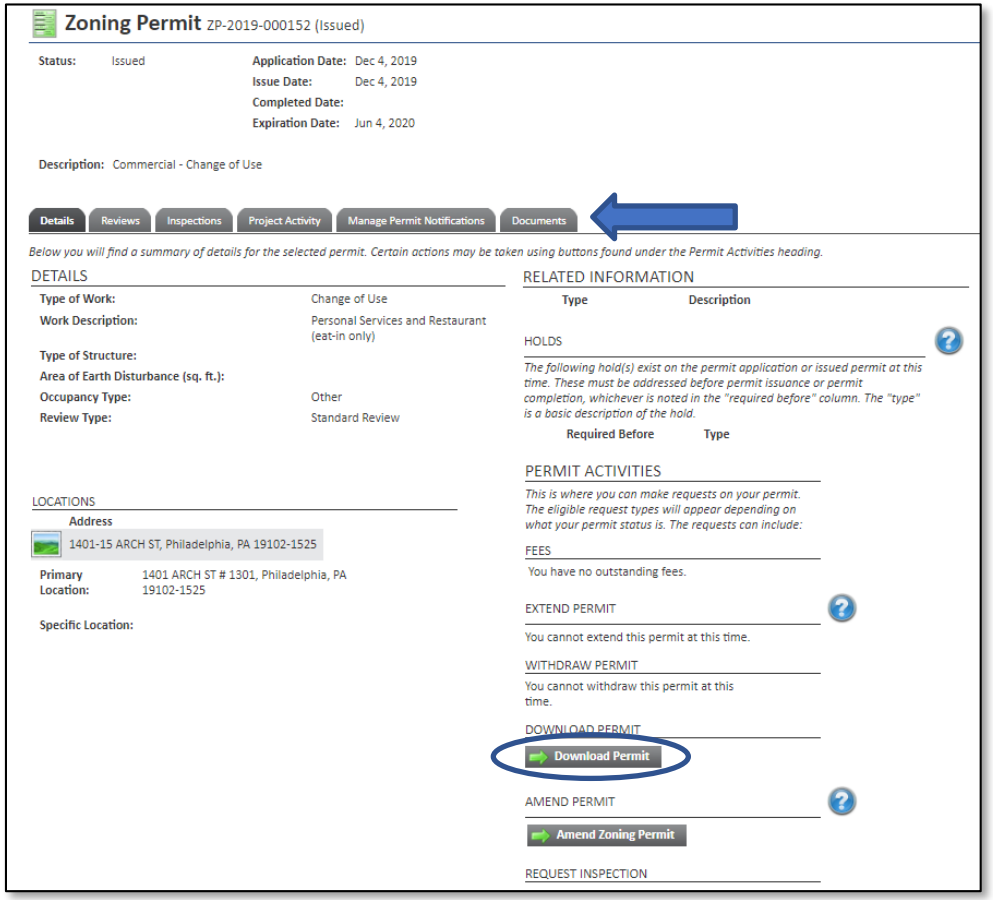
LEGAL DECLARATION

*Check the following box to affirm compliance with all conditions of this Permit Application as stated below. You will **NOT** be able to submit this App affirming compliance.*

☐ All provisions of the Building Code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the D this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owne 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 presc inclusive of the penalties contained in 18 Pa. C.S. § 4904.

Back

Accessing Your Zoning Permit



If application includes plans, a ‘Documents’ tab will also appear

Zoning Permit

Permit Number ZP-2019-000152

LOCATION OF WORK	PERMIT FEE	DATE ISSUED
1401 ARCH ST # 1301, Philadelphia, PA 19102-1525	$.00	12/4/2019
	ZBA CALENDAR	ZBA DECISION DATE
	ZONING DISTRICTS	
	RSA3	

PERMIT HOLDER

1401 ARCH LP 1613 WALNUT ST 2ND FL PHILADELPHIA PA 19103

APPLICANT

Elizabeth Baldwin

TYPE OF WORK

Change of Use

APPROVED DEVELOPMENT

APPROVED USE(S)

Commercial Services - Eating and Drinking Establishments - Sit-Down Restaurant; Commercial Services - Personal Services

THIS PERMIT IS SUBJECT TO THE FOLLOWING PROVISO(S) AS ESTABLISHED BY THE ZONING BOARD OF ADJUSTMENT (ZBA)

For construction activity adjacent to public/private property or areas of pedestrian travel, all means of protection per Chapter 33 of the Philadelphia Building Code must be in place prior to start of work.

Limitation: Permits shall EXPIRE if the authorized work is not commenced within, or is suspended or abandoned for period of, six (6) months from the date of issuance unless otherwise extended. Zoning Permits involving development shall EXPIRE three (3) years from the date of issuance. Rough-In Approvals shall EXPIRE sixty (60) days from the date of issuance. All Permits are subject to revocation in accordance with the Code. For

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Zoning Permit

Permit Number ZP-2020-000820

LOCATION OF WORK	PERMIT FEE	DATE ISSUED
2108 E BIRCH ST, Philadelphia, PA 19134-4113	$150.00	4/27/2020
	ZBA CALENDAR	ZBA DECISION DATE
	ZONING DISTRICTS	
	RSA5	

PERMIT HOLDER

V2 PROPERTIES ENTITY 2 LLC 144 BUCKWALTER ROAD ROYERSFORD PA 19468

APPLICANT

TYPE OF WORK

New construction, addition, GFA change

APPROVED DEVELOPMENT

FOR THE ERECTION OF AN ATTACHED BUILDING WITH TWO (2) ROOF DECKS AND ROOF DECK ACCESS STRUCTURE ABOVE THIRD FLOOR (SIZE AND LOCATION AS SHOWN ON PLANS)

APPROVED USE(S)

Residential - Household Living - Single-Family

Reviews

- Reviews through eCLIPSE
  - Planning
  - PWD (affirmation only)
  - Streets/ ROW
  - Art Commission
- Reviews outside of eCLIPSE
  - CDR
  - Parks and Rec
  - Streets/ Surveys

Review Times

APPLICATION TYPE	DAYS
Use Change	3
One/Two Family	15
All Others	20

Note:

- Current review time during the shut-down is 10 business days
- New accelerated reviews are suspended until further notice
- Contact Permit Services to request bundling of accelerated applications.

Appeals

Licenses & Inspections
CITY OF PHILADELPHIA
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Zoning Permit ZP-2019-000153 (Denied)

Status: Denied

Application Date: Dec 5, 2019
Issue Date:
Completed Date:
Expiration Date: Jan 4, 2020

Description: Commercial - Change of Use

Details | Reviews | Inspections | Project Activity | Manage Permit Notifications | Documents

Below you will find a summary of details for the selected permit. Certain actions may be taken using buttons found under the Permit Activities heading.

DETAILS

Type of Work:	Change of Use
Work Description:	Change of use to safety services for an existing property. No signs, no additions, parking to remain as previously approved.
Type of Structure:	
Area of Earth Disturbance (sq. ft.):	
Occupancy Type:	Other
Review Type:	Standard Review

LOCATIONS

Address

700-34 RACE ST, Philadelphia, PA 19106-1587

Primary Location: 700 RACE ST, Philadelphia, PA 19106-1587

Specific Location:

RELATED INFORMATION

Type | Description

HOLDS

The following hold(s) exist on the permit application or issued permit at this time. These must be addressed before permit issuance or permit completion, whichever is noted in the "required before" column. The "type" is a basic description of the hold.

Required Before | Type

PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

EXTEND PERMIT

Request Permit Extension

WITHDRAW PERMIT

You cannot withdraw this permit at this time.

DOWNLOAD PERMIT

You cannot download this permit at this time.

AMEND PERMIT

You cannot amend this permit at this time.

REQUEST INSPECTION

You cannot request an inspection at this time.

DOWNLOAD DENIAL DOCUMENTS

Download Denial Letter

REQUEST APPEAL

Request Appeal

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Notice of: ☒ **Refusal** ☐ **Referral**

Application Number:	Zoning District(s):	Date of Refusal:
ZP-2020-000017	*RM1*	**4/13/2020**

Address/Location:
1248 N 19TH ST, Philadelphia, PA 19121-4902
Parcel (PWD Record)

Page Number
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Applicant Name:

Applicant Address:

Application for:
For the erection of an attached structure to be used as single-family household living, size and location as shown on plan/application.

The permit for the above location cannot be issued because the proposal does not comply with the following provisions of the Philadelphia Zoning Code. (Codes can be accessed at www.phila.gov.)

Code Reference	Proposed Zoning is Refused for the Following:
TABLE 14-701-2	The minimum rear yard setback for buildings on lots less than 45 feet in depth in the RM-1 Residential District shall be 7 feet; whereas, the proposed rear yard setback is only 6.5 inches.

ONE (1) ZONING REFUSAL

Fee to File Appeal: $125

Cc: Owner:
RIDGE POINTE LLC
1218 Green Street, Philadelphia, PA 19123

Licenses & Inspections
CITY OF PHILADELPHIA
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Zoning Permit ZP-2019-000153: Denied

REQUEST APPEAL

*Reason for Appeal:

Accelerated Hearing: Yes No

UPLOADED DOCUMENTS

Upload File

File Name	Description

Pay Fees and Submit | Cancel and Return

Screen ID:

Process

Post March 15 2020

- Appeal may be filed through the online portal
- Decision is returned directly to Examiner for processing
- Proviso plans/ forms may be submitted:
  - ‘Amend Permit’ through the online portal
  - Drop off at MSB
- Submit proviso plans promptly to avoid processing delays.
- There is a $75 fee associated with amendments.

Process

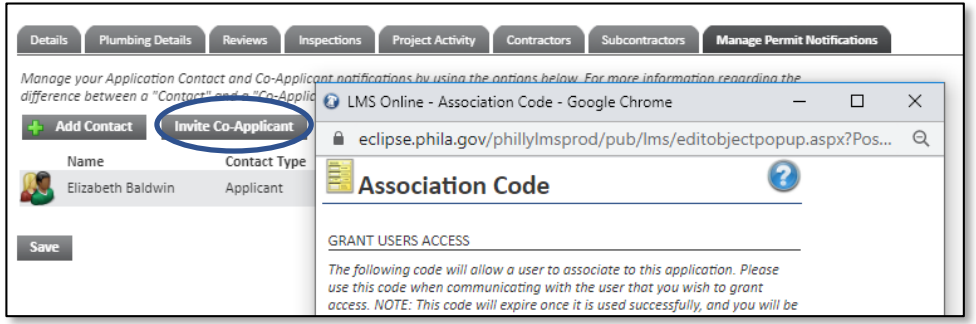
Pre March 15 2020

- Appeal must be filed in-person unless refusal was generated AFTER March 15. Must request access to legacy permit through online form.
- Applicant must return decision to L&I.
- Proviso plans/ forms must be dropped off at MSB.
- There is a $75 fee associated with amendments.

Granting an Attorney Access

Post March 15, 2020

- Open Permit Job through web portal.
- Obtain association Code from Manage Permit Applications/ Invite Co-Applicant
- Attorney logons to account, selects 'Associate a Permit, and enters permit no and code.



Granting an Attorney Access

Pre March 15 2020

- May only access if refusal was generated after March 15.
- Must request access to legacy permit through online form. Requires authorization of owner or applicant.

Common Application Issues

- Ownership
  - Do not falsely identify yourself as the owner. If you are unsure, submit a help request.
  - If you are the owner and name does not match OPA, identify your role in description.
- Application
  - Provide a detailed description of work. This is the only information provided to the examiner.
  - Review service times in advance.
  - No need to upload an application.
  - Submit zoning permit application prior to starting building.

Common Application Issues

- Additional Information
  - Review plan mark-ups carefully.
  - Identify application changes in Review Comments or upload a response letter (Misc Doc type)

Thank You

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