Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Reference Code(s):
Philadelphia Zoning Code
Philadelphia Administrative Code

FAQ:
What steps need to be taken to document required off-site parking?

Background:

The parking of vehicles is considered either a primary or accessory use of a property. Per A-301.1.5, a use registration permit is required for every new use commenced on any land or in any structure.

Typically, the zoning code mandates that required, accessory parking is located on the same property as the use that requires the parking. In some cases; however, accessory parking is permitted to be located on a separate lot. This typically occurs when an owner opts to use the provisions of 14-202(9) or when off-site parking is a condition of a variance.

Answer:

When off-site parking is proposed, certain documentation must be submitted with the development permit application and subsequent permit applications must be filed for each parcel on which the parking will be located. It is necessary to file the application to track the reserved parking, verify that the lot has adequate parking, and identify reserved accessible parking spaces.

1. Development Permit
    a. The location(s) of the off-site parking must be identified as part of the development permit as well as the number of spaces that will be allocated to the development.
    b. Additional documentation must be provided to ensure all conditions of off-site parking are met:
        i. If Section 14-202(9) of the Zoning Code is being used, all conditions of that section must be met (a written agreement must be submitted, the distance from the development to the parking must be confirmed, etc.)
        ii. If the parking is subject of a variance, any conditions of that variance must be met.

2. Parking Permit
    a. A permit application is required for each parcel on which off-site parking is provided.
    b. The application shall indicate the total number of parking spaces on the property (Lot A) and the number of spaces that will be dedicated to the use on the other lot (Lot B). The application should also include the breakdown of each type of space (accessible, van accessible, compact, etc.) Below is an example of the information that is needed to complete the review:

	Total Spaces on Lot A	Spaces Allocated to Lot B	Spaces Remaining on Lot A
Total	100	40	60
Accessible, Total	5	2	3
Van Accessible	2	1	1
Compact	10	5	5
Electric Vehicle	0	0	0
Auto-Share Parking	0	0	0

Prior to issuing a permit, L&I will review the application to confirm that each portion of the parking, (a) the allocated spaces and the (b) remaining spaces, independently meet all code requirements.

Additional Notes:

- One parking lot or parking garage can provide off-site parking to multiple uses. Each must be documented through the issuance of a permit.
- A sketch shall be submitted to identify the number of accessible spaces within the parking lot or parking garage. If modifications to existing parking are proposed, a full plan is required, and the approvals of other departments may be required.
- Future modifications to the location of off-site parking shall require new permits for the lot being served and for the lots providing the off-site parking.

Questions?

Call 311 or (215) 686-8686 (if outside Philadelphia) or submit a permit-related question online via https://form.jotform.com/81494420572154.

Disclaimer:

This interpretation, policy or code application is intended to provide guidance to staff for consistency of review and is subject to change without notice. Application of this interpretation, policy or code application to specific projects may vary. There may be other ways to comply with the Code. If so, you are not required to use this method. You may want to investigate other options or consult with a professional identifying an equally code compliant solution.