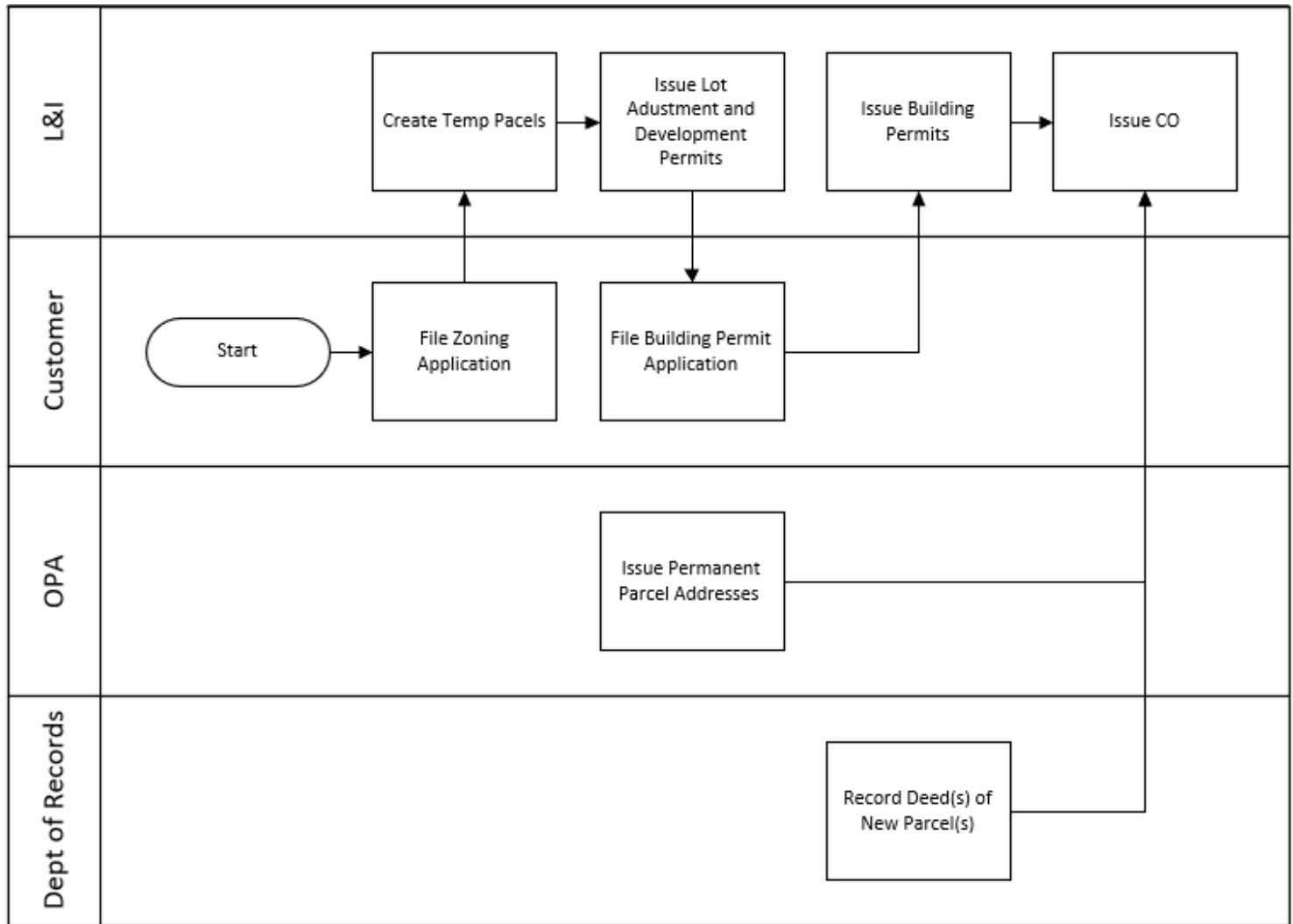


## FAQ

# Lot Line Adjustment Process

There have been significant changes to the permitting process for subdivisions / lot line adjustments. Below shows the simple overview on the permitting process, the creation of permanent parcel addresses and issuance of a Certificate of Occupancy.



### 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. Offices close at noon on the last Wednesday of each month.

## Frequently Asked Questions

### Permit Application

The Office of Property Assessment (OPA) has provided proposed accounts. How can I submit this information to L&I?

This information should no longer be provided to L&I for lot adjustments. Temporary parcels will be created using the current lot address and a generic identifier (i.e. Lot 1, Lot 2, Lot 3, Lot A, Lot B...). Zoning and construction permits will be issued under these parcel addresses. Once deeds are recorded, L&I will receive automatic notification and update these parcels with the recorded addresses.

**It is strongly recommended that you initiate deed recordation as soon as possible to avoid delay at the end of your project.**

I obtained my lot adjustment permits. What is my next step?

- If the application was filed **on or after March 13**, your zoning permits for development are processed at the same time as your lot adjustment permits. You will receive an automated notification that your development permits are ready for issue within 10 days of lot adjustment approval. Login to your eCLIPSE account and check the 'My Activities' section or use the 'Search' feature to locate your development permits.
- If the application was filed **prior to March 13, 2020**, contact L&I through the [online help form](#) and select the 'Permit Status' option to enquire about the status of your zoning permits for development.

My Zoning permits for development were issued under temporary OPA addresses prior to March 13, 2020; however, I cannot locate these addresses to file my building permits. How do I proceed?

While we no longer create parcels that identify temporary OPA address assignment, we will make an exception if zoning permits for development were issued prior to March 13, 2020. Please contact L&I through the [online help form](#) and select the 'Permit Status' option. Specify that required address for building permit(s) is not being returned in eCLIPSE.

**Note: Deeds and permanent address assignment will still be required prior to the issuance of the Certificate of Occupancy.**

### Certificate of Occupancy

I intend to wait until AFTER the sale to record new deeds. Can I obtain a Certificate of Occupancy (CO) before deeds identifying the new addresses have been recorded?

No, a deed must be recorded before a CO will be issued. CO's will not be issued using projected address information.

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My deed has been recorded with the Department of Records but the OPA has not yet recorded new tax accounts in their database. Can I obtain a Certificate of Occupancy (CO)?

All City records should be updated before a CO is released; however, it is recognized that there may be delays outside of the developer's control amid the COVID-19 pandemic. During this time, L&I will issue a CO if the deed has been recorded but not yet reflected in OPA's records.

I received my Certificate of Occupancy (CO) but the owner field is blank. How do I proceed?

The ownership information is required on a CO and this error is due to a lag in updating City ownership records. Please contact L&I through the [online help form](#) and select the 'Permit Status' option to request that your CO be manually updated with the owner information.

### Change in Ownership

The ownership has changed on the property and I would like the Certificate of Occupancy (CO) to reference the new ownership information. How may I obtain an updated CO?

- If the CO has not yet been issued, you may submit an [amendment request](#) on the permit job. The new ownership and a copy of the deed or settlement sheet must be uploaded.
- If the CO has already been issued, a new Certificate of Occupancy permit application is required. If the new owner information is not yet reflected in the application, you must check 'Owner has changed' box and upload a copy of the deed or settlement sheet.

My parcel has a condominium or planned community ownership structure. I received a building permit that includes multiple units but want a Certificate of Occupancy (CO) for each unit. How can I obtain CO's?

You must file a new Certificate of Occupancy application for each unit.

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## 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.

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