



C I T Y O F P H I L A D E L P H I A

DEPARTMENT OF LICENSES & INSPECTIONS
1130 Municipal Services Building
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102-1687

RALPH DIPIETRO
ACTING COMMISSIONER

HOW TO REQUEST BUILDING FILES

A current property owner requesting plans for work performed after 2004 may request copies of the building files. The following will be required:

1. A completed request form (*see next page*);
2. Authorization letter from current property owner;
3. A check made payable to the City of Philadelphia in the amount of \$50 (per file); and
4. A flash drive.

Requests may be submitted:

- In-person at the L&I Permit Services Center (Municipal Services Building, Concourse level, 1401 JFK Blvd.) between 8 a.m. and 3:30 p.m.

OR

- Via certified mail to: Department of Licenses & Inspections
1401 JFK Blvd., 11th Floor
Phila., PA 19102

As a reminder, Zoning files may be downloaded directly from [Atlas](#).



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DEPARTMENTAL REQUEST FORM FOR BUILDING FILES

APPLICANT **NAME:** _____

E-MAIL: _____

PHONE: _____

REQUEST SUBMITTED BY: ☐ **Property Owner**
☐ **Agent or Representative**

OWNER'S AUTHORIZATION LETTER SUBMITTED (required): ☐ **YES** ☐ **NO**

PROPERTY ADDRESS: _____

PERMIT OR PLAN NUMBER
(required if prior to 2004): _____

BRIEF DESCRIPTION OF SEARCH DATA: _____

NOTE: Since 2004, all plans submitted to L&I are scanned and saved electronically. Plans processed prior to 2004 were not retained unless associated with a variance from the Board of Building Standards or associated with major projects.

FLASH DRIVE PROVIDED: ☐ **YES** ☐ **NO**

REQUEST FILE TO BE E-MAILED: ☐ **YES** ☐ **NO MAX. 10 PAGES**

APPLICANT'S SIGNATURE _____ **DATE:** _____

A FEE OF \$50.00 PER DOWNLOAD OF FILE SEARCH REQUEST IS REQUIRED
Payable by Check or Money Order)

DEPARTMENT OF LICENSES & INSPECTIONS (Official use only)

AMOUNT PAID: _____ **CHECK/RECEIPT #:** _____ **DATE:** _____