

CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES & INSPECTIONS

**SPECIAL ASSEMBLY
OCCUPANCY LICENSE
POSTING NOTICE**

On _____, the Operator
(DATE)

(BUSINESS NAME)

has applied for / renewed a Special Assembly
Occupancy License Pursuant to 9-703 of The
Philadelphia Code

at _____ .
(BUSINESS ADDRESS)

(SIGNATURE OF APPLICANT)

SPECIAL ASSEMBLY OCCUPANCY LICENSE POSTING NOTICE INFORMATION SHEET

This posting notice is required for new and renewal applications for a Special Assembly Occupancy License.

Instructions for posting:

- This notice must be printed in color and on an 8.5" x 11" size sheet.
- This notice must be posted upon license application submission.
- This notice must be posted on the exterior of each street frontage and in view of the public at the proposed licensed location for a period of thirty (30) days.
- A time-stamped photo of the posting must be retained and furnished to the L&I inspector upon request.
- Failure to post sign for the thirty (30) day period will result in failed inspection and a delay in license issuance or renewal.
- The notice must be in good condition and protected from weather.