Building Permit requirements to perform reconstruction work on a building that has experienced deterioration of a portion of its major structural elements, such as floor joists, exterior walls, or roofing elements follow below. The Contractor shall obtain a Building Permit to expedite repairs to a structure, to make it safe, and to minimize any additional deterioration of the building’s structural elements.

**HOW TO OBTAIN A BUILDING PERMIT**

Make an appointment with the Permit and License Center to submit a permit application in-person.

**Municipal Services Building, Concourse Level**
1401 John F. Kennedy Boulevard, Philadelphia, PA 19102
Business hours are 8:00 a.m. to 3:30 p.m. Monday through Friday (noon closure the last Wednesday of every month)

**A BUILDING PERMIT MUST BE OBTAINED TO REMEDIATE THE STRUCTURALLY UNSAFE CONDITION WITHIN TEN (10) DAYS OF VIOLATION RECEIPT.**

**BUILDING PERMIT APPLICATION REQUIREMENTS**

The following must be submitted:

1) Completed Building Permit Application
2) Identification of Licensed Contractor Performing Work
3) Photographs of All Work Areas
4) Engineer’s Report fully detailing scope of work, materials, construction details, and means & methods of construction
5) Statement of Special Inspections and related documents as required by Chapter 17 of the 2009 IBC

Exceptions: The following work does not require the submission of an Engineer’s Report:

- Removal of a 1-story Shed Addition
- Removal & Replacement of Cornices
- Removal & Replacement of Roof Rafters With Decking In-kind
- Removal & Replacement of Up To 10% of Floor Joists In-kind (narrative must indicate specific joists to be replaced)
- Removal of Cantilevered Back Bay
- Removal & Replacement of Damaged Chimney (In-kind)
- Removal & Replacement of Attached Porch In-kind (unless serving as a support structure)
- Removal & Replacement of Non-bearing Wall In-kind (up to 3 stories in height)

*Note: Where an Engineer’s Report is waived, the same level of detail must still be provided through a narrative prepared by the Contractor*

**CONDITIONS AND LIMITATIONS**

- No finishing work, such as interior wall or ceiling coverings, insulation, plumbing, electrical, HVAC, or related work is permitted to be performed as part of the Building Permit issued to remediate structurally unsafe conditions. Separate permits shall be required.
- No additional permits will be issued until the dangerous conditions are resolved.
- Removal of 2/3 or more of structural framing members, coupled with the modification of the exterior envelope, shall constitute complete demolition, and will require that the Contractor apply for and obtain a Demolition Permit. A Building Permit for Make Safe work is not allowed to be used for this level of extensive demolition work. See www.phila.gov/li for a listing of demolition requirements.
- Work must commence on “Unsafe” structures within 10 days following the issuance of the Building Permit, and must commence within 48 hours following issuance of the Building Permit for “Imminently Dangerous” structures.

**PROCESSING TIME & FEES**

Processing Time: The review of an Engineer’s Report and associated sketches will be conducted on the date of submission. Plans submitted in lieu of an Engineer’s Report will be reviewed within 5 business days.

Permit fees are based on the constructed area, as follows:

- One and two family dwellings: $62.00 for first 500 sq. ft. plus $46.00 per each additional 100 sq. ft.
- All others (including commercial): $207.00 for first 500 sq. ft. plus $49.00 per each additional 100 sq. ft.
- Additional permit fees: $7.50 (City/State surcharge) plus $4/plan (scanning fee, if applicable)

If an application includes plans subject to a 5-day review, the application must include a filing fee of $25 for one and two family dwellings and $100 for all other occupancies. Balance of permit fee shall be due upon application approval.