



## Historic Property – Approval Documentation Form

This form must accompany any eCLIPSE application for a historic property that does not require drawings.

### Project Address & Scope

Applicant: Enter the location of work and scope for the permit. Then email form to Historical Commission staff at [preservation@phila.gov](mailto:preservation@phila.gov)

*State the legal address of the historically designated property and describe the proposed work in detail. Attach additional sheets if needed.*



Address: \_\_\_\_\_

Project Scope: \_\_\_\_\_

### Applicant Declaration & Signature

*By submitting this form, the undersigned hereby agrees to comply with all conditions selected by PHC staff below. Failure to comply may result in processing delays or permit revocation.*

Name: \_\_\_\_\_ (please print) Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PHC Conditions (for PHC staff use only)

Each selected condition is a requirement for this permit application.

*Conditions must be complied with before issuance of any Certificate of Approval or Certificate of Occupancy.*

*Where review of shop drawings or a field sample is required the responsible party must coordinate review with Historical Commission staff by emailing [preservation@phila.gov](mailto:preservation@phila.gov).*



#### Restrictions & Limitations:

- No exterior work permitted as part of this permit.
- No work to the windows and / or exterior doors as part of this permit.
- No work to the front façade as part of this permit.

#### PHC Staff Review of the following required for final approval:

- Window shop drawings
- Door shop drawings
- Shutter shop drawings
- Roof specifications and sample
- Cornice details and shop drawings
- Brick, stone or other masonry sample required in the field
- Masonry pointing sample required in the field
- Masonry cut-out sample required in the field
- Masonry cleaning sample required in the field
- Paint removal sample (3 ft x 3 ft) required in the field
- Signage, awning structure and / or light fixture details.
- \_\_\_\_\_ specifications.
- \_\_\_\_\_ to be salvaged and re-installed.
- Other:

### Philadelphia Historical Commission Approval (for PHC staff use only)

Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_