Demolition Permit Application Checklist

A Permit application for the complete demolition of any building must include all information contained herein. The removal of 2/3 or more of structural framing members, coupled with the modification of the exterior envelope, shall constitute complete demolition.

☐ **Completed Demolition Permit Application**
   - The licensed demolition contractor, site safety manager, and demolition supervisor for subject demolition must be identified on the demolition permit application.
   - The application must be signed by the owner or accompanied by a letter of authorization from the owner.
   - A copy of the demolition contractor’s insurance certificate confirming compliance with all minimum insurance levels is required.

☐ **Site Safety Demolition Plan (3 copies required for in-person submissions)**
   The demolition supervisor shall complete and submit the following [building demolition site safety plans]:
   - Contractor Work Plan
   - Public Information

☐ **Site Plan (3 copies required for in-person submissions)**
   Refer to the [L&I plan submission requirements] for Demolition Permit applications.

☐ **Zoning Permit**
   A copy of the approved zoning permit or a completed zoning/use permit application for the complete demolition of the building.

☐ **Demolition Schedule (3 copies required for in-person submissions)**
   The contractor shall submit a schedule of the proposed demolition which shall include the following:
   - The start date shall be consistent with code requirements for public notice and unsafe/imminent danger conditions set forth under Section A-303 of the Philadelphia Administrative Code.
   - Identification of demolition milestones and projected dates of completion.
   - The proposed start and stop times for daily activity.
   Confirmation that the work will not begin before site safety measures are in place and those measures are inspected and approved by the building inspector.

☐ **Asbestos Inspection Report**
   An asbestos inspection report, including all laboratory sample reports and analyses, furnished by a certified asbestos investigator is required with all demolition permit applications with the following exceptions:
   - The building permit for the erection of the structure was issued after December 30, 1980.
   - The last legal use was a one, two, or three family dwelling.
Special Inspections

An approved 3rd party inspector, contracted by the owner or his agent, must provide for inspections as outlined in Chapter 17 of the Philadelphia Building Code. The following demolition operations shall be subject to special inspections:

- Complete demolition of a building more than three stories or 40 feet in height.
- Completed demolition utilizing mechanical means where there is an occupied structure within the safety zone or the structure undergoing demolition is physically connected to a structure to remain.
- Where mechanical demolition equipment, other than handheld devices, is to be used in the full or partial demolition of a building from within the building or is to be used within the building to remove debris or move material.

Applications involving operations which require special inspections must include the following information:

- Statement of Special Inspections
- Duties and Responsibilities Agreement
- Identification of special inspectors and submission of associated credentials, demonstrating compliance with Section 9-1306(7) (c) of the Philadelphia Code.

Please visit our website, www.phila.gov/li, for more information on special inspections and required forms.

Discontinuance of Utility Service

- An L&I plumbing permit for the sealing of the existing sewer lateral must be submitted with permit application.
- A permit from the Philadelphia Water Department must be submitted confirming water service discontinuance has been obtained or that there is no active service to building undergoing demolition.
- All other utility services must be discontinued, and service connections removed or sealed prior to demolition. Confirmation is not required prior to permit issuance.

Stormwater Management

All applications involving more than 5,000 square feet of earth disturbance must be approved by Philadelphia Water Department Stormwater Management.

Historical Commission Approval

The demolition of a building contained on the Philadelphia Register of Historic Places must be approved by the Philadelphia Historic Commission (City Hall).

Dust Control Plan

A dust control plan approved by the Department of Public Health, Air Management Services Division (321 University Avenue) is required for the demolition of buildings over three stories, over 40 feet in height or footprint exceeding 10,000 sq. ft. in area.

Other forms

- Waste Hauler Form