



# Demolition Permit and Adjacent Property Protection




# Agenda

- Property Protections
    - Pre-Construction Survey
    - Monitoring Plan
    - Notice to Adjoining Owner
  - Site Restoration
    - Exterior Wall Protection
    - Backfilling/Site Grading
- 



# Objectives

## PROTECT LIFE SAFETY AND ADJOINING PROPERTY!

- Demonstrate that an adequate investigation/ assessment necessary for responsible design/ construction and ensure affected buildings are appropriately monitored throughout the demolition.
  - Provide notice and complete project information to an adjoining owner or resident of a building that is directly impacted by the work.
  - Clarify requirements for site restoration after demolition
- 




# Bill No 210389 and 220008

Requirements	
Excavation Permit and Contractor	Not Applicable
Protection of Property	Requires Pre-Construction Survey, Monitoring Plan, and Notifications to Adjacent Owner for specific work scopes that may directly impact adjacent property

## Code Bulletin B-2203

Information	
Protection of Property	
Site Restoration	Exterior Wall, Backfilling, and Permit Sequencing







## Construction impacting adjacent property documents

The [Department of Licenses and Inspections \(L&I\)](#) issues permits for [construction](#), [demolition](#) and excavation work in the city. The documents on this page include information related to construction impacting an adjacent property where the project includes any of the following work:

- Excavation work more than 5 feet below adjacent grade and within 10 feet of an adjacent building or structure.
- Excavation, demolition, or construction work where historic structure is within 90 feet on the same or adjacent parcel.
- Structural alterations of a historic structure (excluding 1 or 2 family dwellings).
- Modification to a party wall, including demolition, joist replacement, and additions.
- Severing of structural roof or wall covering spanning properties.

Refer to the [Excavations and the Protection of Adjacent Property Code Bulletin B-0503-R3](#) for more details on construction and protection requirements.

Name	Description	Released	Format
<a href="#">Acknowledgement of receipt of construction or demolition project form</a>	This form outlines the information required to be submitted and must be signed as an acknowledgment of receipt by the adjacent property owner impacted by construction or demolition work.	November 9, 2022	PDF 
<a href="#">Monitoring plan information sheet</a>	This document provides information on the monitoring plan requirements including the scope of monitoring, frequency, and acceptable tolerances.	November 8, 2022	PDF 
<a href="#">Notification to adjacent owner information sheet</a>	This document provides information about the process to notify the adjacent owner impacted by construction or demolition work.	November 8, 2022	PDF 
<a href="#">Pre-construction survey information sheet</a>	This document provides information on the pre-construction survey requirements including the documentation on existing conditions of all adjoining and adjacent buildings and any potential hazards.	November 8, 2022	PDF 

Documents available at [phila.gov/li](http://phila.gov/li) for review

Direct links will be included in Nov newsletter (to be distributed on Nov 30)

# Reference Material



## Pre-Construction Survey Information Sheet

### Overview

Pursuant to [Section 4-A-3307 of the Philadelphia Code](#), a preconstruction inspection and summary plan or report is required to document the existing conditions of all adjoining and adjacent buildings and identify any potential hazards where proposed construction or demolition may impact buildings on an adjacent or adjoining property.

The survey must be prepared by a licensed professional engineer. At a minimum, the survey shall be based upon a physical inspection of the property and supplemented with available records and reports. The engineer shall determine means and methods required to determine the character and condition of surrounding structures. Supplemental records and reports may include a soils investigation report, aerial imagery, and permit and violation records.

### Applicability

[Section 4-A-3307](#) requires that a preconstruction survey be performed when the project scope includes any of the following conditions:

1. Excavation work to a depth of more than 5 feet below adjacent grade and within 10 feet of an adjoining or adjacent building. This excludes excavation for utilities and geotechnical exploration.
2. Excavation, new construction or demolition work occurring within 90 feet of a building or structure on the [Philadelphia Register of Historic Places](#) that is located on the subject property or abutting lot. This excludes excavation for utilities and geotechnical exploration.



## Monitoring Plan Information Sheet

### Overview

Pursuant to Section 4-B-1704 of the Philadelphia Code, buildings or structures adjoining or adjacent to certain excavation, demolition, or construction shall be monitored by a licensed special inspector to ensure that the structural integrity of the building is not adversely impacted by the activity.

Operations shall be monitored in accordance with an approved monitoring plan specifying scope, frequency, and acceptable tolerances. The monitoring plan shall include observation of any specific defects or conditions, including those identified in the pre-construction survey or soils investigation report, that may be affected by the construction or demolition.

### Applicability

Sections 4-B-1704 and 4-B-3310 of the Philadelphia Code require that structural observations be provided in accordance with a monitoring plan prepared by the engineer of record where any of the following conditions exist:

- Excavation, new construction or demolition work occurring within 90 ft of a building or structure on the Philadelphia Register of Historic Places that is located on the subject property or abutting lot. This excludes excavation for utilities and geotechnical exploration.

# Reference Material

<b>DEPARTMENT OF LICENSES AND INSPECTIONS</b> <b>CODE BULLETIN OF INFORMATION</b> <b>B-2203</b>		<small>CODE OF GENERAL ORDINANCES OF THE CITY OF PHILADELPHIA</small> <b>TITLE 4 – BUILDING CONSTRUCTION AND OCCUPANCY CODE</b>
<b>SUBJECT OF BULLETIN:</b>  DEMOLITION PERMIT REQUIREMENTS	<b>REFERENCE CODE SECTION(S):</b> Phila Building Code and Regulations Phila Administrative Code	
<small>ISSUED BY</small>	<small>ISSUE DATE</small>	
<b>NAME:</b> Elizabeth Baldwin, P.E. Chief Code Official	November 29, 2022	

## BACKGROUND:

The Philadelphia Building Construction and Occupancy Code includes specific provisions to address the complex operation of building demolition, which may pose significant risk to the public and surrounding property.

Complete permit provisions designed to ensure safe operation and mitigate risk to both the public and surrounding property are contained within Chapters 4-A-3, 4-B-17, and 4-B-33 of the Philadelphia Code. This Code Bulletin is intended to clarify certain application and sequencing requirements contained in these chapters:

- Section 1: Protection of Adjacent Property
- Section 2: Waiver to leave floor slab or foundation in-place
- Section 3: Exterior Wall Protection
- Section 4: Backfilling of Site
- Section 5: Demolition and Construction Permit Sequencing

Section 1 shall apply to all permit applications filed on or after January 1, 2023, unless otherwise noted.

## DIRECTION:

### Section 1. Protection of Adjacent Property

Additional permit requirements apply during certain activities that may have a direct impact on adjacent property:

1. Modification to a wall which is used for joint service between two buildings on separate lots, including exposure of the wall, removal of perpendicular walls, floor diaphragms, or roof diaphragms. This shall also include demolition where the shared wall abuts an independent bearing wall; or
2. Demolition within 90 feet of an historic structure on an adjacent parcel; or
3. Severing of any structural, roof, or wall covering element extending continuously across the property line onto adjoining property

Demolition meeting any of the above conditions shall comply with the following requirements:

#### A. Pre-Construction Survey

The Site Safety Plan required under Section 4-A-305.2.2.1 and including condition of adjacent buildings and potential hazards shall be prepared by a Pa registered professional engineer and satisfy all requirements of Section 4-B-3307.9, as outlined in the [Pre-Construction Survey Information Sheet](#).

The plan shall highlight any specific conditions that will be adversely impacted by construction and must be addressed in the construction documents and conditions that may be adversely impacted by construction and must be monitored during construction.


#### B. Monitoring

A monitoring plan shall be prepared by a registered professional engineer and identify the scope, frequency, instrumentation and allowable tolerances as established by Section 4-B-3307 of the Philadelphia Code, based upon the conditions detailed in the pre-construction survey, and as outlined in the [Monitoring Plan Information Sheet](#).

The monitoring plan shall also include minimum special inspection requirements set forth in Section 4-B-1705.1.1.1.2.



# Enforcement Date

- New property protection laws apply to all permit applications filed after December 30, 2022 (or Dec 29, if submitted online). Most provisions of Code Bulletin are already applicable but will be more strictly enforced.
  - Refer to [L&I regulations](#) for more information on Permit Filing Date.
  - Applications that were rejected (and not accepted for review) prior to Jan 1 may require manual adjustment. Recommend scheduling a virtual appointment to complete the application.
  - Ensure that you know which requirements apply to your project.
- 





# Protection of Adjacent Property



# Safeguards

## ➤ **Pre-construction Survey**

Inspection report required to document the existing conditions of all adjoining and adjacent buildings and identify any potential hazards where proposed demolition may impact buildings on an adjacent or adjoining property.

## ➤ **Monitoring Plan/ Special Inspections**

Buildings or structures adjoining or adjacent to demolition shall be monitored by a licensed special inspector to ensure that the integrity of the building is not adversely impacted by the activity

## ➤ **Notification to Adjacent Property Owner**

Written notification of certain upcoming demolition activities is required to be given from the owner or owner's representative to adjacent property owners




Work Scope	Survey	Monitoring Plan	Notice
Demolition where historic structure is within 90' on same or adjacent parcel	Y	Y	Y
Modification to a party wall, including demolition of adjoining or abutting structure	Y <sub>1</sub>	Y	Y
Severing of structural roof or wall covering spanning properties	Y	As per Eng	Y

- Existing Site Survey for demo meets requirement if prepared by an engineer<sub>1</sub>
- Engineer must confirm no additional monitoring required or prescribe monitoring




# Pre-Construction Survey

- Assessment of exterior condition of adjacent building must be performed by a licensed PA engineer.
  - Primarily addressed through existing site safety plan BUT must be prepared by an engineer and Code includes some more specific detail.
  - Documentation of adjoining or adjacent buildings, including height, number of stories, construction type, and identification of any elements that may be impacted by construction or demolition operations.
    - If building above adjacent roof line must also include visible chimneys, parapets, skylights, etc..
  - Documentation of existing conditions of adjoining or adjacent buildings and identification of deficiencies Must identify any potential hazards requiring monitoring
  - Photographs of adjoining buildings and any elements that may be impacted
  - Signature of special inspection agency acknowledging that assessment was reviewed and existing conditions will be monitored accordingly.
- 



# Pre-Construction Survey

The pre-construction survey shall be used to identify temporary and permanent protections, supports and alterations required to preserve the integrity of affected structures, including:


- Specific conditions that must be monitoring during the demolition operation, as outlined in the Monitoring Plan.
  - Temporary protections, such as roof covering or bracing, that must be identified in the permit documents.
  - Permanent alterations necessary to mitigate potential code violations directly caused by the demolition, such as modification to tunnel alley or porch support. Intended resolution must be addressed in the permit document.
- 

# Pre-Construction Survey

<u>Condition</u>	<u>Documentation</u>		
	<b>Monitoring Plan</b>	<b>Construction Plan</b>	<b>Separate Permit</b>
Cracks or Deformations	x		
Demolition, resulting in modification of lateral support	x	x (if temporary bracing is required)	x (if permanent support is required)
Demolition abutting an independent structure	x	x (if temporary bracing <u>or</u> <u>protection</u> is required)	x (if permanent restoration is required)
Historic Structure within 90' on same or adjacent lot	x		
Adjacent building or pedestrian area requiring protection		x (if temporary protection is required)	
Severing shared component (i.e. porch roof, or balcony)	x	x (if temporary bracing is required)	x (if permanent support is required)




# Monitoring Plan

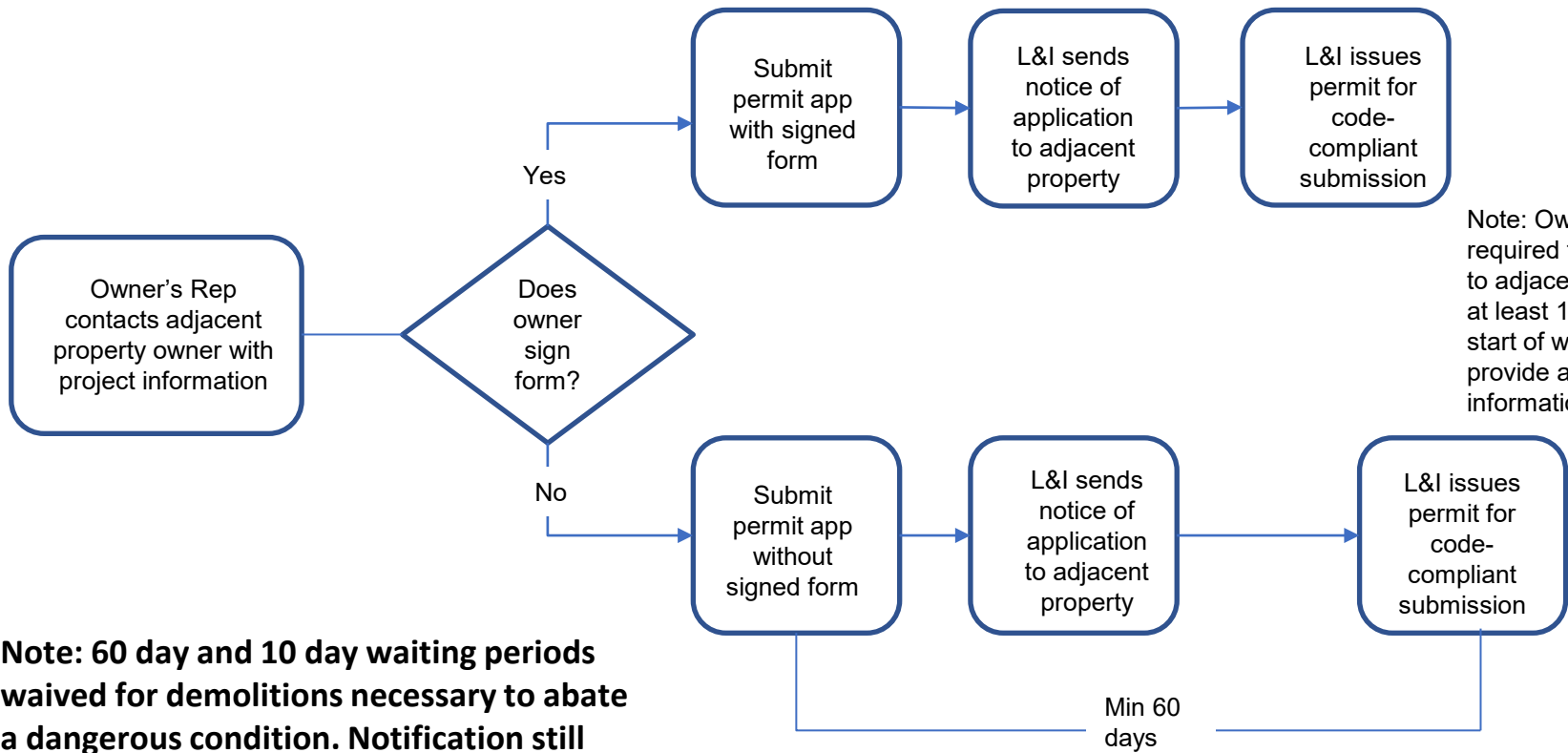
- The engineer shall determine the required level of inspection and prescribe the scope and frequency of inspections, required instrumentation (if applicable) and acceptable tolerances based on pre-construction survey, reports, and records.
  - The engineer may not waive the inspection requirement, unless otherwise approved by the Department based on level of work and potential hazard.
  - The monitoring plan shall be signed and sealed by the engineer.
  - Monitoring shall be carried out by a Special Inspector approved for Structural Stability of Existing Buildings. SI may establish increased inspections; however, a reduction in inspections requires an amended permit.
  - Demolition SI still required for mechanical demo and buildings more than 40' in height/ 3 stories.
  - Special inspections may be executed by same individual if licensed in both categories.
- 



# Notification to Adjoining Owner

- Written notification is required to be given from the owner or owner's representative to adjacent property owners.
  - Notification is required to be provided both at the time an application is submitted and a minimum of 10 days prior to the start of work.
  - The notification must include project information as specified in the Philadelphia Code.
  - The notice must also be provided to the resident, if different from owner.
  - Proof of the initial notification to the adjacent owner must be submitted with the building permit application.
- 






Note: Owner's Rep required to send final notice to adjacent property owner at least 10 days prior to start of work and must provide any updated information


**Note: 60 day and 10 day waiting periods waived for demolitions necessary to abate a dangerous condition. Notification still required.**



# Initial Notification

- Notice of proposed work must be provided to adjacent property owner and resident (if different) and include:
    - Description of work
    - Plans depicting work that may impact building
    - Project schedule
    - Preconstruction survey
    - Protections
    - Prescribed Monitoring
    - Contractor Certificate of Insurance
    - Project Contact Information
- 

# Initial Notification



**Department of  
Licenses and Inspections**  
CITY OF PHILADELPHIA

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**Acknowledgment of Receipt  
of Construction or Demolition Project Information**

In accordance with [Section 4-B-3307-11.1](#) of the Philadelphia Code, the owner or their representative causing construction or demolition is required to provide an adjacent owner, as registered with the Office of Property Assessment, with pertinent project information where work may impact the adjacent property. The affected adjacent owner or their representative must sign Section C of this form to acknowledge receipt of project information and the form(s) must be submitted with the permit application. If a reasonable attempt has been made to provide required information but a signature could not be secured, no permit shall be issued in less than 60 calendar days of submission.

**Project Information**

**A** Project Address: \_\_\_\_\_

Type of Work:  New Construction  Demolition  Addition/ Alteration

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**Required Project Details**

The Contractor is the contractor identified on the applicable permit application as responsible for the construction authorized by the permit, in accordance with [Section 4-1006](#) of the Philadelphia Code.

**B** The following information must be provided to the property owner registered with the [Office of Property Assessment](#):

Project Information (Mandatory)	
<ul style="list-style-type: none"> <li>A description of the nature of work</li> <li>An estimated schedule and duration</li> <li>A pre-construction survey and plans or details depicting work that may affect the adjoining / adjacent property</li> </ul>	<ul style="list-style-type: none"> <li>Details of monitoring to be performed on the adjacent property</li> <li>Protection proposed to be installed on the adjoining property</li> </ul>

**Contractor Information**

- The Contractor's contact information for the project
- A copy of the Contractor's Certificate of Insurance for general liability

**OR**

Check this box if a contractor has not yet been selected. The contractor's contact information and insurance shall be provided with the final notice at least 10 days prior to the start of work.

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**Adjacent Property Owner Acknowledgement**

An affected property is one which is:

1. within 10' of an excavation more than 5' below adjacent grade
2. share a party wall
3. are on the [Philadelphia Historic District](#) with buildings located within 50'
4. share a common structural, roof, or wall element that is being severed.

If more than one property is affected, a separate form shall be submitted for each property.

**C** Affected Property Address: \_\_\_\_\_

By signing below, I acknowledge that I was provided with the information listed in Section B. This serves only to acknowledge receipt and does not constitute an agreement to enter property, perform work on property, or otherwise waive any legal rights of the property owner.

Name of Owner or Representative\*: \_\_\_\_\_

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

\* If adjacent property is a condominium or planned unit development, the signature of an authorized association representative shall suffice.

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**Notice of Failed Attempt**

Complete this section only if unable to secure signature of affected adjacent owner or representative. Proof of delivery (ex. include certified mail receipt) must be submitted with the permit application.

**D**  A reasonable attempt has been made to secure the adjacent owner's signature confirming receipt, however, I am unable to obtain the signature of owner of the adjacent property or property's confirming delivery. I understand that my permit shall not be issued less than 60 days from the application date.

Affected Property Address: \_\_\_\_\_

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Project Owner or Owner Representative Name: \_\_\_\_\_


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

**ATENCIÓN:** (Este es un aviso importante para recibir información en su idioma. llame al 215-686-8868 o visite [www.phila.gov](http://www.phila.gov))

注意: 重要通知입니다! 이 서신을 귀하의 언어로 받고 싶으시면 215-686-8868번으로 전화하시기 바랍니다 또는 [www.phila.gov](http://www.phila.gov)를 방문하십시오.

توجه لخدماء: به یک صورت خطی منه یا ازجمله کلمات 215-686-8868 یا [www.phila.gov](http://www.phila.gov)

ملاحظة: يرجى الاتصال بـ 215-686-8868 أو زيارة [www.phila.gov](http://www.phila.gov)



- Owner or owner's representative is responsible for notice.
- If condominium or PUD ownership structure, authorized representative may sign.
- Must send to the owner at the address listed in OPA record, unless a more current address is identified.
- Must submit the form with the demolition permit application. Must either have signature of adjacent owner OR indicate that a reasonable attempt has been made and provide proof of mailing.
- A separate form is required for each affected parcel.
- Form will be made available in multiple languages on L&I website. Can submit separate forms if cannot sign in common language.

# Notification from L&I



Current Resident  
1224 Main Street  
Philadelphia PA 19111

November 8, 2022

RE: Notice to Adjoining Owner of 1222 Main Street

Dear Resident:

A permit application has been submitted for the project described below, which may impact your property.

- A Commercial Building Permit application (CP-2022-001234) was received on **November 8, 2022** for **1222 Main Street**
- The application is for the following work:  
**New Construction of a three-family dwelling.**

In accordance with [Section B-3307.11](#) of the Philadelphia Code, the owner or their agent is required to provide you with the following information:

- Description of work and estimated schedule,
- Results of a pre-construction inspection, documenting existing conditions of the adjacent building
- Plans or details depicting work that may affect adjacent property,
- details of monitoring (i.e., periodic inspections, ongoing measurements of existing cracks, etc.) to be performed on the adjoining property,
- protection proposed to be installed on the adjoining property, and
- once a contractor has been selected for the permitted work, you must be provided with their contact and insurance information.

If you have not received this information, please contact the permit applicant: **Josephine Architect 215-111-1111.**

The owner is required to provide notice, in writing, at least 10 calendar days prior to the start of work; provide you with updates to the construction schedule; and/or notify you of any changes to the information provided in the initial notification as noted above.

The owner is also responsible for notifying you of any significant modifications required during construction or demolition operations that may have an impact on your property.

Thank you,  
City of Philadelphia  
Department of Licenses & Inspection

**ATTENTION: This is an important notice! For information in your language, call 215-686-8686 or visit [www.phila.gov](http://www.phila.gov)!**  
**ATENCIÓN: ¡Este es un aviso importante! Para recibir información en su idioma, llame al 215-686-8686 o visite [www.phila.gov](http://www.phila.gov)!**  
**注意：这是重要通知！如果您需要以您的语言获得此信息，请致电 215-686-8686 或访问 [www.phila.gov](http://www.phila.gov)!**  
Chú ý: Đây là thông báo quan trọng! Nếu bạn cần trợ giúp bằng ngôn ngữ khác, vui lòng gọi 215-686-8686 hoặc truy cập [www.phila.gov](http://www.phila.gov)!  
주의: 중요 통지입니다! 이 서신을 귀하의 언어로 받고 싶으시면 215-686-8686 번으로 전화하시기 바랍니다 또는 [www.phila.gov](http://www.phila.gov)를 방문하십시오.  
تذكرة: هذا إشعار مهم! للحصول على المعلومات بلغتك، اتصل بـ 215-686-8686 أو زور [www.phila.gov](http://www.phila.gov)!  
**ATTENTION: Cet avis est important! Si vous avez besoin de cet avis dans une autre langue, appelez le 215-686-868 ou visitez [www.phila.gov](http://www.phila.gov)!**



## More Information about Nearby Construction Activity

Prior to the start of construction on the adjacent property, it is a good idea to educate yourself about construction and your rights as a property owner.

### Access to your Property

At times, gaining access to an adjacent property can help a contractor perform work more safely, quickly, and/or affordably on the property next door. Before entering another property, the contractor is required to obtain permission. It is encouraged that the owners, residents and contractor coordinate with one another in order to reach an agreement that satisfies all affected parties. A written agreement regarding access and other construction related issues may avoid unnecessary confusion or miscommunication if such agreement is reached before construction begins.

### Damage to your Property

It is suggested that you document the condition of your property prior to the start of construction or demolition. A good way to do this is by taking timestamped photographs. It is recommended to exchange pre-construction photographs with the owner or contractor.

If a construction project causes damage, immediately notify the owner of the property under construction and/or the contractor. Prior to the start of work, you should be provided with a copy of the contractor's Certificate of Insurance for general liability. If you have questions about your legal rights you will need to consult with a lawyer, among other options, you can contact the Philadelphia Bar Association Lawyer Referral and Information Service (LRIS) at <https://philadelphiabar.org/lris> or by phone at 215-238-6333.

### Exceeding the Allowable Scope of a Permit

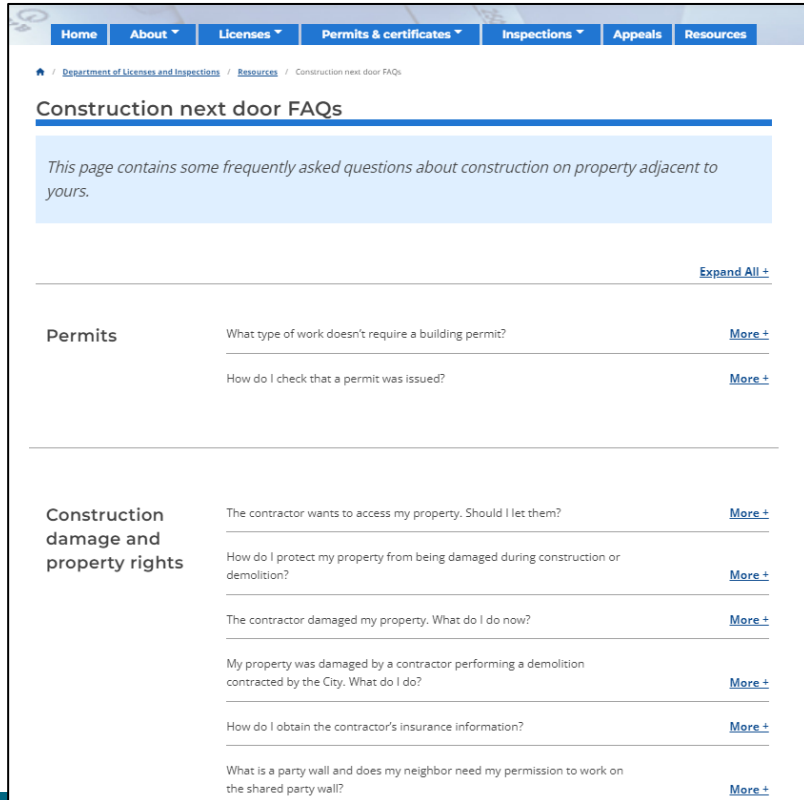
If you believe that the contractor is performing work that is not permitted, you should report it immediately. If the activity is observed on a weekday, call 311 to generate a construction complaint service call. Call (215) 686-8686 if you are outside Philadelphia. If activity is observed on the weekend, email [weekendwork@phila.gov](mailto:weekendwork@phila.gov).

If you are concerned that the adjacent construction has put your home in danger of collapse, leave the house immediately and call 911.

For additional information about construction activity next door as related to hours of operation, underpinning, party walls, dust management and more, please refer to the [Construction Activity FAQ](#) located on the L&I website, [www.phila.gov/li](http://www.phila.gov/li).



# Construction FAQs



The screenshot shows a webpage with a navigation bar at the top containing links for Home, About, Licenses, Permits & certificates, Inspections, Appeals, and Resources. Below the navigation bar is a breadcrumb trail: Department of Licenses and Inspections / Resources / Construction next door FAQs. The main heading is "Construction next door FAQs". A light blue box contains the text: "This page contains some frequently asked questions about construction on property adjacent to yours." Below this is an "Expand All" link. The page is divided into two sections: "Permits" and "Construction damage and property rights". Each section contains a list of questions with "More" links.

Home About Licenses Permits & certificates Inspections Appeals Resources

Department of Licenses and Inspections / Resources / Construction next door FAQs

## Construction next door FAQs

This page contains some frequently asked questions about construction on property adjacent to yours.

[Expand All](#)

### Permits

What type of work doesn't require a building permit? [More](#)

How do I check that a permit was issued? [More](#)

### Construction damage and property rights

The contractor wants to access my property. Should I let them? [More](#)

How do I protect my property from being damaged during construction or demolition? [More](#)

The contractor damaged my property. What do I do now? [More](#)

My property was damaged by a contractor performing a demolition contracted by the City. What do I do? [More](#)

How do I obtain the contractor's insurance information? [More](#)

What is a party wall and does my neighbor need my permission to work on the shared party wall? [More](#)


QR Code is directed to existing resource page for surrounding property owners

Page can be translated into over 120 languages.

Will incorporate pre and post Jan 1 requirements



# Final Notification and Updates

- Final notification identifying any updates or changes must be sent to the adjacent owner and resident must be sent at least 10 days prior to the start of work
    - Time period does not apply to permit applications filed to remediate an unsafe or imminently dangerous conditions
  - Owner or owner's agent responsible to update adjacent owner and resident of any changes that may impact their property throughout the duration of the project
  - L&I is not collecting proof of notice; however, any substantiated deviations from Code may result in enforcement action, including a Stop Work Order
- 

# eCLIPSE- Automated Triggers

Welcome Carl phlorest Bruinsma | City of Philadelphia | Mayor's Office | City Council | Courts | District Attorney | Sheriff

**eCLIPSE**  
CITY OF PHILADELPHIA

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**Demolition Permit** DP-2022-000009 (Draft)

### Impacts on Adjacent Property

\*Does your project include work that impacts adjacent property as described below?  Yes  No **2**

1. Excavation exceeding a depth of five (5) feet below adjacent grade, excluding digging, trenching, or boring for utilities or geotechnical exploration, that is within ten (10) feet of an existing structure on an adjacent property **3**

2. Modification to a wall which is used for joint service between two buildings on separate lots, including demolition or underpinning. 3. Excavation, new construction or demolition work occurring within 90 feet of a designated historic building or structure on an abutting lot.

4. Severing of any structural, roof, or wall covering element extending continuously across the property line onto adjoining property.

5. Demolition activity that results in the exposure of a wall of an adjacent or adjoining building.

### Owner Acknowledgement **4**

The owner and resident (if different from owner) of the adjacent property must be provided with an Adjacent Owner Notice of Construction or Demolition <http://phila.gov/LinkToRelevantForms> prior to permit application submission and must acknowledge receipt of notice. If the owner's signature cannot be secured, the permit application may be submitted; however, no permit will be issued in less than 60 days. **5**

\*Must select one of the following. Note: The permit is subject to revocation if false or inaccurate information is provided.

Required information has been shared with property owners and tenants and a copy of the signed Owner's Acknowledgment Form shall be uploaded with this application.  **6**

Reasonable attempt has been made to share information with adjacent property owner. I am unable to obtain the signature of owner of adjacent property or properties confirming delivery.

I understand that my permit shall not be issued in no less 60 days from application date.

Back Next

Applicant must indicate if conditions apply to their project to trigger requirements.

Requirements may be also be automatically triggered based on other fields.

# eCLIPSE- Automated Triggers

## WARNINGS ON APPLICATION

*These warnings will not prevent submission of your permit application but require attention prior to permit issuance.*



**Warning** The location indicated on this permit application is adjacent to one or more historic property.

Warning will appear if system detects adjacent historic parcel.

Does not relieve the applicant of the responsibility to verify status of adjacent property.






# Site Restoration



# Exterior Wall

- B-3307 requires party walls exposed during demolition be treated with exterior wall coverings compliant with Ch 14
  - Wall must be protected against weather and temporary protections are permitted for a max of 30 days under existing regulation. Provision moved to Ch 33 and allowable time period for temporary protection is extended to 60 days (via amendment)
  - Beginning Jan 1, a complete demolition exposing a wall must either include the exterior wall covering in the permit scope OR a separate exterior wall covering permit shall be required prior to demolition permit issuance
  - An exposed wall that is not permanently covered after 60 days shall constitute a violation
  - Demolition permit final inspection will not be conducted until wall covering is in place.
- 

# Exterior Wall Protection EZ Standard



CITY OF PHILADELPHIA  
DEPARTMENT OF LICENSES & INSPECTIONS  
Construction Services Division  
Municipal Services Building - Concourse Level  
1401 John F. Kennedy Boulevard  
Philadelphia, Pennsylvania 19102

## EZ PERMIT

### Party Wall Protection

For Applications of Exterior Wall Coverings  
to address Party Wall Protection  
Revised 7/2022 (IRC-18 / IBC-18)

### **EZ Party Wall Protection Permit**

**Obtain permits for the application of exterior wall sidings for the purpose of finishing walls exposed during demolition (including party walls and independent bearing walls abutting party walls) without submitting plans by meeting the Conditions and Design Limitations below. Any deviations from this permit standard will result in permit revocation.**

#### **Conditions**

- Installation must fully comply with the requirements of the 2018 International Residential Code (IRC) and the 2018 International Building Code (IBC). Buildings under the scope of the 2018 IRC shall include detached one- and two-family dwellings and townhouses not more than 3 stories above grade in height with a separate means of egress and their accessory structures.
- Exterior Insulation Finish Systems subject to special inspections **are not** applicable to the EZ permit process.
- Work being performed on historically certified buildings will require approval from the Philadelphia Historical Commission and may require the submission of supplemental details and documentation for the proposed exterior work.
- Wall covering must be installed no more than 60 days after the wall is exposed.
- Final inspection of associated demolition permit shall not be conducted until wall covering is satisfactorily installed.

#### **Exterior Wall Covering Application Types**

Work shall conform to the requirements of the governing code (IBC 2018 or IRC 2018) with regard to the proposed wall covering application type. If a wall covering type other than exterior plaster & stucco is being utilized, please submit a completed copy of the EZ Exterior Wall Coverings Standard with your application identifying the proposed wall covering type.

#### **General Construction Requirements**

- To conform with requirements of specific exterior wall covering applications to be used
- All proprietary applications to be installed in accordance to manufacturer's installation instructions
- Manufacturer's installation instructions to be provided in field for inspectors
- Wall covering fasteners shall be with approved aluminum, stainless steel, zinc-coated, or other corrosion-resistant fasteners **unless** specified otherwise.
- Walls must be carefully examined with regard to its existing condition for physical adequacy to accept the proposed wall covering treatment.

# Exterior Wall

## Demolition Permit DP-2022-000009 (Draft)

### RELATED PERMITS

Identify the following permits associated with the proposed demolition

Plumbing Permit or Application Number to cap and seal any existing sewer lateral(s).

Water Service Discontinuance Permit Number from the Philadelphia Water Department (PWD).

Zoning Permit Number authorizing Full (Complete) Demolition.


Search for the Permits by clicking on the magnifying glass icon below. If there are multiple Permits available, you will see all the results.

Visit [atlas.phila.gov](https://atlas.phila.gov) to Search by Address for complete description of previously issued Permits associated with property.

Please identify an applicable Lateral Seal Permit:  

Please identify an applicable Water Discontinuance Permit:

Please identify an applicable Zoning Permit:  

Please identify an applicable Party Wall Protection Permit:  

The wall covering is included in the Demolition Permit application scope:

A party wall will not be exposed as part of demolition:

### Apply for a Permit

Welcome to the Permit Application menu. For more information about each type of Permit or Certificate please visit our website by clicking [HERE](#).

Notice: If you wish to initiate an Application for Operations Permit or Preliminary Review, your eCLIPSE User account must be associated with a Commercial Activity License (CAL). Please refer to your eCLIPSE Home Page for instructions on how to "Associate an Activity License" to your User Account.

#### CONSTRUCTION (MAIN)

- BUILDING
  - Residential
  - Commercial
- Demolition
- Electrical
- Fire suppression systems
- Mechanical
- Plumbing
- Site work and site utility

#### CONSTRUCTION (MISCELLANEOUS)


- Antenna
- Fence
- Hazardous tank
- Retaining wall
- Sidewalk / shelter platform
- Signs
- Solar
- Tower crane

#### CONSTRUCTION (EZ - PERMITS WITHOUT)

- Deck (residential)
- Exterior window replacement
- Interior non-load bearing wall demolition
- Masonry facade replacement
- Roof covering
- Security gates
- Swimming pool / spa (residential)
- Exterior wall window replacement
- Party Wall Protection Complete Demolition




# Backfilling

- B-3303.4.1 Where a structure is demolished or removed and no new construction is contemplated, the vacant lot shall be graded in accordance with the Building Code.
  - New construction shall be considered ‘contemplated’ where there is an active permit for development in the issued status, unless otherwise approved by the Department.
  - Demolition is complete upon removal of the building and permit cannot be left open indefinitely.
  - Within 30 days of building removal: A site must be backfilled OR a new construction permit must be issued.
    - If the demolition exposed foundation wall (or includes excavation within 10’), the new construction permit must include monitoring of the adjacent structure from the time the building is removed.
    - Failure to comply within 30 days of building removal constitutes a violation
  - The intent to leave open must be indicated in work plan and supported with new con permit.
- 




# Waiver to leave foundation or slab in place

- Section 4-B-3303.12 of the Philadelphia Code allows the Department to authorize a waiver of requirement to remove a slab and/or foundation of the building being demolished.
  - Department shall only consider if slab or foundation system is integral to future development.
  - Request shall be submitted with bldg. permit application (or through prelim) and include:
    - A statement from a licensed design professional detailing the interaction of the existing slab with the future building or site design;
    - A drainage plan sealed by an engineer;
    - Proposed monitoring of adjacent buildings
  - Exclude slab area from area of disturbance.
- 



# Permit Sequencing

There is no restriction on sequencing of demolition and construction permits with the following exceptions:

- The proposed demolition is in an area that requires issuance of a construction permit prior to demolition permit issuance under the Philadelphia Zoning Code.
  - A demolition permit must be completed, and a Certificate of Approval issued before work may commence under the construction permit.
- 



# Stay Tuned

for future announcements, email communications, and  
information sessions