




# Excavation Permit and Adjacent Property Protection




# Agenda

- Excavation Permit
  - Property Protections
    - Pre-Construction Survey
    - Monitoring Plan
    - Notice to Adjoining Owner
  - Demolition
- 



# Objectives

## PROTECT LIFE SAFETY AND ADJOINING PROPERTY!


- Ensure that the contractor has knowledge and skill necessary to perform excavations.
  - Increase transparency and awareness of projects that include excavation work.
  - Establish minimum permit submission requirements for excavations to ensure that adjoining buildings and public ways are sufficiently protected.
  - Demonstrate that an adequate investigation/ assessment necessary for responsible design/ construction and ensure affected buildings are appropriately monitored throughout the construction or demolition.
  - Provide notice and complete project information to an adjoining owner or resident of a building that is directly impacted by the work.
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# Bill No 210389 and 220008

Requirements	
Excavation Permit	Separate permit required for all excavations more than 5' below grade, with exceptions
Excavation Contractor	Specialized license required for excavations with additional training and increased insurance/ bonding
Protection of Property	Requires Pre-Construction Survey, Monitoring Plan, and Notifications to Adjacent Owner for specific work scopes that may directly impact adjacent property



# Enforcement Date


- New laws apply to all permit applications filed after December 30, 2022 (or Dec 29, if submitted online).
  - 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 construction project.
- 



# Excavation Permit



# Excavation Permit

- Separate Excavation Permit required to perform excavation services resulting in cuts, trenches, or depressions in the Earth's surface more than 5' below adjacent grade
    - This includes basement dig-outs.
    - This excludes utility trenches, including those requiring plumbing permits.
    - This excludes geotechnical exploration that does not require a permit AND complete demolition permit.
  - Must identify a licensed excavation contractor prior to issuance
  - Additional requirements for pre-construction survey, special inspections, and notification apply when excavation is within 10' of an existing building OR in 90' of historic structure on same or adjacent lot.
  - \$103 fee (plus surcharges)
- 


# Permit Application Requirements

Requirement	Conditions
Separate Plan sealed by Pa engineer	No seal required if : 1) More than 10' from structures and ROW; AND 2) Width is 15' or less/ Depth is 12' or less; AND 3) SOE complies with OSHA 1926 Subpart P prescriptive requirements
Calculations (if engineered)	
Soils Investigation Report	
Pre-requisite Approvals	<u>PWD</u> : Earth Disturbance more than 5,000 sq ft <u>Streets</u> : Extends more than 3' into ROW; OR more than 12' deep and within a distance of ROW $\leq$ excavation depth <u>Zoning Site</u> : Steep Slope (more than 1400 sf), WWO (more than 500)
Pre-con Survey, SI, Owner's Acknowledgement	Within 10' of an existing structure OR 90' of historic structure on same or adjacent lot






# Excavation Plan-Requirements

- Excavation plan, signed and sealed by a license engineer and providing the following detail:
    - Existing Conditions
      - Property lines
      - Location and widths of adjacent walkways, streets, and easements
      - All existing buildings, including height, number of stories, and construction type
      - Neighboring structures on adjacent lots, including height, number of stories, and construction type, within ten feet of the excavation
      - Any foundation or retaining wall within ten feet of the excavation, including depth of footing
      - Location of utilities within 10' of excavation
- 




# Excavation Plan Requirements

- Required protections of footings and foundations of buildings and structures within ten feet of the excavation, including sequencing
  - Protective or support systems for immediately adjacent rights-of-way, alleys and yards of adjacent properties
  - Damp-proofing of exposed foundation walls
  - Size and location of construction barriers to protect ped walkways in ROW, alley, and adjacent property
  - Pa one call number
  - Design Info: Soil Type/Bearing Capacity/ Density; Surcharges/Earth Pressure/Friction Angle
  - Identification of water table and description of any required de-watering operations
- 




# Protection of Right-Of-Way

Where an excavation within 10 feet of the public right-of-way, additional criteria shall apply:

- Live load surcharge from vehicular and ped traffic calculated in accordance with the PennDOT Design Manual- Part 4 . AASHTO LFRD may be used on non-State highways.
  - A minimum factor of safety of 1.5 shall be applied to support systems.
  - A support system shall be designed to minimize deflection and in no case shall exceed 1”.
  - Where the excavation is within 12 feet of a travel lane on a [State highway](#) and within 10 feet of a travel lane on all other highways, a crash barrier must be provided unless it can be demonstrated that traffic volumes warrant an exemption based upon PennDOT Design Manual –Part 2.
- 



# Permit Submission

- May be filed as a separate site permit (prior to building permit) or included on building permit application (resulting in separate site permit)
  - If there are multiple buildings on one parcel, a single permit may be issued for multiple excavations.
  - If project includes multiple parcels , a separate permit will be required for each parcel.
  - No permit will be issued until the excavation contractor is identified.
  - Building permit may be issued prior to excavation permit. Work cannot commence without the excavation permit.
- 

# Permit Submission

**Site / Utility Permit** SP-2022-000002 (Draft)

APPLICATION INSTRUCTIONS

Welcome to the **Site/Utility Permit (SP)** application.

To begin, provide responses and information to the questions below and on the following pages to move through the process. A response is required to any question marked with an asterisk (\*). Once the complete application (including supporting documents) has been submitted, it will be sent the Department of Licenses and Inspections (L&I). L&I will complete all necessary reviews and issue any permits and/or approvals associated with your application.

This permit type is used for the following types of work:

**1**

**Foundation & Excavation:** Use this option if the site work will include the installation of new building foundation system.

**General Earth Disturbance:** Use this option only if work is limited to earth clearing and movement.

**Sitework with On-site Utility Service:** Use this option if you wish to obtain a site permit including trade permits for utility work such as electrical service, fire pumps, backflow devices, yard hydrants, building or site drainage, and water service.

Note: Fields marked with an asterisk (\*) are required.

APPLICATION

\*What is your relationship to this permit?

Owner  
 Tenant  
 Equitable Owner  
 Professional / Tradesperson

Please identify the Design Professional responsible for the project:

Were you able to find the Design Professional you were looking for?  Yes  No

\*What type of work will be done?

**2**

Excavation  
Foundation  
General Earth Disturbance ONLY  
Sitework with Onsite Utility Services

\*What is the occupancy type for this permit?

Please identify an existing project, if applicable:

File as a separate site permit (in advance of building permit) OR include on building permit application.

If filed separately, must identify as a related permit when submitting for building permit application.

**ECLIPSE**  
CITY OF PHILADELPHIA

Home See

**Commercial Building Permit** CP-2022-000007 (Draft)

CONSTRUCTION AREA

Use the boxes below to enter the area (square feet) for each type of work proposed with this Permit. For more information, see the permit application page.

Note: Incomplete or incorrect information provided may result in the additional reviews by L&I (or other City Department).

Area of Earth Disturbance (sq. ft.):

New Construction Area (sq. ft.):

PROJECT COSTS

Use the boxes below to identify the cost of work for each construction activity associated with this Permit. At a MINIMUM, you must enter the cost of work for each activity listed below.

If you enter any costs for Electrical, Fire suppression, Mechanical, or Plumbing work, the system will automatically prompt you to enter details for each trade where a cost of work is listed.

Electrical Cost of Work:

Fire Suppression Cost of Work:

Mechanical / Fuel Gas Cost of Work:

Plumbing Cost of Work:

**Excavation Cost of Work:**

General Construction Cost of Work:

Total Construction Cost of Work: \$1,280,247.00 **Calculate**

RELATED PERMITS

Identify any Zoning Permit or Application associated with this Commercial Building Permit.

Search for the Permit by clicking on the magnifying glass icon below. If there are multiple Permits available, you will be prompted to select one.

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

Please identify an applicable Zoning Permit:

**Please identify an applicable Excavation Site/Utility Permit:**

# Permit Submission

**Commercial Building Permit** CP-2022-000007 (Draft)

PROJECT DETAILS

Use the boxes below to provide as much information about the work included with this Application.

Fields marked with an asterisk (\*) are required.

Note: Incomplete or incorrect information provided may result in the additional reviews by the City.

\* Number of Stories of Work:

High Rise Building:


Modular Building:

Includes Green Roof Construction:

This project includes excavation that is more than 5' in depth below adjacent grade:

One or both of the following applies:

- 1) Construction work extends into, under, or onto a public right-of-way.
- 2) Project involves new, relocated, or extended driveway.

Will special inspections be required?  

Applicant must indicate if permit includes an excavation more than 5' in depth below adjacent grade on building permit application to trigger requirements.

New construction applications will default to 'checked' and, if not applicable, the applicant must de-select.

# Reference Material

<b>DEPARTMENT OF LICENSES AND INSPECTIONS</b> <b>CODE BULLETIN OF INFORMATION</b> <b>B-0503-R3</b>		<small>CODE OF GENERAL ORDINANCES OF THE CITY OF PHILADELPHIA</small> <b>TITLE 4 – BUILDING CONSTRUCTION AND OCCUPANCY CODE</b>
<small>SUBJECT OF BULLETIN:</small> <b>EXCAVATIONS AND THE PROTECTION OF ADJACENT PROPERTY – PUBLIC AND PRIVATE</b>	<small>REFERENCE CODE SECTIONS:</small> Phila Building Code Phila Administrative Code OSHA Standards Part 1926 Subpart P	<small>ISSUE DATE:</small> November 8, 2022
<small>ISSUED BY:</small> Elizabeth Baldwin, P.E. Chief Code Official		

**BACKGROUND:**

Building and sidewalk collapses can be attributed to builders digging basements and footings close to adjoining public and private property. Many older buildings in Philadelphia are supported on rubble stone foundation walls with minimal or no spread footings below.

When such walls are exposed or undermined, they become unstable and are prone to sudden catastrophic failure. Likewise, when like private yards and public footways catastrophic failure, damaging property have also been caused by property basements by digging out the base stone foundation walls and areas where excavations are made adjacent to a regardless of their age or condition.

Protections mandated by the Philad evolved over the years as an increa renovation or total reconstruction

This Code Bulletin will set forth cons enforcing the code sections that ad adjoining public and private property

The provisions of this revision shall 2023. All applications filed prior to Philadelphia Code in the time of app

<b>APPENDIX A: Code Bulletin B-0503-R2</b>		<small>CODE OF GENERAL ORDINANCES OF THE CITY OF PHILADELPHIA</small> <b>TITLE 4 – BUILDING CONSTRUCTION and Occupancy Code</b>
<b>DEPARTMENT OF LICENSES AND INSPECTIONS</b> <b>CODE BULLETIN OF INFORMATION</b> <b>B-0503-R2</b>		<small>CODE OF GENERAL ORDINANCES OF THE CITY OF PHILADELPHIA</small> <b>TITLE 4 – BUILDING CONSTRUCTION and Occupancy Code</b>
<small>SUBJECT OF BULLETIN:</small> <b>EXCAVATIONS AND THE PROTECTION OF ADJACENT PROPERTY – PUBLIC AND PRIVATE</b>	<small>REFERENCE CODE SECTIONS:</small> B-3307 and B-1804.1	<small>ISSUE DATE:</small> December 2, 2005
<small>ISSUED BY:</small> Elizabeth Baldwin Chief Code Official	<small>REVISION DATE:</small> June 4, 2019	<small>EFFECTIVE DATE:</small> August 1, 2019
		<small>PAGE:</small> PAGE 1 OF 3

**BACKGROUND**

Building and sidewalk collapses can be attributed to builders digging basements and footings close to adjoining public and private property. Many older buildings in Philadelphia are supported on rubble stone foundation walls with minimal or no spread footings below. When such walls are exposed or undermined they become unstable and are prone to sudden catastrophic failure. Likewise, when excavations are made immediately abutting paved areas, like private yards and public footways that have no soil support, the exposed soil is prone to catastrophic failure, damaging property and infrastructure and disrupting traffic.

Collapses have also been caused by property owners that attempt to increase the height of their basements by digging out the basement floor. Though the danger is most acute with rubble stone foundation walls and areas with no soil support, damage and failure can occur whenever excavations are made adjacent to existing structures and adjacent yards and footways, regardless of their age or condition.

This Code Bulletin will set forth construction document and inspection requirements to aid in enforcing the code sections that address concerns with excavations and their impact on adjoining public and private property.

Visit [www.phila.gov/li](http://www.phila.gov/li) for current and future code bulletins and excavation plan requirements.

Full service page to be published later this month



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

**Plan Requirements:**  
**Excavation permit applications**

**Overview**  
The Department of Licenses and Inspections (L&I) reviews plans submitted with permit applications for excavation work. Review the information below before submitting plans for review.

**Plan sheet size and material**

- Minimum Sheet Size: 18 in. x 24 in.
- Maximum Sheet Size: 36 in. x 48 in.
- Print plans on white, standard-weight, bond type paper.
  - For plans that will be submitted in eCLIPSE, refer to the [ePlan Submission Standard Information sheet](#) for rules and limitations of creating drawing files that will be uploaded for review.

**Acceptable drawing scales**

- Architectural Scale: ¼ in. = 1 ft.-0 in.
- Larger scales may be used. If a smaller scale is used, the plans examiner may reject your plans.

**Minimum requirements**

- Must be of professional quality and drawn to scale. Free-hand sketches will not be accepted.
- Printed plans must be in ink and in grayscale. Pencil drawings will not be accepted.
- Title block with sheet number and project address.
- Applicable design codes and edition.
- Location of Property lines
- Location of Adjacent Walkways, Easements, Streets (Location & Width)
- Location of Neighboring Structures (to include Height, Stories, Construction Type)
- Foundation/Retaining walls within 10 ft of excavation (to include Depth & Construction Materials of Footing/Foundation)
- Location of utilities within the work area and within 10 ft of excavation, including identification of required utility protections
- PA One Call Number
- Area and depth of excavation
- Required protections of footings and foundations of buildings and structures within 10 ft of excavation, including sequencing. Where no special precautions are warranted, the plan must include a note indicating that no special precautions or measures are required to protect existing footings and foundation on the subject property or on the

# Work Site Signage

- Project Information Sign must indicate if project scope includes excavation more than 5' below adjacent grade and 10' within a structure, excluding utility trenches or geotechnical exploration
- Excludes major construction requiring large sign panel
- L&I to update template

## WORK IN PROGRESS

**ANTICIPATED COMPLETION DATE:** \_\_\_\_\_

**OWNER No 1\*:** \_\_\_\_\_  
NAME PHONE NUMBER ADDRESS

**OWNER No 2\*:** \_\_\_\_\_  
NAME PHONE NUMBER ADDRESS

\* IF THE OWNER IS A CORPORATION, LIST TWO MEMBERS OR SHAREHOLDERS WITH THE LARGEST INTEREST. CONTACT PHONE NUMBER AND ADDRESS FOR EACH INDIVIDUAL MUST BE INCLUDED.

**CONTRACTOR:** \_\_\_\_\_  
NAME PHONE NUMBER

**PERMIT NUMBER:** \_\_\_\_\_

**PROJECT LOCATION / ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE, **CALL 311 OR 911.**

PARA REPORTER CONDICIONES PELIGROSAS EN UN SITIO DE TRABAJO, **LLAME AL 311 OR 911. NO TIENE QUE DAR SU NOMBRE.**

\_\_\_\_\_

TO SEE OTHER PERMITS ISSUED ON THIS PROPERTY, CALL 311 OR VISIT  
[WWW.PHILA.GOV/LI](http://WWW.PHILA.GOV/LI)  
SEARCH BY PROJECT LOCATION / ADDRESS ABOVE.

\_\_\_\_\_



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



visit [phila.gov/LI](http://phila.gov/LI) your online power tool for  
additional information on regulations, codes, permits,  
and more.



# Excavation Contractor License

Requirements	
Commercial Activity License	Phila Tax Account in good standing
Insurance	<ul style="list-style-type: none"><li>○ \$2 million general liability</li><li>○ \$300k auto</li><li>○ Workman's Compensation</li></ul>
License Bond	\$100k- City will draw against the bond to recapture abatement costs
Qualified Site Safety Manager	OSHA 30 and 3015 training and certification; must be on-site during excavation to ensure safe operation; may not be employed by another contractor



# 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 construction or demolition may impact buildings on an adjacent or adjoining property

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

Buildings or structures adjoining or adjacent to certain excavation, demolition, or construction 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 construction or demolition activities is required to be given from the owner or owner's representative to adjacent property owners




Work Scope	Survey	Monitoring Plan	Notice
Excavations, more than 5' below adjacent grade and within 10' of an existing bldg/ structure	Y	N <sub>2</sub> (continuous special inspection)	Y
Structural alteration of an historic structure (excluding 1 or 2 family)	N	Y	N
Excavation, Demolition, or Construction where historic structure is within 90' on same or adjacent parcel	Y	Y	Y
Modification to a party wall, including demolition, joist replacement, and additions	Y <sub>1</sub>	Y	Y
Severing of structural roof or wall covering spanning properties	Y	As per Eng	Y

1. Existing Site Survey for demo meets requirement if prepared by an engineer
2. 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.
  - 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. To be captured on the Special Inspections Duties and Responsibilities Form.
- 



# 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:


- Conditions that must be monitoring during the construction or demolition operation, as outlined in the Monitoring Plan.
  - Temporary protections, such as roof covering or bracing, that must be identified in the construction documents.
  - Permanent alterations necessary to mitigate potential code violations directly caused by the construction or demolition, such as a chimney with reduced clearance, that must be addressed to the extent possible prior to project completion. Intended resolution must be addressed in construction 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)
Roof being raised above adjacent chimney			x




# Monitoring Plan

- The engineer of record 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.
  - Where an excavation is within 10 feet of an existing structure but is not within 90 feet of a historic structure, the engineer must either submit a sealed statement confirming that additional monitoring, beyond continuous inspection during excavation, is not required or provide a monitoring plan.
  - The monitoring plan shall be signed and sealed by the engineer of record.
  - 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.
- 





# Excavations- Inspection Responsibility

- If excavation is within 10' of an existing building:
    - Special inspector to ensure that protections conform to the approved plan and to continuously monitor the condition of existing buildings and structures during excavation and as otherwise required throughout construction.
    - If a separate inspector is identified for underpinning operations, it shall be the responsibility of that inspector to ensure underpinning is performed in accordance with the approved plan.
  - The excavation contractor's site safety manager (with OSHA 30 and OSHA 3015 certs) must be continuously present on-site during the excavation operations.
  - Inspections shall be made after every rainstorm by the competent person and inspection records shall be furnished to the Department upon request. Where evidence of potential failure is discovered, immediate steps shall be taken to ensure the protection of adjacent property as directed by the engineer of record.
- 

# 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

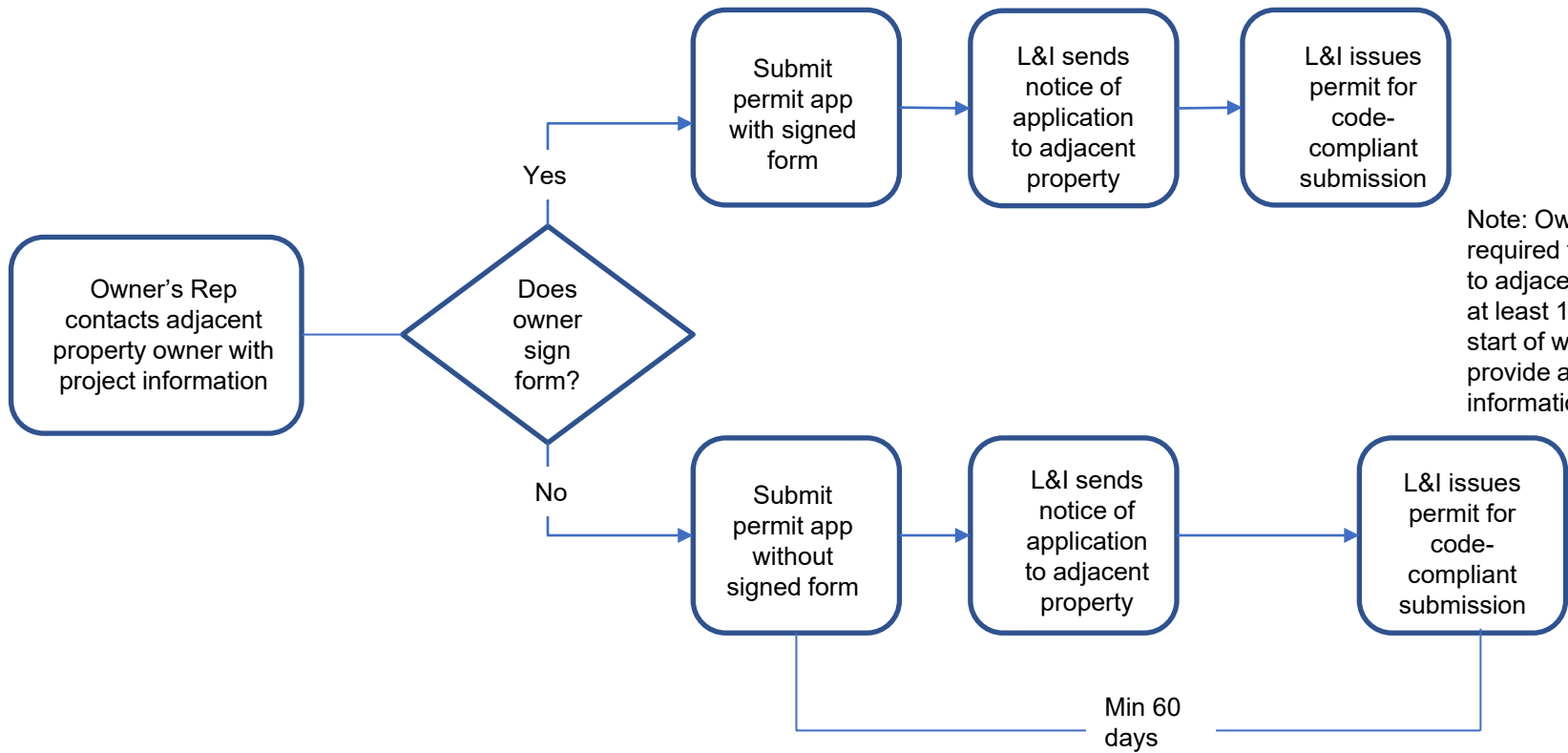
Sections 4-B-1704 and 4-B-3310 of the Philadelphia Code require that structural observations be provided in accordance with a monitoring plan prepared by the engineer of record where any of the following conditions exist:

- 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.



# 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



# 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

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

In accordance with [Section 4.8-3307.11.1](#) 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

**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 9.100a](#) 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.

**Adjacent Property Owner Acknowledgement**

An affected property is one which is:

- within 10' of an excavation more than 5' below adjacent grade
- share a party wall
- are on the [Philadelphia Historic Registry](#) with buildings located within 50'
- 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.

**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 properties confirming delivery. I understand that my permit shall not be issued less than 60 days from the application date.  
Affected Property Address: \_\_\_\_\_

Project Owner or Owner Representative Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

ATTENCIÓN: Este es un aviso importante! Para recibir información en su idioma, llame al 215-686-8886 o visite [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 215-686-8886 或访问 [www.phila.gov](#)  
CHÚ Ý: Đây là thông báo quan trọng! Nếu bạn cần trợ giúp bằng ngôn ngữ khác, vui lòng gọi 215-686-8886 hoặc truy cập [www.phila.gov](#)

중요 통지입니다! 이 서신을 귀하의 언어로 받고 싶으시면 215-686-8886으로 전화하십시오! 이 서신을 귀하의 언어로 받고 싶으시면 215-686-8886으로 전화하십시오.  
توجه افرائی: به ایک ضروری اطلاع ہے، ہر اجازت کی درخواست پر اس کی زبان میں 215-686-8886 پر رابطہ کریں۔  
ملاحظه کنید: این اطلاعیه بسیار مهم است. اگر شما نیاز به کمک دارید، لطفاً با شماره 215-686-8886 تماس بگیرید یا به وبسایت [www.phila.gov](#) مراجعه کنید.

ATTENTION: Cet avis est important! Si vous avez besoin de cet avis dans une autre langue, appelez le 215-686-8886 ou visitez [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 excavation and/or building 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 215-215-9111.**

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/)**  
ATTENCIÓN: ¡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！如需您需要的语言获得此信息，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 thư nữa 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 번호로 전화하십시오. 여기에는 [www.phila.gov/](http://www.phila.gov/) 또는 [www.phila.gov/](http://www.phila.gov/) 를 방문하십시오.  
توجه کریں: یہ ایک اہم اطلاع ہے۔ اگر آپ کو اپنی زبان میں معلومات چاہیں تو 215-686-8686 پر کال کریں یا [www.phila.gov/](http://www.phila.gov/) پر  
ATTENTION: Cet avis est important! Si vous avez besoin de cet avis dans une autre langue, appelez le 215-686-8686 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/](http://www.phila.gov/).



# Construction FAQs

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

 **Commercial Building Permit** CP-2022-000007 (Draft)

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**Impacts on Adjacent Property** 1

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\*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

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.

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**Owner Acknowledgement** 4

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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.

\*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.

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


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*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.



# Exposed Party Wall and Backfilling (Demo)



# 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 is being moved to Ch 33 and allowable time period for temporary protection is extended to 60 days (via amendment)
  - This provision is frequently overlooked because the exterior wall covering is not included in the demolition permit
  - Beginning Jan 1, a complete demolition impacting a party 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 party wall that is not weather-protected and is not permanently covered after 60 days shall constitute a violation
- 

# 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.
  - 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 impacted a party wall, the new construction permit must include monitoring of the structure from the time the building is removed.
    - Failure to comply within 30 days of building removal constitutes a violation
  - The intent to backfill or monitor must be noted in the demolition work plan.
    - Backfill will be required unless a new construction permit application has been submitted or issued.
- 



# Stay Tuned

for future announcements, email communications, and  
information sessions