



Construction Permit Application

Use this application to obtain permits for a residential or commercial construction proposal and/or excavation projects.
Mechanical / Fuel Gas, Electrical, Plumbing, and Fire Suppression trade details are found on page 2.

Property Information

Identify the location of work for the permit(s).

If the activity will take place in a specific building, tenant space, floor level, or suite, note that detail in the 'Specific Location' field. If applicable, list PR#.

1

Parcel Address: _____

Specific Location: _____

☐ Check box if this application is part of a project and provide the project number: **PR-20** - _____

Applicant Information

Identify how you are associated with the property.

Licensed professionals include design professionals, attorneys, and expeditors. A tradesperson must have an active Philadelphia license for their trade or hold a PA Home Improvement Contractor Registration.

2

I am the: ☐ Property Owner ☐ Tenant ☐ Equitable Owner ☐ Licensed Professional or Tradesperson

Name: _____ Company: _____

Address: _____

Email: _____ Phone No.: _____

Property owner Information

Identify the deeded property owner.

If there was a recent change of ownership, documentation such as a deed or settlement sheet is required.

*If the property owner is a 'company', identify the contact information for any natural person with more than 49% equity interest in the property. If no individual has such an interest, provide contact information of at least two (2) natural persons with the largest equity interest in the property.

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The property owner is a/an: ☐ Individual ☐ Company*

Owner (1)

Name: _____ ☐ Check box if new owner is being listed

Address: _____

Owner (2)

Name: _____

Address: _____

Design Professional in Responsible Charge

Identify the PA-licensed design professional who is legally responsible.

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Name: _____ Firm: _____

PA License No.: _____ Phila. Commercial Activity License No.: _____

Email: _____ Phone No.: _____

Project Scope

Use this section to provide project details; all fields are mandatory.

(a) Choose the proposed occupancy of the entire building. If not one-or-two-family, provide a description of group(s) per code.

(b) Identify if the project will be new construction, an addition, interior/exterior alterations, excavation or shell.

(c) List the site area that will be disturbed by construction, if any. Enter 'zero' if no disturbance.

(d) Note the new floor area created, including basements, cellars, and occupiable roofs. Where existing areas will be altered, list those areas separately.

(e) State the number of new or affected stories.

(f) Provide a detailed description of the work proposed (use separate sheet if needed).

(g) Select all conditions that apply to this project (if any).

* Provide the associated Streets Review number if "Project Impacts Streets / Right-of-Way" is selected.

** If 'Yes' is selected, an Owners' Acknowledgement of Receipt form must be provided for each affected property.

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(a) **Occupancy** ☐ Single-Family ☐ Two-Family ☐ Other, please describe: _____

(b) **Scope of Work** ☐ New Construction ☐ Excavation ☐ Addition / Alteration ☐ Shell (No Fit Out) - Option for Commercial Permits Only

(c) **Earth Disturbance** Area of Earth Disturbance: _____ (Sq. Ft.)

(d) **Building Floor Areas** New Floor Area: _____ (Sq. Ft.) Existing Altered Area: _____ (Sq. Ft.)

(e) **Number of Stories** _____

(f) **Description of Work** _____

(g) Project Conditions

- ☐ New High Rise ☐ Green Roof Included ☐ Initial Fit-out of Newly Constructed Space
☐ Modular Construction ☐ Façade Work ☐ Project Impacts Streets/Right-of-Way*
☐ Project Impacts Adjacent Property**

* Provide the associated **Streets Review** number for this project, if applicable: **SR-20** _____

** This project includes work described below: ☐ Yes ☐ No

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



Department of
Licenses and Inspections
CITY OF PHILADELPHIA

DO NOT MAIL THIS APPLICATION

Job Number: (for office use only)

**Project Details, Other Permits
& Contractor Information**

Use this section to provide project details, pre-requisite approvals and applicable contractor information.

- (a) Choose all disciplines of work for which permits are being requested.
- If 'Building' is not requested, provide the number of the associated permit that was previously issued (where applicable).
 - If a Zoning Permit was issued for this work, provide the related Zoning Permit number.
- (b) Identify the general contractor and estimated cost of building construction.
- (c) Identify the licensed excavation contractor and estimated cost of excavation work.
- (d) Identify the mechanical contractor, estimated cost of mechanical work, equipment type, and quantity as:
- Number of registers/diffusers (separate new / relocated)
 - Number of appliances
 - Number of Type I / Type II kitchen hoods
- Where fuel gas work is included, note the estimated cost of fuel gas work.
- (e) Identify the licensed electrical contractor, estimated cost of electrical work, and a registered third-party electrical inspection agency.
- (f) Identify the registered master plumber, estimated cost of plumbing work, number of fixtures, and check location of work as:
- Interior
 - Exterior Drainage and/or Water Distribution
- (g) Identify the licensed fire suppression contractor, estimated cost of fire suppression work, and number of devices:
- Sprinkler Heads (separate new / relocated quantities)
 - Standpipes
 - Fire Pumps
 - Stand-alone Backflow Prevention Devices
 - Kitchen Extinguishing Systems
 - Hydrants

***ROUGH-IN NOTICE:** If you are seeking a rough-in permit, an application for plan review must be submitted already.

- (h) Provide the total improvement cost for residential (including multi-family) alterations and additions. Check the box if your project is excluded from real estate tax exemption and exempt from Development Impact Tax.

(a) Check all that apply:

☐ Building ☐ Excavation ☐ Mechanical & Fuel Gas ☐ Electrical ☐ Plumbing ☐ Fire Suppression

Provide the associated Construction Permit number, if applicable: **RP or CP – 20** _____ - _____

Provide the associated Zoning Permit number for this construction, if applicable: **ZP – 20** _____ - _____

Note: Trades listed below (d, e, f, and g) are mandatory for all residential new construction jobs.

(b) General Building Construction Contractor Information

Name: _____ Cost of Building Work: \$ _____

License Number: _____ Phone: _____

(c) Excavation Work & Contractor Information

Name: _____ Cost of Excavation Work: \$ _____

License Number: _____ Phone: _____

(d) Mechanical / Fuel Gas Work & Contractor Information

Name: _____ Cost of Mechanical Work: \$ _____

License Number: _____ Cost of Fuel Gas Work: \$ _____

Equipment Types: ☐ Registers / Diffusers ☐ Appliances ☐ Hoods Phone: _____

Equipment Details & Quantities: _____

(e) Electrical Work & Contractor Information ☐ New Installation ☐ Alteration ☐ *Rough-In

Name: _____ Cost of Electrical Work: \$ _____

License Number: _____ Phone: _____

Third Party Inspection Agency Name: _____

(f) Plumbing Work & Contractor Information ☐ New Installation ☐ Alteration ☐ *Rough-In

Name: _____ Cost of Plumbing Work: \$ _____

License Number: _____ Phone: _____

Number of Fixtures: _____

Check one: ☐ Interior Work ☐ Exterior Building Drainage ☐ Exterior Water Distribution:
line size: _____ (in.)

(g) Fire Suppression Work & Contractor Information ☐ New Installation ☐ Alteration ☐ *Rough-In

Name: _____ Cost of Fire Supp. Work: \$ _____

License Number: _____ Phone: _____

Sprinkler Heads: _____ Standpipes: _____ Fire Pumps: _____

Commercial Kitchen Systems: _____ Backflow Devices: _____ Hydrants: _____

(h) Total Improvement Cost: \$ _____ (The total improvement cost must also include the cost of all electrical, plumbing, mechanical, fire suppression systems work, and interior finishes)

- ☐ Check box if your project is excluded from real estate tax exemption and exempt from Development Impact Tax (Review OPA's website for tax abatement information at: <https://www.phila.gov/services/property-lots-housing/property-taxes/get-real-estate-tax-relief/get-a-property-tax-abatement/>)

Declaration & Signature

All provisions of the Philadelphia Code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Department form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance, inclusive of the penalties contained in 18 Pa. C.S. § 4904.

Applicant Signature: _____ Date: _____/_____/_____