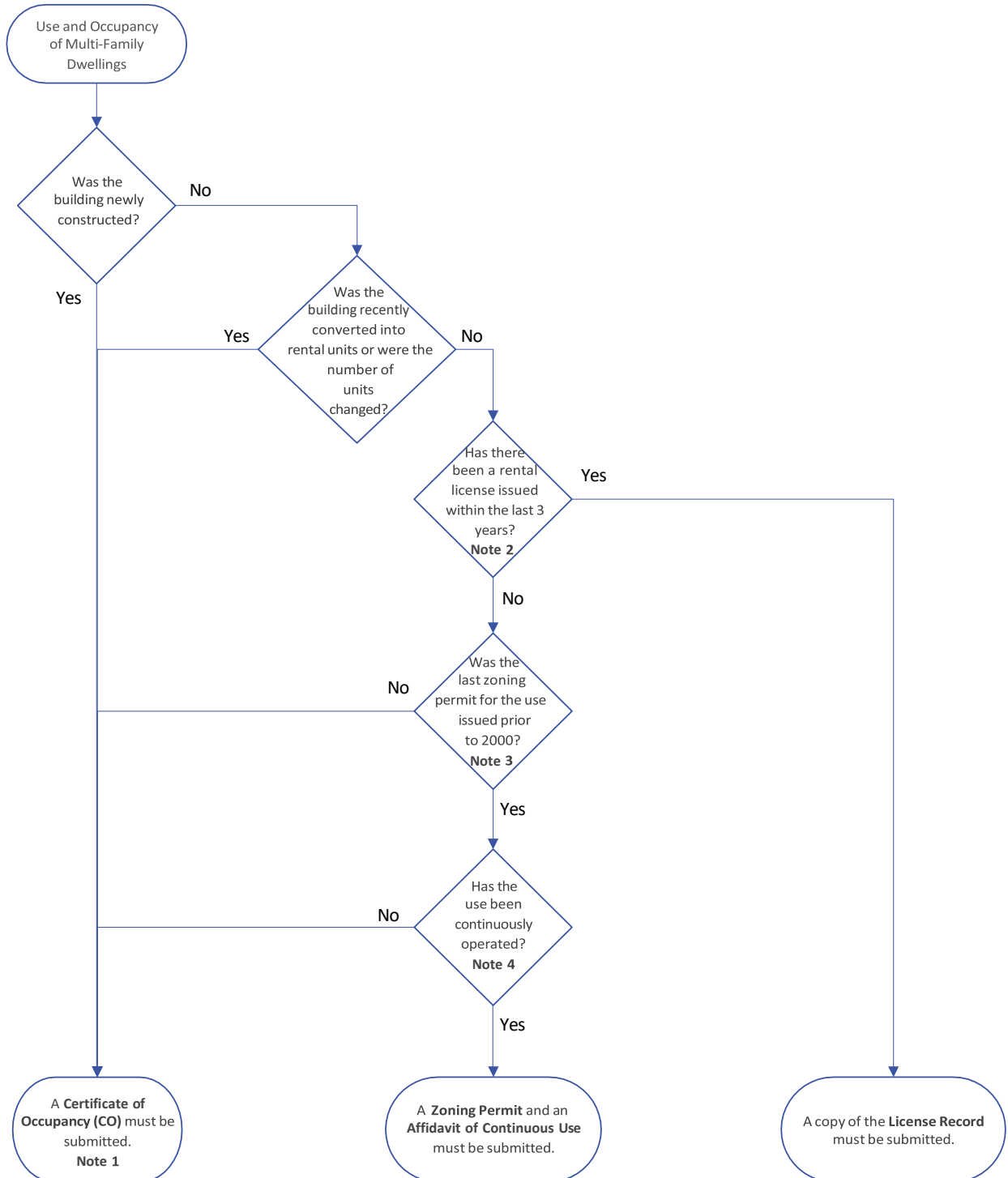


Proof of Use and Occupancy for Rental License Information Sheet

Proof that the occupancy is legal must be submitted with all new rental license applications, with the exception of single-family dwellings. A certificate of occupancy (CO) is always an acceptable form of proof of occupancy. If a CO is not available, some alternative documentation may be accepted. The flow chart below is intended to outline the minimum level of documentation that is required to be submitted with the rental license application.



Flowchart Notes:

1 - A CO certifies that a building construction and safety is compliant with the Philadelphia Building Construction and Occupancy Code at the time the building was constructed, or the use was established. Visit phila.gov/li for information on [accessing a copy of an existing CO](#) and [obtaining a new CO](#). A Zoning permit may also be required. Visit phila.gov/li for information on obtaining a new [Zoning Permit](#). If submitting a CO issued more than 3 years prior to license application, you must also provide an [Affidavit of Continuous Use](#).

2- You can search for a rental license record online through eCLIPSE, as outlined in the step-by-step guide on [How to Search for a Rental license](#). You may only submit a license record as proof of occupancy if issued or renewed within the past 3 years.

3 - A Zoning (or Use Registration) Permit ensures that a use aligns with the general character of a neighborhood to protect quality of life as defined by the Philadelphia Zoning Code. This is the first step in establishing a new use and may only be used as proof of occupancy for a long-standing use established prior to 2000 when no CO or license record is available.

You can search for a Zoning Permit online by following these steps:

STEP 1: Determine if a Zoning Permit already exists for your intended use.

- **Step 1A:** Access the Atlas site by entering <https://atlas.phila.gov> in your internet browser.
- **Step 1B:** Enter the property address in the search tool.
- **Step 1C:** Click on the "Licenses & Inspections" section to expand the search results.
- **Step 1D:** Under the "Permits" section, click on the appropriate permit "ID" number to open the permit details.

- Be sure to find the most recent Zoning Permit on record.
- Zoning permits issued prior to 2006 will only be found under "Zoning Permit Documents".

4 - Continuously operated means that the operation of the use did not lapse for 3 or more years and the building systems / physical layout supporting such use are maintained. If you are submitting a Zoning Permit as proof of occupancy, you must also provide an [Affidavit of Continuous Use](#) with your rental license application.

Additional Note:

If the property is used for short term rental, please refer to the [Short-Term Rental FAQ](#).

Questions?

Call 311 or (215) 686-8686 (if outside Philadelphia) or submit an online form via <http://www.phila.gov/li/get-help>.

Disclaimer:

This interpretation, policy or code application is intended to provide guidance to staff for consistency of review and is subject to change without notice. Application of this interpretation, policy or code application to specific projects may vary. There may be other ways to comply with the Code. If so, you are not required to use this method. You may want to investigate other options or consult with a professional identifying an equally code compliant solution.