

REQUEST FORM FOR PERMIT, LICENSE, OR CERTIFICATE OF OCCUPANCY

Applicant's Name: _____

Phone Number: _____ E-mail: _____

Property Address: _____

Permit or License Number: _____

Brief description of requested search data: _____

NOTE:

- 1) The Department is unable to process requests for copies of Permits, Licenses, or Certificates issued prior to 2006 as these records are not retained in Departmental files.
- 2) Search does not include plans.
- 3) Full zoning documents are available at <https://atlas.phila.gov/>
- 4) Permit and License activity can be searched online at <https://atlas.phila.gov/>

Flash drive provide: Yes No Request file to be e-mailed: Yes No (Maximum 10 pages)

Applicant's Signature: _____

Fee: \$15.00 per copy of permit or license (*Payable by Check or Money Order*)

Department of Licenses and Inspections (Official Use Only)

Amount Paid: _____ Check/Receipt Number: _____ Date: _____