




Special Inspections Program 2023



Agenda

- Resources
 - Building Code Requirements
 - Licensure
 - Permitting
- 



Resources

www.phila.gov/li

The screenshot shows the homepage of the City of Philadelphia's Department of Licenses and Inspections. The header includes the City of Philadelphia logo and navigation links for SERVICES, PROGRAMS & INITIATIVES (which is highlighted), NEWS & EVENTS, and PUBLICATIONS & FORMS. A search icon is also present. The main banner features a background image of architectural blueprints and the text: "Department of Licenses and Inspections" and "Building a safer city by enforcing building-related codes through inspections, licensing, permitting, and demolitions." Below the banner is a horizontal menu with links: HOME, ABOUT, LICENSES, PERMITS & CERTIFICATES, INSPECTIONS, APPEALS, and RESOURCES. The "Services" section is displayed below the menu, containing six service tiles arranged in a 2x3 grid. Each tile includes an icon and a description of the service.







City of Philadelphia

SERVICES ▾ PROGRAMS & INITIATIVES NEWS & EVENTS PUBLICATIONS & FORMS 🔍

Department of
Licenses and Inspections
Building a safer city by enforcing building-related codes through inspections, licensing, permitting, and demolitions.

HOME ABOUT ▾ LICENSES ▾ PERMITS & CERTIFICATES ▾ INSPECTIONS ▾ APPEALS RESOURCES

Services

| | | |
|---|--|---|
|  Get a business or trade license |  Search for property history and business license information |  Get a building permit |
|  Find a licensed contractor and contractor information |  Track a permit application |  Rent your property |

L&I Available Services-Online

The screenshot shows the 'Licenses & Inspections' portal for the City of Philadelphia. The header includes the city logo and navigation links: Home, Search, Profile, Pay, and My Payments. The main content area is titled 'Home' and contains instructions for users with existing licenses and information about trade license renewals. Below the text are three columns of links for Activity, Business, and Trade licenses, as well as Professional Registration. At the bottom, there are links for Permits & Certificates and Other services.

Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND YOU™

Home Search Profile Pay My Payments

Home

If you have an existing **Activity License**, please click "Associate an Activity License" to connect it to your account. If you do not have an Activity License, please click "Register for a New Activity License."

To associate an existing **Trade License** with your account, you will need the online identification number which is listed on your renewal invoice. **IMPORTANT: Licenses are not available for renewal until 45 days prior to the expiration date.** Contact [Licenses & Inspections](#) or call 311 (215-686-8686) if you have not received an invoice. For assistance, please click [here](#).

| ACTIVITY LICENSES | BUSINESS LICENSES | TRADE LICENSES |
|---|--|---|
| Register for a New Activity License | Apply for a Business License | Apply for a Trade License |
| Associate an Activity License | Renew a Business License | Renew a Trade License |
| | | Amend a Trade License |
| | | Associate a Trade License |

PROFESSIONAL REGISTRATION





[Apply for a Registration](#)

| PERMITS & CERTIFICATES | OTHER |
|---|--------------------------------------|
| Apply for a Permit or Get a Certificate | |
| Associate with a Permit / Project | Create a Project |
| | Request a CRS Report |

All permits and
licenses available
through online portal

Virtual and In-Person Appointments

Resources

| | | | |
|--|---|---|---|
|  eCLIPSE Use our online system to apply for permits and licenses. You can also look up business and trade license information. |  Make an appointment You must make an appointment to get services at the L&I Permit and License Center. |  Atlas Atlas is the City's robust mapped-based information tool. Find violations, property information, and more. |  311 Use 311 to ask questions or report issues around Philadelphia. |
|--|---|---|---|

Make an appointment with the Permit and License Center

Some applications need preapprovals from other departments. To avoid delays, [check online](#) **before eCLIPSE**.

You must make an appointment to get services from the **Department of Licenses and Inspections (L&I)** Permit and License Center. At your appointment, you can get help with:

- Permit applications,
- License applications and renewals,
- Appeals to [Board of Licenses and Inspections Review](#) (BLIR), [Board of Building Standards Review](#), or [Planning Advisory Board](#) (PAB).
- This Permit and License Center doesn't handle appeals to the [Zoning Board of Adjustment](#) (ZBA).

Both virtual and in-person appointments may be available, depending on the service type. You're limited to three filings per appointment.

Making an appointment

You can schedule appointments within the next 14 days.

To schedule an appointment, you must provide:

- Your first and last name,
- A valid email address,
- The number and type of applications you are submitting or picking up.

For permit and license applications

Both virtual and in-person appointments are available for permit and license applications and renewals.

- To make an appointment by phone, call 311. If you're outside of Philadelphia, call (215) 686-8666.
- To make an appointment online, [use the online platform](#).

Can make appointment:

- Online
- Call 311
- Download app
- MSB kiosk

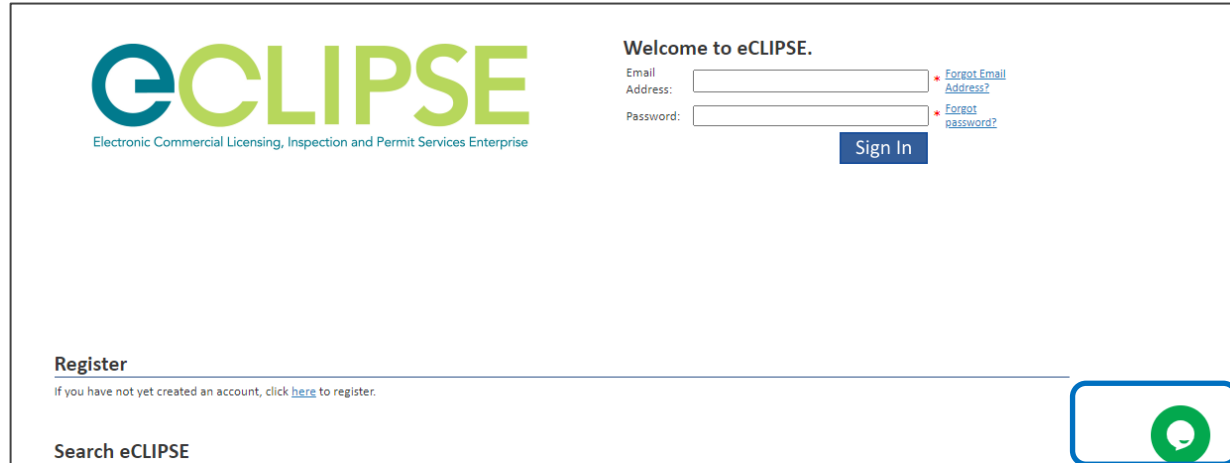
What would you like to get in line for?

| | | | |
|---|--|---|--|
| Department of Licenses and Inspections Permit With Plans/Copy Request (In Person: MSB) Appointments only | Department of Licenses and Inspections Apply Permit NO Plans (In Person: MSB) Appointments only | Department of Licenses and Inspections New/Renew License (In Person: MSB) Appointments only | Department of Licenses and Inspections Revised Plan Submission (In Person: MSB) Appointments only |
| Department of Licenses and Inspections Virtual License Meeting Appointments only | Department of Licenses and Inspections Virtual Permit Meeting Appointments only | Department of Planning and Development PHC: Historical, Art, and PCPC: Planning Commission Appointments only | Department of Planning and Development Zoning Board of Adjustment Appointments only |

Virtual- next business day
In-Person- same day

May vary during peak days/ seasons

Chat



The screenshot shows the eCLIPSE login interface. At the top left is the eCLIPSE logo with the tagline "Electronic Commercial Licensing, Inspection and Permit Services Enterprise". To the right, under the heading "Welcome to eCLIPSE.", are three input fields: "Email Address:" and "Password:". Each field has a red asterisk and a link to "Forgot Email Address?" and "Forgot password?" respectively. A blue "Sign In" button is positioned below the password field. At the bottom left, there is a "Register" link and a note: "If you have not yet created an account, click [here](#) to register." At the bottom left, there is a "Search eCLIPSE" text box. On the right side of the page, a green circular chat icon with a white speech bubble is highlighted by a blue rounded rectangle.

Accessible through any eCLIPSE screen

Currently Available
9:30-12:30 (will
expand to 2:30 in
spring)

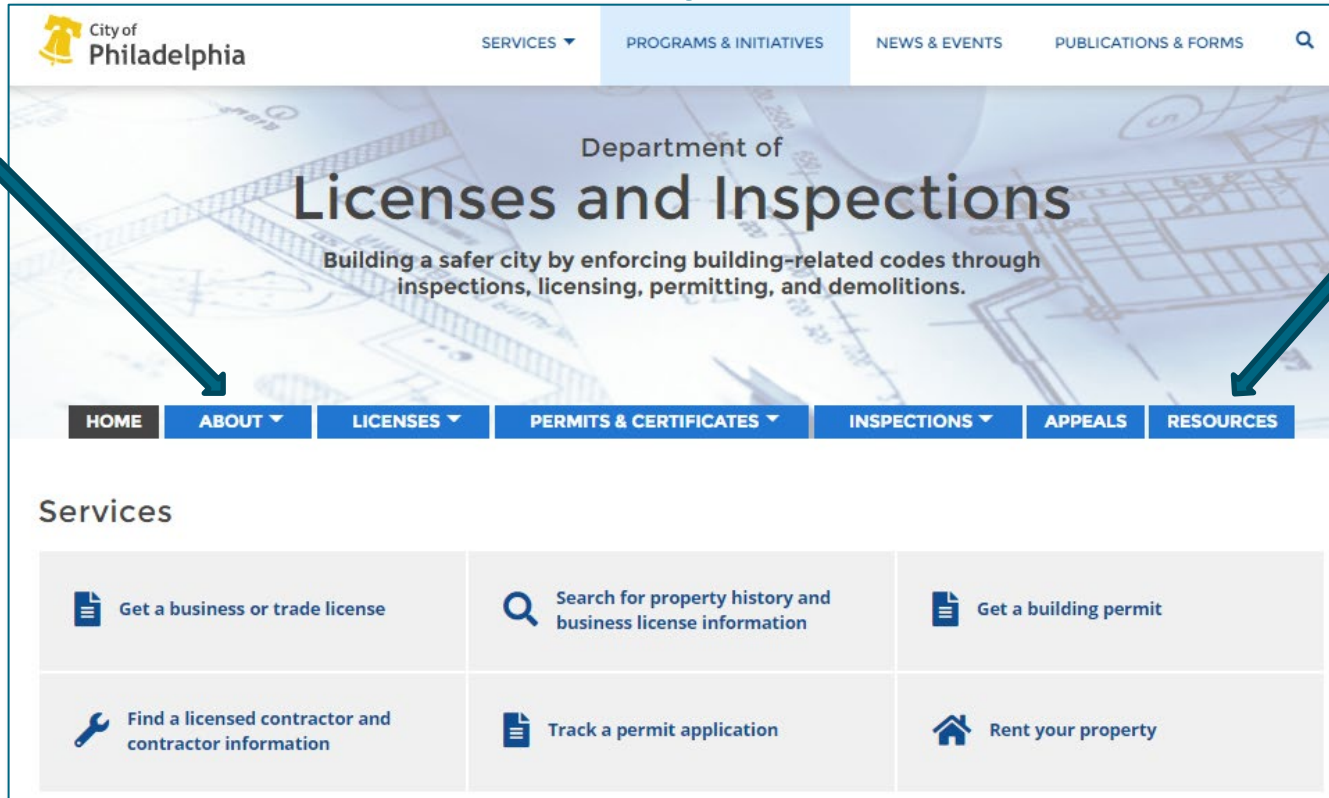
Live chat will show 'we
are here'

Use chat for targeted application assistance, eCLIPSE questions,
and escalations

If there is technical question on Code, use online help form

Website Help Services

Service Request:
including status of past-due reviews, holds, permit access, specific code/process questions



Self Help:
eCLIPSE Help, FAQs, Code Bulletins

Website Help Services



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

L&I Inquiry Submission

The following form will allow you to submit an inquiry to L&I. Please make every attempt to resolve your issue using information provided on the L&I website (www.phila.gov/li). If you do not see an option that matches your inquiry, please reach out to 311 for support. You can expect to receive a response within 2 business days.

Select an Inquiry Type: *


- ☐ Permit or Inspection Issue
- ☐ Property Certification
- ☐ Code or Permit Processing Question
- ☐ Boards Notice of Decision Submission
- ☐ Payment Issue
- ☐ Project Meeting and Dedicated Examiner
- ☐ Other


NEXT


Help using eCLIPSE


With eCLIPSE, L&I customers can now apply for permits, schedule inspections, and request approval from multiple departments at the same time. Learn more about using eCLIPSE with the help of our videos, information sheets, and other resources.

Getting started

 [eCLIPSE FAQs](#)


 [Creating an account in eCLIPSE](#)


 [Associating \(linking\) with a contractor record in eCLIPSE](#)


 [Navigating your eCLIPSE account](#)


[More +](#)

Online licensing

 [How to use the shopping cart function in eCLIPSE \(PDF\)](#)


 [eCLIPSE and tax account issues FAQ \(PDF\)](#)


 [Renewing a trade license using eCLIPSE \(PDF\)](#)

 [Renewing a business license using eCLIPSE \(PDF\)](#)


[More +](#)

Prerequisite approval processes

 [Water Department pre-requisite approval process in eCLIPSE \(PDF\)](#)

 [Fire Department pre-requisite approval process in eCLIPSE \(PDF\)](#)

Philly 311 Call Center



The image shows a screenshot of the Philly311 website. The header features a blurred background of people's faces with the text "Philly311" and a subtitle: "Providing access to City government, delivering updates and information, and working with City departments to improve Philadelphia." Below this is a navigation bar with "HOME", "COMMUNITY ENGAGEMENT", and "REPORTS". The "Services" section contains six tiles: "Submit a service request with 311", "Track a service request with 311", "Report an abandoned vehicle", "Report a pothole or other street damage", "Report illegal dumping", and "Report graffiti". At the bottom, there are two sections: "What we do" and "Connect".

Philly311

Providing access to City government, delivering updates and information, and working with City departments to improve Philadelphia.

HOME COMMUNITY ENGAGEMENT REPORTS

Services

- Submit a service request with 311
- Track a service request with 311
- Report an abandoned vehicle
- Report a pothole or other street damage
- Report illegal dumping
- Report graffiti

What we do

Connect

Call 3-1-1 (215-686-8686) for:

- Service requests
- Direction on connecting with L&I
- Basic information on available L&I services

Special inspections information

Special inspections ensure structural integrity in construction and demolition projects. For some demolition and construction projects, the owner or design professional must hire a special inspections agency to perform the inspections required by the Building Code. The [Department of Licenses and Inspections](#) monitors compliance with special inspections requirements.

Special inspections don't replace inspections performed by L&I.

Filter documents by title or description



| Name | Description | Released | Format |
|--|--|--------------------|--------|
| Exhibit A: Special inspection daily report (sample) | Example daily log report on a job where special inspections are needed. | May 29, 2019 | PDF |
| Exhibit B: Special Inspection deficiency notice (sample) | Example of notice when there are problems on a job site. | May 29, 2019 | PDF |
| Exhibit C: Special inspection final report (sample) | This form is used to list what items received special inspections and attest to compliance with plans and Codes. | May 29, 2019 | PDF |
| Special inspection agency and inspector registration information sheet | Registration form for those performing special inspections. | October 14, 2022 | PDF |
| Special inspections duties and responsibilities agreement | This form details the duties of each person responsible for a special inspection. | September 17, 2020 | PDF |
| Special inspections final compliance form - 2009 IBC | This form lists the final compliance of a special inspection under the 2009 Building Code. | October 1, 2020 | PDF |
| Special inspections final compliance form - 2018 IBC | This form lists the final compliance of a special inspection under the 2018 Building Code. | July 21, 2022 | PDF |
| Special inspections publication | This publication provides consolidated Special Inspections information. | August 15, 2022 | PDF |
| Statement of special inspections | This form is used by responsible design professional to identify which special inspections are required for project. | November 28, 2022 | PDF |

Comprehensive information on special inspections is available.

Older form is available on the website for projects approved under the 2009 Code.

If issued under the 2015 IRC, use 2018 IBC form.

SPECIAL INSPECTIONS

AGENCIES AND INSPECTORS

August 2022



Special Inspections Agencies and Inspectors

The purpose of this document is to outline the standards for persons or agencies who perform special inspections on construction and demolition sites in Philadelphia as required by the Building Code. Inadequately trained special inspectors can jeopardize public health and safety. Special inspection agencies and special inspectors ensure that contractors comply with applicable industry codes and safety, therefore, the establishment of standards and qualifications for special inspection agencies and special inspectors are necessary to protect the public.

DEFINITIONS

The following definitions are important for the proper use of this document.

Approved Construction Documents. Any and all documents that set forth the location and entire nature and extent of construction work proposed with sufficient clarity and detail to show that the proposed work conforms to the provisions of this code and other applicable laws. Such documents will include but not be limited to shop drawings, specifications, manufacturer's instructions and standards that have been accepted by the design professional of record or such other design professional retained by the owner for this purpose.

Materials. Materials, assemblies, appliances, equipment, devices, systems, products and methods of construction regulated in their use by the Building Code.

Registered Design Professional of Record. The Pennsylvania licensed and registered architect (RA) or a Pennsylvania licensed and registered professional engineer (PE) who prepared or supervised the preparation of applicable construction documents filed with the department.

Relevant Experience. Direct participation and practice related to the underlying construction or demolition activities that are the subject of the special inspection where such participation has led to accumulation of knowledge and skill required for the proper execution of such inspection.

Special Inspection. Inspection of selected materials, equipment, installation, methods of construction, fabrication, erection or placement of components and connections, to ensure compliance with approved construction documents and referenced standards as required by Chapter 17 of the Building Code or elsewhere in the code or its referenced standards.

Special Inspection Agency. An approved inspection agency employing one (1) or more persons who are special inspectors and that has met all requirements of this Section.

Special Inspections Publication August 2022

Page 1

DUTIES OF SPECIAL INSPECTION AGENCIES AND INSPECTORS

All special inspection agencies must ensure that the special inspectors employed by the agency meet the qualification requirements and perform special inspections only within the area of expertise for which such special inspectors are qualified.

Special Inspection Agencies and their Inspectors are required to meet certain responsibilities.

- Availability and Compliance.** A special inspector and/or special inspection agency shall have responsibilities as set forth in Chapter 17 of the Building Code and elsewhere in the Codes where special inspections are required.
- Obligation to Avoid Conflicts of Interest.** A special inspector and/or a special inspection agency must not engage in any activities that may conflict with their objective judgment and integrity, including but not limited to having a financial and/or other interest in the construction, installation, manufacture or maintenance of structures or components that they inspect. It is not, in and of itself, a conflict of interest for a registered design professional of record to perform a special inspection on the project he or she designed.
- Approved Construction Documents.** The special inspector and/or special inspection agency shall:
 - Examine all approved construction documents that relate to the work that is the subject of the special inspections.
 - Confirm that the documents are sufficient to enable the proper performance of the special inspection.
 - Confirm that the documents are acceptable to the registered design professional of record or another design professional who prepared the documents for the construction of the job. Acceptance shall be demonstrated in writing by the design professional on the documents.
 - Confirm that the work that is the subject of the special inspection is in compliance with all relevant approved construction documents and with Chapter 17 of the Building Code and the remainder of Title 4.
- Reporting.** The special inspection agency shall report any discrepancies noted during the inspection to the contractor and when applicable to the superintendent of construction, as well as to the site safety coordinator or site safety manager, for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the owner, and the registered design professional of record prior to the completion of that phase of the work. The special inspector/special inspection agency shall immediately report conditions noted as hazardous to life, safety or health, to the attention of the Department.
- Documentation.**
 - The supervisor shall review special inspection progress reports and final reports for conformance with the approved plans, specifications and workmanship provisions of Chapter 17 of the Building Code and the

Special Inspections Publication August 2022

Page 2

SPECIAL INSPECTION CATEGORIES

Special inspection work in the following areas regulated by Chapters 17 and 33 of the Building Code requires registration. Engineers and/or Geologists in Training licensed with the State of Pennsylvania shall be under the direct supervision of the registered engineer for the specific field of inspection listed.

Commercial Modular Buildings or Components.

- Inspectors shall be in possession of current PA Labor and Industry certifications in the following inspection categories:
 - Building Inspector
 - Energy Inspector
 - Electrical Inspector
 - Accessibility Inspector
 - Mechanical Inspector
 - Plumbing Inspector
- Professional engineer with a minimum of one-year experience inspecting commercial modular buildings or components.

Deep Foundations and Helical Pile Foundations.

- Current National Institute for Certification in Engineering Technologies (NICET) Level II certificate in Geotechnical Engineering/Technology/Construction.
- Current NICET Level II soils certificate in Construction Materials Testing.
- Federal Highway Administration - National Highway Institute Drilled Shafts Course.
- Federal Highway Administration - National Highway Institute Course Certificates for "Drilled Shafts" and "Driven Pile Foundation Inspection," with a minimum of one year of experience with deep foundations and helical pile foundations.
- Professional Geologist or Professional Engineer licensed in the Commonwealth of Pennsylvania with a minimum of one year of such experience; or
- Engineer-In-Training (EIT) or Geologist-In-Training (GIT) with a minimum of two years of such experience.

Demolition.

- Primary Inspector or Inspection Supervisor: Must be a professional engineer (Civil or Structural) and have a minimum of one-year relevant experience.
- To be a Supplemental Inspector, must work under the direct supervision of a Primary Inspector or Inspection Supervisor and:
 - Must have completed a 30-hour program designed by the United States Occupational, Safety and Health Administration (OSHA) under its Outreach Training Program for the Construction Industry for additional training of supervisors and workers and have a minimum of three (3) years of relevant experience; or

Special Inspections Publication August 2022

Page 6

Special inspections publication

This publication provides consolidated Special Inspections information.

August 15,
2022

PDF 



<-April 2014

Special Inspections as Required By Chapter 17 of the IBC (Spec Inspections first introduced into the Phila Code with the adoption of the 1990 BOCA Code)

Loose Procedure; No Verification of Special Inspector Qualifications; No Formal Registration

April 2014-June 2016 (Target Date)


Special Inspections as Required By Chapter 17 of the IBC

Well-Defined Procedure, Including Verification of Special Inspector Qualifications; Loose Registration

June 2016>

Special Inspections as Required By Chapter 17 of the IBC

Qualifying Criteria codified; Formal Registration Requirement





Philadelphia Building Code



Components Requiring Special Inspection

2018 IBC:

1704. 2 Special inspections and tests.

Where application is made to the *building official* for construction as specified in Section 105, the owner or the owner's authorized agent, other than the contractor, shall employ one or more *approved agencies* to provide *special inspections* and tests during construction on the types of work specified in Section 1705 and identify the *approved agencies* to the *building official*.






Components Requiring Special Inspection

| Category |
|--------------------------------|
| Approval of Fabricators |
| Steel Construction |
| Concrete Construction |
| Masonry Construction |
| Wood Construction |
| Soils |
| Driven Deep Foundations |
| Cast-in-Place Deep Foundations |

| Category |
|--|
| Helical Pile Foundations |
| Vertical Masonry Foundation Elements |
| Sprayed Fire-Resistant Materials |
| Mastic and Intumescent Fire-Resistant Coatings |
| Exterior Insulation and Finish Systems |
| Special Cases |
| Smoke Control |
| Seismic Resistance |





Continuous vs Periodic Inspection

Continuous special inspection. Special inspection by the *special inspector* who is present continuously when and where the work to be inspected is being performed.

Periodic special inspection. Special inspection by the *special inspector* who is intermittently present where the work to be inspected has been or is being performed.



Continuous vs Periodic Inspection

TABLE 1705.3 REQUIRED SPECIAL INSPECTIONS AND TESTS OF CONCRETE CONSTRUCTION




| TYPE | CONTINUOUS SPECIAL INSPECTION | PERIODIC SPECIAL INSPECTION | REFERENCED STANDARD ^a | IBC REFERENCE |
|---|-------------------------------------|-----------------------------------|---|-------------------|
| 1. Inspect reinforcement, including prestressing tendons, and verify placement. | — | X | ACI 318: Ch. 20, 25.2, 25.3, 26.6.1-26.6.3 | 1908.4 |
| 2. Reinforcing bar welding: a. Verify weldability of reinforcing bars other than ASTM A706; b. Inspect single-pass fillet welds, maximum $\frac{5}{16}$ "; and c. Inspect all other welds. | — X | X X | AWS D1.4 ACI 318: 26.6.4 | — |
| 3. Inspect anchors cast in concrete. | — | X | ACI 318: 17.8.2 | — |



Local Requirements-Structural Observations

B-1704.6.4 Structural observations of buildings or structures adjoining or adjacent to excavation, demolition or construction activity.

1. Excavation work to a depth of more than 5 feet below adjacent grade within 10 feet of an adjacent building or structure.
 2. Excavation, new construction or demolition work occurs within 90 feet of a building or structure designated as historic under [Chapter 14-1000](#) of The Philadelphia Code on the subject property or abutting lot.
 3. Modification to a wall which is used for joint service between two buildings on separate lots, including demolition. Modifications shall include, but are not limited to, exposure of the wall; removal of perpendicular walls, floor diaphragms, or roof diaphragms; or addition of loading to the wall.
- 



Local Requirements-Structural Observations

B-1704.6.5 Structural observations of historic buildings or structures.

Structural observations shall be provided by an approved agency for an alteration to the structural system of, or a vertical addition to, an existing building or structure designated as historic under [Chapter 14-1000](#) of The Philadelphia Code.

1. One- and two-family dwellings.
2. Where no structural support of the existing portions of the building or structure to remain is required for the proposed work as determined by a registered design professional.





Local Requirements-Underpinning

B-1705.1.1.1.1 Underpinning. Underpinning of structures shall be subject to special inspections in accordance with the applicable provisions of Section [1705](#).


In addition to the special inspection for structural stability, any new foundation elements installed as part of underpinning operations shall be subject to special inspection as a permanent installation in accordance with the applicable provisions of [Chapter 17](#), including, but not limited to, special inspection for concrete, welding, and pile driving.





Local Requirements - Demolition

B-1705.1.1.1.2 Demolition.

- Complete demolition of a building more than 3 stories or 40' in height. Continuous inspection required until demolished to a height of 25'.
 - Complete demolition utilizing mechanical means where the safety zone is occupied or the structure undergoing demolition is physically connected to a structure to remain. Continuous to a height of 15'.
 - Where mechanical demolition equipment, other than handheld devices, is to be used in the full or partial demolition of a building from within the building. Continuous to a height of 15'.
- 



Local Requirements-Commercial Modular

Regulation:

B-1705.1.1.1.3(R) Commercial Modular Building or Component. *Special Inspections shall be required for a closed wall structure or substantial part of a closed wall structure designed for commercial occupancy which is wholly or partially made, constructed, fabricated, formed or assembled in manufacturing facilities for installation or assembly on the building site.*

These inspection requirements shall be superseded by any regulations on this subject promulgated by the Pennsylvania Department of Community and Economic Development.






Qualifications of Inspectors

704.2.1 Special inspector qualifications

Prior to the start of the construction, the *approved agencies* shall provide written documentation to the *building official* demonstrating the competence and relevant experience or training of the *special inspectors* who will perform the *special inspections* and tests during construction. Experience or training shall be considered to be relevant where the documented experience or training is related in complexity to the same type of *special inspection* or testing activities for projects of similar complexity and material qualities. These qualifications are in addition to qualifications specified in other sections of this code.

The *registered design professional in responsible charge* and engineers of record involved in the design of the project are permitted to act as the *approved agency* and their personnel are permitted to act as special inspectors for the work designed by them, provided they qualify as special inspectors.





Qualifications of Inspectors

- Current ICC special inspector certification in relevant category *or*
- Design Professional with experience in relevant category *or*
- Supplemental Inspector working under the supervision *or*
- Specific certifications listed for each category

AND

CERTIFICATIONS REQUIRED BY IBC, WHERE APPLICABLE



Qualifications of Inspectors

DEPARTMENT OF LICENSES AND INSPECTIONS

AMENDMENTS TO REGULATIONS UNDER SECTION 9-1306 OF THE PHILADELPHIA CODE RELATING TO SPECIAL INSPECTION QUALIFICATIONS

The Department of Licenses and Inspections hereby promulgates the following amendments to Regulations relating to Special Inspector Qualifications under Section 9-1306(3),(4) and (7) of The Philadelphia Code.

Matter deleted by amendment is in ~~Strikethrough~~
Matter added by amendment is in **Underline**

TITLE 9. REGULATION OF BUSINESSES, TRADES

§ 9-1306. Special Inspection Agencies and Special Inspectors

(3) Registration of Special Inspection Agencies and Special Inspectors

(a) General. All agencies performing special inspections with the department as a special inspection agency for each category with respect to which the agency intends to perform individuals performing special inspections on behalf of agencies and must hold and maintain the qualifications associated with respect to which the individual performs special inspections.

(c) Qualifications. To be registered in connection with an inspection category, special inspection agencies shall meet the qualifications established by this Section.

§ 9-1306(3)(c)(R) Special Inspections of Fabricated Structural Steel

(.f) Plumbing Inspector

(.2) Professional Engineer with a minimum of one-year experience inspecting commercial modular buildings or components.

w. Structural Stability of Existing Buildings or Structures - Primary Inspector

(.1) Professional Engineer with a minimum of one-year experience inspecting or monitoring direct or indirect alterations to existing structural systems.

x. Structural Stability of Existing Buildings or Structures - Supplemental Inspector

(.1) Bachelor's Degree in Civil or Structural Engineering from an accredited institution or an equivalent degree and a minimum of two years of relevant experience.

Most qualifications established by regulation;

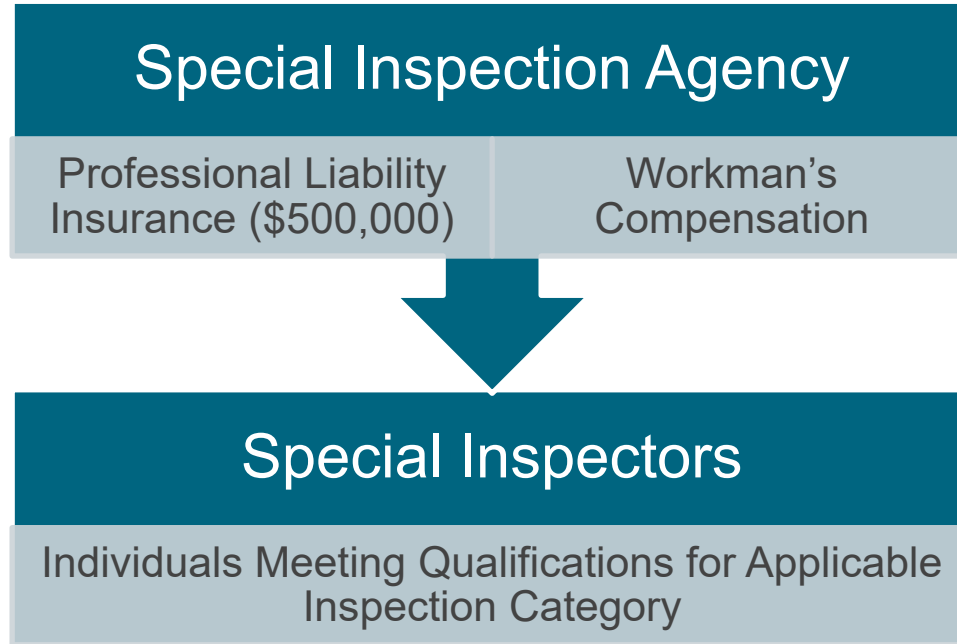
Those established by regulation may be amended by the Department;

Other qualifications require an ordinance and, in some case, approval of the Pa Dept of Labor and Industry




Licensing

Registration Structure






Special Inspection Agency Registration

- Company Registration
 - 3 Year Registration
 - Valid Insurance Required
 - Commercial Activity License Required
 - Must be Tax Compliant
 - Principal must be a registered design professional or registered special inspector
 - Registration Fee - \$232
- 



Special Inspector Registration

- Individual license associated with agency license.
 - 3 Year License
 - Must meet qualifying criteria for each inspection category
 - Must keep all qualifying certifications current.
 - Qualifications codified through regulation,
 - License Fee: \$58/ Category (Max \$232)
 - Accredited Special Inspection Agencies Exempt
- 

Get a Special Inspection Agency License

Service overview

Companies need this license to conduct third-party special inspections of projects for the [Department of Licenses and Inspections](#) (L&I) construction permits. Special inspections are required for underpinning operations and certain demolition operations.

Individual inspectors need a [Special Inspector License](#).

An inspection agency can register for more than one inspection category.

Who

The owner or agent of an inspection company can apply for this license.

Requirements

Other licenses and registrations

- [Business Income and Receipts Tax ID \(BIRT\)](#)
- [Commercial Activity License](#)

Insurance

All insurance must be submitted on a [Certificate of Insurance](#) and include these minimum amounts:

- Professional Liability: \$500,000 per occurrence
- Worker's Compensation:
 - \$100,000 per accident
 - \$100,000 per employee
 - \$500,000 policy limit

Get a Special Inspector License

Service overview

Individuals need this license to perform special inspections. Agencies need a [Special Inspections Agency License](#).

The building code requires special inspections for some construction and demolition projects. Special inspections do not replace inspections performed by the [Department of Licenses and Inspections](#) (L&I).

Special inspectors must work for a special inspection agency. This does not authorize the license holder to operate a business.

Who

Special inspectors can apply for this license.

Requirements

Proof of qualifications

You must submit [proof of qualifications](#) for each special inspection category you wish to register for.

Photo identification

2 in. x 2 in., color

Unless applying as an accredited agency, the special inspector must be successfully registered before an agency license can be submitted or amended.


Additional categories may be modified through a license amendment.



Permitting




Special Inspections Program - Clarification of Roles


- Design Professional In Responsible Charge (DPRC)
 - Design Professional In Responsible Charge of Special Inspections (DPRC-SI)
 - A design professional (RA or PE) involved with project development should act as the DPRC-SI.
 - Only one designated DPRC-SI per project
 - Special Inspector
 - Both the inspector and agency must be registered, including supplemental
 - A design professional involved with project development, or the DPRC-SI may also serve as a special inspector, provided they are properly licensed
- 



Statement of Special Inspections

- The DPRC-SI must identify required special inspections and frequency in accordance with Chapter 17 of the Phila Bldg Code.
 - A single Statement of Special Inspections shall be submitted whenever relevant to application and a single DPRC-SI shall be designated for each applicable project.
 - Any required inspections which are not specifically identified on statement must be entered by the DPRC-SI on Page 3 of form. Additional sheets may be added as needed.
 - For special cases, there is not likely a companion license category. The SI must submit a copy of the CAL and proof of competency with the permit application.
 - The DPRC-SI must sign and seal Statement of Special Inspections.
- 

Statement of Special Inspections



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

DO NOT MAIL THIS FORM

INTERNAL USE ONLY

Date Received: _____

Application Number: _____

Statement of Special Inspections Schedule (International Building Code)

In accordance with the provisions of Chapter 17 of the 2018 International Building Code, this form is to list the Special Inspections as required for the proposed construction located at the property address indicated below.

1

Property Address
Identify the property address where the construction will occur.

Address: _____

2

Property Owner
Identify the decided property owner.

Name: _____

Address: _____

Email: _____ Phone: _____

3

Design Professional in Responsible Charge of Special Inspections (DPRC-SI)
By affixing a professional seal, the DPRC-SI confirms that he/she has consulted with the appropriate design professional(s) of record to determine the construction activities covered by the subject permit that require special inspections in accordance with 2018 IBC Chapter 17.

(For other DPRC-SI duties and responsibilities, refer to the Duties and Responsibilities Agreement.)

Check one: ☐ Professional Engineer ☐ Registered Architect

Name: _____

Address: _____

Email: _____

Phone: _____

Affix Seal


4

Special Inspections Details
The DPRC-SI (named above) shall indicate by a checkmark which of the special inspections are required for the above-mentioned construction site, as well as the name of the agency performing the inspections.

| Special Inspection Category | Required Inspector License Category | Verification and Inspection Item | Continuous | Periodic | Agency Name |
|---|-------------------------------------|--|--------------------------|--------------------------|-------------|
| Fabrication: (1704.2.5) | Engineered Wood Product Fabrication | Prefabricated wood structural elements and assemblies (1704.2.5) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Structural Steel Fabrication | Fabrication of structural load-bearing members and assemblies (1704.2.5) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Welding (1704.2.5) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Pre-Cast Concrete Fabrication | Fabrication of Pre-Cast Concrete (1704.2.5) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Wood: (1705.5.1 and 1705.5.2) | Wood Construction | High-load diaphragms (1705.5.1) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Metal-plate-connected wood truss (1705.5.2) | <input type="checkbox"/> | <input type="checkbox"/> | |

SI_001_F (Rev 12-2022)
Statement of Special Inspections Schedule
Page 1 of 3

Statement of Special Inspections



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


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INTERNAL USE ONLY

Date Received _____

Application Number _____

| Special Inspections Details cont'd | Special Inspection Category | Required Inspector License Category | Verification and Inspection Item | Continuous | Periodic | Agency Name | |
|--|--|--|--|---|--------------------------|--------------------------|--|
| 4 | Steel (1705.2 and Table 1705.2.3) | High strength bolting and steel frame installation (Structural Steel Construction) | Structural Steel (1705.2.1) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Welding (1705.2.1) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Cold-formed steel deck (1705.2.2) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Open-web steel joist and joist girders, welding and/or high strength bolting (1705.2.3 and Table 1705.2.3) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Cold-formed steel trusses spanning 60 feet or greater (1705.2.4) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | Concrete: (1705.3 and Table 1705.3) | Reinforced Concrete | Materials tests (1705.3.2) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Reinforcement / prestressing tendons / placement (Table 1705.3 Item 1) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Anchors cast in concrete (Table 1705.3 Item 3) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Design mix (Table 1705.3 Item 5) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Slump and air test (Table 1705.3 Item 6) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Welding | Concrete / Shotcrete placement (Table 1705.3 Item 7) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Formwork (Table 1705.3 Item 12) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Welding of reinforcing bars (Table 1705.3 Item 2) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Pre-Stressed Concrete | Prestressed concrete / Grouting (Table 1705.3 Item 8) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | Pre-Cast Concrete Erection | Precast concrete members (Table 1705.3 Item 10) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Masonry: (1705.4) | Structural Masonry | In-situ concrete strength (Table 1705.3 Item 11) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | Post-Installed Concrete Anchor Installation (Table 1705.3 Item 4) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | Structural Walls (1705.4.2 and 2104) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | Retaining Walls (1705.4.2 and 1807) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | Existing Site Soil Conditions (1705.6, 1803, and Table 1705.6) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Soils: (1705.6, Table 1705.6, 1803 - 1805 and 3304) | Soils - Existing Site Soils conditions, Fill Placement, and Load Bearing Capacity of Soils | Fill Placement (1705.6 and Table 1705.6) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | Load Bearing Requirements (1705.6 and Table 1705.6) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | Excavation and Filling (1705.6, 1804, 1805 and 3304) | <input type="checkbox"/> | <input type="checkbox"/> | | | |



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CITY OF PHILADELPHIA

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Date Received _____

Application Number _____

| Special Inspections Details cont'd | Special Inspection Category | Required Inspector License Category | Verification and Inspection Item | Continuous | Periodic | Agency Name | |
|---------------------------------------|---|---|---|--------------------------|--------------------------|--------------------------|-------------|
| 4 | Foundations: (1705.7, 1705.10, Tables 1705.7 and 1705.6) | Deep Foundations and Helical Pile Foundations | Driven deep foundations (1705.7 and Table 1705.7) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Cast-in-place deep foundations (1705.8 and Table 1705.8) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Helical piles (1705.9) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | Miscellaneous | Spray Fire-Resistant Materials and Mastic and Intumescent Fire-Resistant Coatings | Spray Fire-Resistant Materials (1705.14) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | Mastic & Intumescent Coating (1705.18) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Exterior Insulation and Finish Systems (EIFS) | Exterior Insulation and Finish Systems (EIFS) (1705.16) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Underpinning | Underpinning (See publication dated August 2022) (1705.11) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Demolition, Primary Inspector | Demolition (3303 as amended; 1705.1.1 as amended) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Smoke Control Systems - Primary Inspector | Smoke Control System (1705.18, 908, 909, 18.8, and 908.18) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Structural and Non-Structural Seismic Resistance | Seismic Resistance (1705.12, 1705.13, 1704.3.2) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Fire Resistance Penetrations and Joints | Fire-Resistant Penetrations and Joints (1705.17.1, 1705.17.2) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | Structural Stability - Primary Inspector | Structural Observation and Monitoring (1704.6) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | 5 | Special Cases | Code Reference | Continuous | Periodic | Agency Name |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Special Cases

If the project includes construction activities that require special inspections which are not specifically listed on pages 1-3, please provide the table at right:

- The applicable code reference.
- The special inspection item (per special inspection tables listed in Chapter 17, or as required by the design professional of record).
- Whether inspections are to be continuous or periodic, and
- The name of the agency performing the inspections.

Duties and Responsibilities

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

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Application # _____

Special Inspections
Duties and Responsibilities Agreement
Rev. 4/2019

Project Address: _____ Date Submitted: _____

BEFORE A PERMIT CAN BE ISSUED, two (2) copies of this Agreement, including the Statement of Special Inspections Schedule with the required acknowledgements, shall be completed and submitted along with the application by the owner, or registered design professional in responsible charge of special inspections, acting as the owner's agent.

OWNER RESPONSIBILITIES

The project owner is responsible for funding the Special Inspections Program and contracting with a design professional registered with the Commonwealth of Pennsylvania to administer the Special Inspections Program.

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE OF SPECIAL INSPECTIONS (DPRC-SI) RESPONSIBILITIES

The DPRC-SI shall be a Pennsylvania registered architect or licensed engineer with knowledge of all aspects of the project design.

The DPRC-SI has many duties and responsibilities related to special inspections, including but not limited to the following:

1. After consulting with the appropriate design professionals, identifies construction activities that require special inspections in accordance with Chapter 17 of the 2018 IBC.
2. Completes the Statement of Special Inspections for submittal with the building permit application and other related construction documents.
3. Along with the owner, evaluates and selects the individual special inspection agencies and/or inspectors in accordance with Chapter 17 of the International Building Code. A list of applicable agencies and/or inspectors is required to be submitted for approval to the plans examiner prior to the start of the specific special inspection construction activity.
4. Receive and review special inspection reports.
5. Notifies the Department Inspector after a deficiency report from the special inspector has not been corrected in a timely manner.
6. Ensures that an amended permit application for corrective action has been submitted through the appropriate design professional when required by the Department Inspector.
7. Coordinates and communicates the corrective measures (deficiencies/design revisions) when required, of the applicable professional designers, the contractor, special inspection, and Department.
8. Completes the Special Inspections Final Compliance Form and submits to the Department Inspector as described herein.

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

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Application # _____

Special Inspections Duties and Responsibilities Agreement

Project Address: _____

SPECIAL INSPECTORS AND/OR SPECIAL INSPECTION AGENCIES RESPONSIBILITIES

1. Special inspectors shall review the approved plans and specifications for special inspection requirements. Special inspectors shall also review the approved Statement of Special Inspections form submitted by the DPRC-SI for the required inspection type and whether periodic or continuous. The special inspector/agency representative shall meet with Department's building inspector prior to construction to discuss the required special inspections for the project.
2. Special inspectors shall coordinate their inspection scheduling with the contractor and/or the DPRC-SI. The special inspector shall sign in at the project each day on an appropriate form provided by the contractor.
3. Special inspectors shall inspect the work according to the Statement of Special Inspections for which they are responsible. Inspections shall determine if the work observed/tested is in conformance with the approved plans, specifications, code section, and the applicable sections of Chapter 17 of the 2018 IBC.
4. Special inspectors shall immediately report on any deficiency [non-conforming item] to the contractor and DPRC-SI. The special inspector shall include in the formal deficiency report:
 - Description and proper location of the work.
 - Reference to the applicable detail, specification, code section, or standard.
 - Name of each individual and company notified of the deficiency, date and time of day when notification was made.
 - Corrective action taken, if any.
 - Provides the Department Inspector an opportunity to witness the corrective action.
5. Special inspectors shall provide completed reports* in a timely manner as determined by the building inspector and/or DPRC-SI. All inspection and testing reports are to be presented to the contractor and DPRC-SI. A copy of the reports shall be maintained at the project location for review by the Department Inspector. The reports are to be organized in a daily format and at a minimum, should include:
 - Description of inspection and tests made with the proper location.
 - Deficiency reports which include detailed descriptions and notification.
 - Follow-up reports indicating details regarding the resolution of a deficiency report.
 - Indicate when an inspection is made as a result of a change/revision by the architect or engineer of record and is not a deficiency [nonconforming] item.
6. Special inspectors shall provide a final signed report to the DPRC-SI. The report shall indicate that all items requiring special inspections and testing identified in the Statement of Special Inspections were accomplished and reported and, to the best of their knowledge, conform to the approved plans and specifications. In addition, any unresolved items or any discrepancies in inspection coverage (missed inspections, etc.) are to be specifically itemized in the report.

*Reports may be submitted in a pdf format

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

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Application # _____

Special Inspections Duties and Responsibilities Agreement

Project Address: _____

BUILDING DEPARTMENT RESPONSIBILITIES

The Building Department responsibilities are described within the Special Inspections Program Procedure and Section A-402 of the Philadelphia Building Construction and Occupancy Code.

ACKNOWLEDGEMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Owner Signature: _____ Date: _____


DPRC-SI Signature: _____ Date: _____

Contractor Signature: _____ Date: _____


Duties and Responsibilities Agreement outlines responsibilities of all involved parties;

Must be signed by the owner, contractor, and DPRC-SI and filed with permit application.

Special Inspections eCLIPSE Entry



HomeSearchProfilePayMy Payments

 **Commercial Building Permit** CP-2023-001031 (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 L&I (or other City Departments).

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: ☐

Includes Underpinning: ☐


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? ☒ 

Back

Next

 **Commercial Building Permit** CP-2023-001031 (Draft)


SPECIAL INSPECTIONS

If a "Special Inspection" is required for your project, select each applicable category. Before Permit Issuance, each category will require a qualified licensed agency to be na perform that inspection.

If Special Inspections are not required, click Back and uncheck the 'Special Inspections' option on the prior page.

If the Design Professional in Responsible Charge of Special Inspections (DPRC-SI) is not found in the search field, select "No", then enter their name and contact details in t field.

Note: All Special Inspection Agency(ies) must be named before the issuance of this Permit.


 Add Special Inspection


Special Inspection Type

Assigned Agency

▼

(Select an Agency)



Please identify the Design Professional in Responsible Charge for Special Inspections (DPRC-SI): 

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

Back

Next

CITY OF PHILADELPHIA

Commercial Building Permit CP-2023-001031 (Draft)

SPECIAL INSPECTIONS
 If a 'Special Inspection' is required for your project, select each applicable category. Before Permit perform that inspection.

 If Special Inspections are not required, click Back and uncheck the 'Special Inspections' option on

 If the Design Professional in Responsible Charge of Special Inspections (DPRC-SI) is not found in the field.

 Note: All Special Inspection Agency(ies) must be named before the issuance of this Permit.

Add Special Inspection

Special Inspection Type

Ass

(Sel

PRC-S

Deep Foundations and Helical Pile Foundations
 Demolition, Primary Inspector
 Engineered Wood Product Fabrication
 Exterior Insulation and Finish Systems (EIFS)
 Fire-Resistant Penetrations and Joints
High-Strength Bolting and Steel Frame Installation
 Post-Tension Slabs-On-Ground and Post-Tension Concrete
 Post-Installed Concrete Anchor Installation
 Pre-Cast Concrete Erection
 Pre-Cast Concrete Fabrication
 Pre-Stressed Concrete
 Reinforced Concrete
 Smoke Control Systems - Primary Inspector
 Smoke Control Systems - Supplemental Inspector
 Soils - Existing Site Soils conditions, Fill Placement, and Load-Bearing Capacity of Soils
 Sprayed Fire-Resistant Materials and Mastic and Intumescent Fire Resistant Coatings
 Structural Masonry
 Structural Stability of Existing Buildings or Structures
 Structural Steel Fabrication

Department of Licenses and Inspections
 CITY OF PHILADELPHIA

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INTERNAL USE ONLY
 Date Received: _____
 Application Number: _____

Special Inspections Details
 cont'd.

| Special Inspection Category | Required Inspector License Category | Verification and Inspection Item | Continuous | Periodic | Agency Name |
|--|--|---|--------------------------|--------------------------|-------------|
| Steel: (1705.2 and Table 1705.2.3) | High strength bolting and steel frame installation (Structural Steel Construction) | Structural Steel. (1705.2.1) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Welding. (1705.2.1) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Cold-formed steel deck. (1705.2.2) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Open-web steel joist and joist girders, welding and/or high strength bolting. (1705.2.3 and Table 1705.2.3) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Concrete: (1705.3 and Table 1705.3) | Reinforced Concrete | Cold-formed steel trusses spanning 60 feet or greater. (1705.2.4) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Materials tests. (1705.3.2) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Reinforcement / prestressing tendons / placement (Table 1705.3 Item 1) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Anchors cast in concrete (Table 1705.3 Item 3) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Welding | Design mix (Table 1705.3 Item 5) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Slump and air test (Table 1705.3 Item 6) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Pre-Stressed Concrete | Concrete / Shotcrete placement (Table 1705.3 Item 7) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Formwork (Table 1705.3 Item 12) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Pre-Cast Concrete Erection | Welding of reinforcing bars (Table 1705.3.1 Item 2) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Prestressed concrete / Grouting (Table 1705.3 Item 8) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Post-Tension Slabs-on-Ground and Post-Tension Concrete | Precast concrete members (Table 1705.3 Item 10) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | In-situ concrete strength (Table 1705.3 Item 11) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Masonry: (1705.4) | Structural Masonry | Post-Installed concrete anchor installation (Table 1705.3 Item 4) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Structural Walls. (1705.4.2 and 2104) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Soils: (1705.6, Table 1705.6, 1803, 1805 and 1904) | Retaining Walls. (1705.4.2 and 1807) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Soils - Existing Site Soils conditions, Fill Placement, and Load-Bearing Capacity of Soils (Table 1705.6) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Fill Placement (1705.6 and Table 1705.6) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Load Bearing Requirements (1705.6 and Table 1705.6) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Excavation and Filling (1705.6, 1804, 1805 and 1904) | <input type="checkbox"/> | <input type="checkbox"/> | |

The required inspection is identified on the form to be uploaded with the permit application.

The list of special inspection agencies and associated license category are entered into the eCLIPSE application.

Special Inspections eCLIPSE Entry

Commercial Building Permit CP-2023-001031 (Draft)

SPECIAL INSPECTIONS

If a 'Special Inspection' is required for your project, select each applicable category. Before Permit Issuance, each category will require a qualified license holder to perform that inspection.

If Special Inspections are not required, click Back and uncheck the 'Special Inspections' option on the prior page.

If the Design Professional in Responsible Charge of Special Inspections (DPRC-SI) is not found in the search field, select "No", then enter their name and field.

Note: All Special Inspection Agency(ies) must be named before the issuance of this Permit.

+ Add Special Inspection

Special Inspection Type
Deep Foundations and Helical Pile Foundations

Assigned Agency
(Select an Agency)

Please identify the Design Professional in Responsible Charge for Special Inspections (DPRC-SI):

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

Back **Next**

Select Special Inspection Agency

Legal Name:

License Number:

Search **Cancel** **Cancel and Clear**

Agency

Search **Cancel** **Cancel and Clear**

The applicant must identify any applicable license categories and the associated Agency.

Only agencies with an active approval for that category will be retrievable.

Special Inspections eCLIPSE Entry

Status: Issued

Application Date: Mar 15, 2020

Issue Date: May 5, 2020

Completed Date:

Expiration Date: Jul 13, 2022

Description: Residential - Addition and/or Alteration

Details

Plumbing Details

Reviews

Inspections

Project Activity

Contractors

Subcontractors

Manage Permit Notifications

Documents

Here is a summary of your Permit information. Use the tabs above to navigate between all of the information relating to your Permit including Reviews, Inspections and Contractors. Also, check the buttons below to see what actions you can take with this Application. For more information click on the blue questions mark icons below.

DETAILS

Type of Work:

Addition and/or Alteration

Approved Scope of Work:

Interior renovation of bathroom in sfd

Structure Type:

One-Family

Modular Building:

☐

Number of Stories of Work:

1

Includes Green Roof Construction:

☐

Includes at least 5' Excavation:

☐

Includes Underpinning:

☐

Impacts On Adjacent Property:

☐

Façade Work Being Done:

☐


One or both of the following applies:

☐

RELATED INFORMATION


Type

Description

 Contractor

Contracting 315
Phone: (555) 555-5555, No License Numbers


HOLDS



The following hold(s) exist on this Permit and must be addressed before Permit Issuance or Permit Completion. Please click on each Hold for more information. Once you have resolved a Hold please contact L&I by clicking [HERE](#)

Required Before

Type

 Permit Completion

Special Inspections Completion

PERMIT ACTIVITIES

A Hold appears on the permit as soon as SI are recorded on the permit job.

This is a Hold for Final Compliance Form to be submitted after all inspections are complete.

Read Hold description carefully and do not otherwise upload documents to the Hold.

Special Inspections Duties and Responsibilities Agreement

Project Address: _____

SPECIAL INSPECTORS AND/OR SPECIAL INSPECTION AGENCIES RESPONSIBILITIES

1. Special inspectors shall review the approved plans and specifications for special inspection requirements. Special inspectors shall also review the approved Statement of Special Inspections form submitted by the DPRC-SI for the required inspection type and whether periodic or continuous. The special inspector/agency representative shall meet with Department's building inspector prior to construction to discuss the required special inspections for the project.
2. Special inspectors shall coordinate their inspection scheduling with the contractor and/or the DPRC-SI. The special inspector shall sign in at the project each day on an appropriate form provided by the contractor.
3. Special inspectors shall inspect the work according to the Statement of Special Inspections for which they are responsible. Inspections shall determine if the work observed/tested is in conformance with the approved plans, specifications, code section, and the applicable sections of Chapter 17 of the 2018 IBC.
4. Special inspectors shall immediately report on any deficiency [non-conforming items] to the contractor and DPRC-SI. The special inspector shall include in the formal deficiency report:
 - Description and proper location of the work.
 - Reference to the applicable detail, specification, code section, or standard.
 - Name of each individual and company notified of the deficiency; date and time of day when notification was made.
 - Corrective action taken, if any.
 - Provides the Department inspector an opportunity to witness the corrective action
5. Special inspectors shall provide completed reports* in a timely manner as determined by the building inspector and/or DPRC-SI. All inspection and testing reports are to be presented to the contractor and DPRC-SI. A copy of the reports shall be maintained at the project location for review by the Department inspector. The reports are to be organized in a daily format and at a minimum, should include:
 - Description of inspection and tests made with the proper location.
 - Deficiency reports which include detailed descriptions and notification.
 - Follow-up reports indicating details regarding the resolution of a deficiency report.
 - Indicate when an inspection is made as a result of a change/revision by the architect or engineer of record and is not a deficiency [nonconforming] item.

*Reports may be submitted in a pdf format
6. Special inspectors shall provide a final signed report to the DPRC-SI. The report shall indicate that all items requiring special inspections and testing identified in the Statement of Special Inspections were accomplished and reported and, to the best of their knowledge, conform to the approved plans and specifications. In addition, any unresolved items or any discrepancies in inspection coverage [missed inspections, etc.] are to be specifically itemized in the report.

City/County of _____ Permit No.: _____ Date : _____
Project Name/Address: _____
Inspection Type(s)/Coverage: _____

☐ Continuous ☐ Periodic; frequency: _____

Inspections made, including locations: _____

Tests performed: _____

Items requiring 1) Correction, 2) Correction of previously listed items and 3) Previously listed uncorrected items: _____

City/County of _____ Permit No.: _____ Date: _____
 Project Name/Address: _____
 Inspection Type(s)/Coverage: _____

 Notice delivered to: ☐ Continuous ☐ Periodic; frequency: _____
☐ Contractor ☐ Engineer/Architect ☐ Building Department

The following discrepancies require correction and inspection approval prior to proceeding with this phase of the work:

L&I Inspector or other Department representatives may request copies of inspection reports at any time.

Special Inspections Final Compliance

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE OF SPECIAL INSPECTIONS (DPRC-SI) RESPONSIBILITIES

The DPRC-SI shall be a Pennsylvania registered architect or licensed engineer with knowledge of all aspects of the project design.

The DPRC-SI has many duties and responsibilities related to special inspections, including but not limited to the following:

1. After consulting with the appropriate design professionals, identifies construction activities that require special inspections in accordance with Chapter 17 of the 2018 IBC.
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4. Receive and review special inspection reports.
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6. Ensures that an amended permit application for corrective action has been submitted through the appropriate design professional when required by the Department inspector.
7. Coordinates and communicates the corrective measures (deficiencies/design revisions) when required, of the applicable professional designers, the contractor, special inspection, and Department.
8. Completes the Special Inspections Final Compliance Form and submits to the Department inspector as described herein.

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

DO NOT MAIL THIS FORM

Special Inspections Program Final Compliance Form

In accordance with the provisions of Section 1704 of the 2018 International Building Code, this form is used to list the Final Compliance of Special Inspections as required for the construction located at the property address indicated below.

Property Address
Identify the property address where the construction is located.

1 Address _____

Application Number
Provide the number listed on the permit.

2 Number _____

Property Owner
Identify the deeded property owner.

3 Name _____
Address _____
Email _____ Check _____
Fax _____

Design Professional in Responsible Charge of Special Inspections (DPRC-SI)
Identify the DPRC-SI for this project.

4 Check one: ☐ Professional Engineer ☐ Registered Architect
Name _____
Address _____
Email _____ Check _____
Fax _____ Affix Seal

Special Inspections Details
The DPRC-SI (named above) must verify that the Special Inspections (also listed on the submitted Statement of Special Inspections for the subject Building) have been completed in accordance with the special inspection requirements of the IBC. The DPRC-SI is required to indicate if the listed inspection was continuous or periodic, and also confirm the inspection was verified.

Multiple sheets may be used to demonstrate compliance. Affix professional seal to all sheets.

| Special Inspections Item | Continuous | Periodic | Exam Verified |
|--------------------------|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |


Special Inspections Program Final Compliance Form (Rev. July 2022)
SI-002-F

DPRC-SI is required to complete final compliance form and verify (through the review of records) that required inspections were performed.

Completed form must be uploaded (by applicant or contractor) to the Hold Permit Completion on the permit job and accepted by the inspector before a Final Inspection may be scheduled.



Amendments

- A change in special inspection agency or required special inspections requires a permit amendment.
 - Amendments are subject to 10-day review time.
- 




New Monitoring Requirements

| Work Scope | Survey | Monitoring Plan | Notice |
|---|----------------|--|--------|
| Excavations, more than 5' below adjacent grade and within 10' of an existing bldg/ structure | Y | N ₂ (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 ₁ | 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.
- 




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.
 - 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.
 - 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.
- 



Demolition- Inspection Responsibility

- If demolition impacts an adjacent property:
 - 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 demolition operations, it shall be the responsibility of that inspector to ensure demolition is performed in accordance with the approved plan.
- The demolition contractor's site safety manager must be continuously present on-site during the excavation operations.



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.



Thank You! Questions?

To build and sustain a safer Philadelphia, L&I embraces best practices in technology and customer service. We enable the public to access information, secure required approvals, and comply with building safety requirements in a convenient, reliable, and transparent manner.

L&I achieves code compliance through collaboration, education, and effective enforcement measures that hold businesses, contractors, and property owners accountable.

