



Application for Preliminary Review

Use this form to request a preliminary plan review or to request a preliminary project meeting.

Address

Provide the property address of the location to be considered.

1

Address _____

Contacts

Provide the applicant's name and contact information in section 2(a), and the design professional's name and contact information in section 2(b).

2

(a) Applicant Name _____

Address _____

Email _____

Phone | | | | | | | | | | | | | | | | | |

(b) Design Professional Name _____

PA License # _____

Address _____

Phila. Commercial Activity License # _____

Email _____

Phone | | | | | | | | | | | | | | | | | |

Preliminary Request

Specify the type of service you are seeking and code for review.

3

Type of Service (select one): Preliminary Plan Review

Preliminary Project Meeting

Refer to the website at www.phila.gov/li for scope of service and requirements.

Code for Review (select one): Building

Zoning

Plumbing

Electrical

Project Description

Highlight uses in section 4(a) and provide a detailed project description in section 4(b).

For projects reviewed under the Building Code, section 4(c) must also be completed.

4

(a) Use(s) of Building(s) / Property: _____

(b) Describe Scope of Project: _____

(c) For Building Code reviews only: Construction Type: _____ Occupancy Classification(s): _____

Sprinklers: Yes or No

If Yes, Sprinkler Coverage (if applicable): Partial or Complete

Scope of Review

If requesting a Project Meeting, summarize the codes topics you wish to discuss with a plans examiner. The number of topics may not exceed five.

5

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

Applicant Signature: _____

Date: _____ / _____ / _____