

Project Information Panel Sign Requirements for Major Buildings

Project information panels, following provisions set forth by [Section A-1001.7.2](#) of the Philadelphia Building Code, must be provided for all construction and demolition projects and meet the following criteria:

- New construction or demolition of a building more than three (3) stories in height; or
- New construction or demolition of a building with an average roof height more than 40 ft. above grade, excluding roof access structures or parapets; or
- New construction or demolition of a building covering 10,000 sq. ft. or more of lot space (regardless of height); or
- Any alteration to a building façade or any demolition activity which impacts the exterior of the building and is performed at a level above the third story or more than 40 feet above grade.

Exception: Projects that involve less than three (3) one/two-family dwellings do not require a project information panel.

Sign content

- It is the responsibility of the contractor listed on the primary building permit and of the owner to accurately complete the project information sign template.
- The information required includes:
 - A rendering, elevation drawing, or zoning diagram of the building exterior that does not contain logos or commercially recognizable symbols;
 - Not required for demolition.
 - Anticipated project completion date;
 - Name or corporate name, physical address, and telephone number of the property owner;
 - If the owner is a corporation, list two members or shareholders with the largest interest.¹ Contact phone number and address for each individual must be included.

Exceptions:

- Shareholder names and contact information are not required for a publicly traded company.
 - If the company is owned solely by one individual, only that individual must be listed.
 - Website and telephone number of the project developer or development company, if applicable;
 - Corporate name and telephone number of the general contractor or demolition contractor;
 - A statement, in both English and Spanish printed as follows: "TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE, CALL 311 or 911."; and
 - A copy of the primary project permit or notice of permit issued by the Department, with the accompanying text: "To see other permits issued on this property, call 311 or visit www.phila.gov/li."
- If information recorded on the sign changes during the course of project, the sign must be updated.

1. Required for permit applications filed on or after January 1, 2021.

Posting requirements

- It is the responsibility of the contractor listed on the primary building permit and the owner to develop, install, and maintain the project information panel.
- The required panels must be in place 24 hours before the start of any construction or demolition activity and remain visible at the site until work is completed.
- Panels must remain legible and in good condition during the construction or demolition. Damaged panels must be replaced.
- Panels must be removed upon issuance of the final approval or Certificate of Occupancy, or when all work covered under the various permits has been inspection and approved, but not more than 20 days after completion of work.
- All associated permits are required to be posted on site in accordance with [Section A-302.8](#) of the Philadelphia Building Code and must be located with 6 in. of project information panel.

Installation

- A project information panel is required on each street frontage of the building.
 - Where multiple major buildings are being constructed, demolished, or structurally altered, a single panel on each street frontage is required.
- The panel must be prominently posted onsite in an area reasonably likely to draw the attention of persons passing by and remain visible to the general public at all times.
- The bottom of the panel must be a minimum of 4 ft. above grade and the top of the panel must be a maximum of 8 ft. above grade.
- The panel must be securely attached to the building, covered walkway, barrier, construction railing, or construction fence, or must be mounted on posts. The panel must be properly supported to prevent against wind loads and be free of sharp edges, protruding nails, or similar hazards.

Note: The attachment of project information panels to historical buildings requires prior approval by the Philadelphia Historical Commission.

Material

- The panel must be constructed of $\frac{3}{4}$ in. plywood or sheet metal. Alternative durable and weatherproof material such as vinyl, plastic, aluminum, or other materials approved by the Department of Licenses and Inspections may also be used.
- All materials must be flame retardant material in accordance with NFPA 701 or listed under UL214.

Size

- Each panel must be a minimum of 3 ft. in height and 5 ft. in width, and a maximum of 4 ft. in height and 6 ft. in width.

Font requirements

- The project information panel content must be written in Calibri font or similar sans serif font style, with letters a minimum of 1 $\frac{1}{2}$ in. high, as measured by the upper-case character.

Color

- Lettering must be black on a white background.