

Project Information Sign Requirements for All Other Buildings

It is the responsibility of the contractor listed on the primary building permit for a project and of the property owner to post **project information signs**, following provisions set forth in Title 4 [Section A-1001.7.3](#) of the Philadelphia Building Code (Code), for all construction and demolition projects.

Exceptions: A project information sign is not required for

- “Major building” projects that require a project information panel under [Section A-1001.7.2](#) of the Code
- Work limited to plumbing, electrical, mechanical, or fire suppression installations
- Interior work limited to non-structural alterations

Sign content

- The Department of Licenses and Inspections (L&I) provides a project information sign template.
- 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:
 - Property address as listed on the permit
 - 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

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.
- Corporate name and telephone number of the general contractor or demolition contractor
- If the project scope includes excavation more than 5 feet below adjacent grade and within 10 feet of an existing structure.²
- If information recorded on the sign changes during the course of project, the sign must be updated.

Posting requirements

- The required signs must be in place 24 hours before the start of any construction or demolition activity and remain visible until work is completed.
- Signs must remain legible and in good condition. Damaged signs must be replaced.
- Signs must be removed upon issuance of the final approval or Certificate of Occupancy, or when all work covered under the various permits has been inspected and approved, but not more than 20 days after completion of work.
- All permits must be posted under [Section A-302.8](#) of the Code, within 6 in. of the project information sign.

Installation

- Signs must be prominently posted onsite on each street frontage of the project, in an area visible to the general public and reasonably likely to draw the attention of persons passing by.
 - Exception: Where the work is limited to the interior of any floor above the first floor, in lieu of a sign on the first floor, the sign may be posted in a common area of the floor(s) where the work is to take place, visible to persons entering the floor(s).
- The bottom of the sign must be a minimum of 4 ft. above grade and the top of the sign must be a maximum of 7 ft. above grade.
- The sign must be securely attached to the building, covered walkway, barrier, construction railing, or construction fence, or must be mounted on posts.

Size and Color

- Sign may be no smaller than 11 in. by 17 in.
- Lettering must be black on a yellow background.

1. Required for permit applications filed on or after January 1, 2021.
2. Required for permit applications filed on or after January 1, 2023.