

PHILADELPHIA DEMOLITION EXAMINATION STUDY GUIDE

Philadelphia Code Requirements Related to Demolition

Philadelphia Building Construction and Occupancy Code

(Title 4 of the Philadelphia Code)

A complete copy of the Philadelphia Code is
available at www.phila.gov/li



Department of
Licenses and Inspections
CITY OF PHILADELPHIA

INTRODUCTION

The successful completion of the Philadelphia Demolition Class A or Class B examination is a requirement of the Philadelphia Demolition Contractor license. The examination is administered by the International Code Council and includes content from the following publications:

- **2018 International Building Code**
- **Philadelphia Code**
- **OSHA 29 CFR 1904**
- **OSHA 29 CFR 1926**
- **OSHA 29 CFR 1910**

This guide is intended to assist in preparation for the Philadelphia Demolition Class A and Class B examinations. It serves only to address examination content derived from Philadelphia Code provisions. The guide is a compilation of relevant sections of the Philadelphia Administrative Code and local amendments to the International Building Code. This publication may be brought to the testing site for reference during the examination.

The candidate is required to obtain all other referenced publications (2018 International Building Code, OSHA 29 CFR 1904, OSHA 29 CFR 1926, and OSHA 29 CFR 1910) and may also bring these materials to the testing site in a bound format.

Please visit iccsafe.org for complete testing information.

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CHAPTER 3
PERMITS



SECTION A-302 PERMITS

A-302.2 Suspension of Permit: Any permit issued, shall become invalid if the authorized work is not commenced within six months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. The code official is authorized, for reasonable cause, to extend in writing the time for commencing the work for a period not exceeding six months upon written request of the permittee.

A maximum of two extensions for a total period not exceeding twelve months may be granted to extend the time to commence work. A maximum of one extension for a period not exceeding six months may granted to extend time on suspended work. In order to proceed with the work authorized by an expired permit, a new permit shall be obtained.

EXCEPTION: Those permits regulated by Sections A-302.2.1 through A-302.2.5.

A-302.2.1: Fire permits shall be limited to the time period specified by the permit.

A-302.2.2: Zoning and use registration permits.

A-302.2.3: Permits issued in connection with imminently dangerous or unsafe structures or conditions.

1. For permits issued in connection with imminently dangerous structures or conditions (see PM 110.1), the permit shall become invalid if the work does not commence within 10 days after issuance or does not progress continuously until the structure or condition is made safe, unless the permit is otherwise extended by the Department.
2. For permits issued in connection with an unsafe structure or condition (see [PM-108](#), [PM-109](#)), the permit shall become invalid if the work does not commence within 30 days after permit issuance or does not progress continuously until the structure or condition is made safe, unless the permit is otherwise extended by the Department.

A-302.2.4 Rough-in permits: A rough-in permit shall become invalid if the work is not initiated and the associated complete permit is not obtained within 60 days of issuance.

A-302.2.5 Construction permits: Pursuant to the UCC, a permit issued for construction or demolition under the authority of the UCC may be valid for no more than 5 years from the issue date.



A-302.8 Posting of permits and licenses: Permits and licenses shall be kept on the premises designated therein at all times and shall be readily available for inspection by the code official. A true copy of permits authorizing construction activity shall be posted on the site of the operations, open to public inspection during the entire time of the prosecution of the work for which the permit has been issued.

Each permit or notice of permit required to be posted by this subsection shall include the full name and address of the owner; provided, further, that if the owner is not a natural person, the posting shall also include the full names and addresses of the owner's responsible officers. If the owner is not a natural person or a publicly traded company, the permit or notice of permit shall also include, in addition to the owner of the property, the name and preferred mailing address of each natural person who has an equity interest in such owner or owners of the property that exceeds one or more of the following, regardless of whether the natural person has a direct equity interest or such natural person's equity interest is held through one or more tiers of a corporate structure, such as parent-subsidary structure: (a) forty-nine percent (49%) of the value of the property or (b) forty-nine percent (49%) of the value of the owner of the property. If no natural person has such an interest, the permit or notice of permit shall identify the name and preferred mailing address of the two natural persons who have the largest equity interest in the property. The Department shall be authorized to establish Regulations for additional posting and signage requirements related to construction.

A-302.8.1 Insurance certificates: The holder of any permit authorizing construction activity shall maintain a true copy of the developer or contractor's certificate of insurance on the site of the operations, open to public inspection upon request during the entire time that the construction permit or notice of permits issued by the Department is to be posted.



A-302.10.3 Compliance with permit: All work shall conform to the approved application and the approved construction documents for which the permit has been issued and any approved amendments to the approved application or the approved construction documents. Permits are not transferable except by approval of the department.



A-302.10.5 Asbestos inspection report: A permit for any demolition or alteration in excess of fifty thousand dollars (\$50,000) shall not be issued until an asbestos inspection report including all laboratory sample reports and analyses, furnished by an independent certified asbestos investigator as defined in Section 6-601 of the Philadelphia Health Code, has been submitted. Submission of an asbestos inspection report is not required for buildings erected pursuant to a building permit issued after December 31, 1980, or any residence with three dwelling units or less.

The Department is responsible for forwarding the submitted asbestos inspection report to the Department of Public Health for review and appropriate action. Notwithstanding this requirement, where asbestos is found, all regulations of the Department of Public Health shall be followed.



SECTION A-303 DEMOLITION AND RELOCATION OF STRUCTURES

A-303.1 Service connections: Before a structure is demolished or removed, the Demolition Contractor licensed pursuant to Section 9-1008 of The Philadelphia Code responsible for the demolition shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections. Service connections and appurtenant equipment, such as meters and regulators shall be removed or sealed and plugged in a safe manner.

A-303.2 Posting and Notice: Upon submittal of an application for a permit for the demolition of a structure, the department shall provide a notice to the Demolition Contractor to be posted prior to the demolition of the structure. The Demolition Contractor shall post such notice on the structure to be demolished.

Upon issuance of the building permit for the demolition, and in addition to the notification requirements for contractors established in this Section and the Building Code, the department is authorized to distribute an informational bulletin indicating that the City or owner intends to demolish said structure. The department shall distribute the informational bulletin to:

1. The properties located within a 250 foot radius of the subject property.
2. The Councilmember whose district includes the property.
3. Any Registered Community Organization the registered boundaries of which include the property.

The requirement to distribute an informational bulletin shall not create any actionable right for any resident or owner of the subject property or any neighboring property.

EXCEPTIONS:

1. In the event of an emergency which requires immediate action to protect the health or safety of the public, which shall include any time the Department has served notice of a requirement to demolish an imminently dangerous structure under Section PM- 110.2 of this Title and demolition is carried out within 10 days of service by the Department of the notice requiring demolition; provided that the Department distributes the informational bulletin to any property abutting the property on which a structure is to be demolished.
2. When the structure has been posted as required by subsection 14-303(13) of The Philadelphia Code.
3. When the structure has been the subject of a variance granted by the Zoning Board of Adjustment.

A-303.2.1 Location and Time: The notice shall be posted by the Demolition Contractor on each street frontage of the premises with which the notice is concerned. Posted notices shall remain until demolition of the structure, which shall not commence less than 21 days from the date of the initial posting of the notice.

A-303.2.2 Content: Such posted notice shall be clearly visible to the public. All notices shall contain the date on which actual demolition is permitted to commence.

A-303.2.3 Removal: No person shall remove such notice prior to the approved date on which demolition is permitted to commence, unless the owner notifies the department that the structure will not be demolished and the permit has been revoked by the department upon such request, in which case, the Demolition Contractor shall remove the notice.

A-303.2.4 Penalties: Any Demolition Contractor who violates the provisions of this Section shall be subject to penalties as prescribed in Chapter 6.

A-303.2.5 Additional posting and notice: The Department shall include in any informational bulletin distributed pursuant to this Section all of the following: education material explaining the inherent safety risks of demolition; contractor obligations regarding party walls; information concerning shoring and bracing of walls; waterproofing and enclosure of breaches for interior walls that become exterior walls, and other required finishings.

A-303.3 Permits: A demolition permit shall be valid only in connection with work performed by the licensed Demolition Contractor identified on the permit. A Demolition Contractor that seeks to perform demolition work under a permit identifying another contractor must obtain an amendment of such permit that authorizes work by the new Demolition Contractor.

A-303.4 Moved structures: Before any structure which has been moved is occupied, the structure and mechanical equipment shall be inspected for safe use and operation and for compliance with applicable provisions of this code and the technical codes.



SECTION A-305 CONSTRUCTION DOCUMENTS

A-305.1 General: Submittal documents consisting of construction documents and other data shall be submitted with each permit application. Plans shall be drawn on suitable material, generally to scale, dimensioned, and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed. Plans shall show in detail that the work will conform to the provisions of the technical codes including applicable items specified in this Section A-305 and all applicable standards, regulations and ordinances. The Department is authorized to develop and require the submittal of forms to collect required information in a consistent format. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.



A-305.2.2 Demolition permits: Construction documents for a permit for the complete demolition of a structure shall be submitted in accordance with sections A-305.2.2.1 through A-305.2.2.6.

A-305.2.2.1 Site Safety Plan: A site safety demolition plan or complete “engineering survey” as required by the Occupational Safety and Health Administration (OSHA) regulations developed by a competent person shall be submitted. The plan must address the methods used to carry out the demolition, as well as the proposed measures for protecting adjoining structures, property and pedestrians. A schedule of the demolition activities shall be developed as part of demolition planning. At a minimum, the plan shall include the following:

1. Details on the type of construction and condition of the structure(s) to be demolished, including photographs of the structure and the site that accurately depict its present condition.
2. Inspection details on the structural conditions of the adjoining properties.
3. Description of the means and methods for protection of adjoining or adjacent structures and public right-of-ways. Where required by the Building Code, a preconstruction survey complying with Section B-3307.9 and prepared by a licensed engineer shall be submitted.
4. Description of the method of demolition to be used.
5. Details on any potential hazards.
6. Underground utility confirmation number.
7. Description of any safety exposures and environmental issues.

A-305.2.2.2 Site Plan: A site plan which includes the following information shall be submitted:

1. Identification of elements listed below with the distance between each element and the structure(s) to be demolished:
 - a. Property lines.
 - b. Adjacent walkways, streets, and easements.
 - c. All existing buildings, including height, number of stories, and construction type.
 - d. Neighboring structures on adjacent lots, including height, number of stories, and construction type.
 - e. Location of utilities within the work area.
2. The extent of demolition, including underground removal.
3. Planned pedestrian protections.

A-305.2.2.3 Demolition schedule: The contractor shall submit a schedule of the proposed demolition which shall include the following:

1. The start date that is consistent with code requirements for public notice.
2. Identification of demolition milestones and projected dates of completion.
3. The proposed start and stop times for daily activity.
4. Confirmation that the work will not begin before site safety measures are in place and those measures are inspected and approved by the code official.

A-305.2.2.3.1 Revised demolition schedule: As soon as practicable, the contractor is required to submit to the Department a revised demolition schedule if the demolition does not start in the time frame established by the schedule submitted with the permit application. Failure to submit the revised demolition schedule shall be a Class II violation.

A-305.2.2.4 Requisite approvals: The following approvals shall be required before a demolition permit may be issued:

1. Zoning permit for the demolition.
2. Plumbing permit for sealing of the building sewer at the curb trap.
3. Water service discontinuance permit from the Philadelphia Water Department.
4. Philadelphia Historical Commission approval for any buildings listed on the Philadelphia Register of Historic Places.
5. Philadelphia water Department approval of stormwater management where the area of disturbance exceeds 5,000 square feet.
6. Dust control permit and plan approved by the Department of Public Health for any structure that exceeds 3 stories, 40 feet in height, or encompasses more than 10,000 square feet.
7. Philadelphia City Planning Commission approval is required for Title 14 of The Philadelphia Code.
8. A building permit for the construction, expansion, or alteration of a new or existing building is required per Title 14 of The Philadelphia Code.
9. Authorization of the owner of the property in the form of an affidavit or a signed statement to the effect that the proposed work is authorized by the owner. The Department is authorized to accept electronic confirmation of such authorization.

A-305.2.2.5 Monitoring plan: A monitoring plan must be submitted where required by the Philadelphia Building Code. The plan must be prepared by a licensed professional engineer and specify scope of monitoring, frequency, and acceptable tolerances.

A-305.2.2.6 Notification: Where required by the Building Code, proof of notification to the adjoining and adjacent property owner and resident must be submitted.

A-305.3 Maintenance of construction documents: The prime contractor and/or owner must keep the approved set of construction documents on-site at all times and make the documents accessible for inspection upon demand of the code official. Failure to keep or make construction documents available on-site shall result in the issuance of a stop work order until the documents are produced and the Department determines that work can proceed safely.

CHAPTER 4
INSPECTIONS



SECTION A-402 PERMIT INSPECTIONS

A-402.1 General: The code official shall conduct inspections as provided in this Section and the technical codes. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code, the technical codes, or of other ordinances. Inspections presuming to give authority to violate or cancel the provisions of The Philadelphia Code shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes until approved. Neither the code official nor the City of Philadelphia shall be liable for expense entailed in the removal or replacement of any material to allow inspection.

A-402.1.1 Concealed work: Where any installation subject to inspection prior to use is covered or concealed without having first been inspected, the code official shall have the authority to require that such work be exposed for inspection.



A-402.4 Special Inspections: The owner shall provide for special inspections in accordance with the Building code, departmental procedures and Section 9-1306.



A-402.8 Inspection requests: It shall be the duty of the holder of the permit or their duly authorized agent to notify the code official when work is ready for inspection. It shall be the duty of the permit holder and contractor to provide access to and means for inspection of such work for any inspections that are required by this code or the technical codes.

A-402.8.1 Notice of start: The code official or inspection agency having jurisdiction shall be contacted by the permit holder or his designee at least 24-hours prior to the start of work under a permit. The code official or the inspector having jurisdiction may perform an initial inspection of the site to ensure all site safety protections are in place.

A-402.9 Approval required: Work shall not be done nor concealed beyond the point indicated in each successive inspection without first obtaining the approval of the code official. The code official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or shall notify the permit holder or an agent of the permit holder wherein the same fails to comply with the code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the code official.

A-402.10 Required inspections: Required inspections shall include the following items as they relate to the technical codes. The Department is authorized to conduct additional inspections as determined by conditions and the scope of work authorized by the permit. The permit holder and contractor shall be responsible for the scheduling of such inspections. The contractor shall be responsible for ensuring that the required inspections are approved before proceeding.



A-402.10.6 Demolition permits: Specific demolition permit inspections are included in Sections A-402.10.6.1 through A-402.10.6.5, as applicable to the scope of work.

A-402.10.6.1 Initial Site Safety inspection: The contractor shall schedule an initial inspection with the Department a minimum of 48 hours prior to the start of work. During the initial on-site inspection, the contractor shall be present and conduct a review of the site safety demolition plan with the code official prior to the start of any demolition activity. The contractor shall provide the code official with proof of all utility disconnections. Pedestrian protection required by the Building Code must be in place before the start of work. If adequate pedestrian protection is not in place and any work has commenced, the Department shall issue a Stop Work order which will remain in effect until the necessary pedestrian protections are put in place, inspected and approved by a code official.

A-402.10.6.2 Demolition progression inspection: An inspection is required to ensure that the contractor is maintaining all safety measures detailed in the site safety demolition plan and using the means and methods detailed in the plan in a safe and workmanlike manner. A review of the submitted schedule shall be performed on-site by the code official. An inspection shall be required for each floor of the building being demolished. When necessary, an additional inspection may be required to ensure proper drainage of the cellar cavity has been achieved by breaking up the cellar floor.

A-402.10.6.3 Adjacent wall inspection: An inspection is required to ensure that any adjacent foundation walls have been properly treated prior to backfilling of any areas below the finished grade. Additionally, the code official shall confirm that the contractor has completed the closing of all openings in any exposed party walls prior to finished treatment.

A-402.10.6.4 Pre-final inspection: The pre-final inspection is required to ensure that all improper fill has been removed from the site prior to the backfilling of the cellar cavity and that clean fill is provided.

A-402.10.6.5 Final inspection: A final inspection is required to determine compliance of the permitted demolition, and when necessary, to confirm proper grading of the site has been achieved upon completion of the demolition.

CHAPTER 5 VIOLATIONS



SECTION A-504 STOP WORK ORDER

A-504.1 General: The Department and, to the extent permitted under the PA Construction Code Act and Uniform Construction Code, any Philadelphia Fire Department Battalion Chief is authorized to issue Stop Work Orders directing that erection, construction, alterations, installation, repairs, removal, demolition and other activities cease immediately and that the premises be vacated pending compliance with such orders whenever:

1. Any structure or part thereof, including any adjoining or abutting structures, is found to be in a dangerous or unsafe condition due to inadequate maintenance, deterioration, damage by natural causes, fire, or faulty construction that it is likely to cause imminent injury to persons or property.
2. Any erection, construction, alterations, installation, repairs, removal, demolition or other activity is being performed in or on any structure or premises, or part thereof, contrary to accepted construction practices or in a dangerous or unsafe manner which imperils life, safety or property, constitutes a fire or health hazard, or will interfere with a required inspection.
3. Any erection, construction, alterations, installation, repairs, removal, demolition or other activity is being performed in or on any structure or premises, or any part thereof, without required permits.
4. In cases of demolition activity, there is a failure to provide for a site safety review as required by Chapter 4 of this Code. Upon the issuance of a stop work order under this subsection, the work shall be stopped for a minimum of three (3) business days. The Department shall take any other appropriate actions necessary, including revoking any permits, and shall not allow work to begin until the code official is satisfied that the demolition will proceed in a safe manner.
5. A contractor is found performing construction without a license required by Chapter 9-1000.

A-504.2 Orders by the Department: The Stop Work Order shall be in writing and shall describe the nature of the dangerous or unsafe condition, the manner of correction and the conditions under which work can be resumed. Where the department observes a condition which creates a hazard to life or property requiring immediate action, an immediate oral order shall have the full effect of the subsequent written order.

A-504.3 Service: The Stop Work Order shall be served on the person from whom action, forbearance or compliance is required and the owner of the premises. Upon notice of the Stop Work Order, all work shall stop immediately and the premises shall be vacated and closed to the public until there has been compliance with the terms of the Stop Work Order.

A-504.4 Posting: The Stop Work Order shall be posted at every entrance to the premises in conspicuous places clearly visible to the public. The Stop Work Order shall remain posted on the premises until the required repairs have been made, the dangerous and unsafe conditions eliminated and required permits obtained.

A-504.5 Police assistance: The department shall promptly notify the Police of the issuance of every Stop Work Order. The Police, upon the request of the department, shall render assistance in the enforcement of any Stop Work Order and shall have the right to enter the premises for such purpose and to arrest anyone violating any Stop Work Order as provided in this Section.

A-504.6 Permit revocation: The department, in addition to issuing a Stop Work Order, shall have the option to revoke any permits which have been previously issued. Revoked permits shall not be reinstated except upon compliance with the terms of the Stop Work Order and payment of required fees.

A-504.7 Prohibited conduct: It shall be a violation of this Section for any person with knowledge of a Stop Work Order to:

1. Continue any work in or about any structure or premises, or part thereof, after a Stop Work Order has been issued, except work required to correct the dangerous or unsafe conditions described in the Stop Work Order;
2. Enter any structure or premises, or part thereof, on which a Stop Work Order has been posted, except for the purpose of correcting the dangerous or unsafe conditions described in the Stop Work Order;
3. Permit any structure or premises, or part thereof, to be occupied by the public until the Stop Work Order has been lifted by the department;
4. Remove, damage, alter or deface any Stop Work Order;
5. Resist or interfere with any inspector or other official in the performance of their duties or the enforcement of any provision of this Section.

A-504.8 Penalties: Notwithstanding the provisions of Chapter 6 of this code, a violation of this Section shall be punishable as follows:

1. Any violation of this Section shall constitute a summary offense and any person upon conviction shall have committed a Class III offense and be subject to the fines set forth in subsection 1-109(3) of The Philadelphia Code for each offense.
2. Any person who violates Section A-504.7 shall be subject to immediate arrest by Police and issued a citation and summons in such a manner as provided by the Pennsylvania Rules of Criminal Procedure applicable in Philadelphia to summary offenses.
3. Each day of violation shall constitute a separate offense for which the violator is subject to arrest, citation and summons; and fine.

CHAPTER 6
PENALTIES



SECTION A-601 FINES

A-601.1 Basic Fines: Any person who violates any provision of this code or the technical codes or regulations adopted thereunder; or who fails to comply with any order issued pursuant to any Section thereof; or who erects, constructs, installs, removes, alters or repairs a structure, equipment or system in violation of the approved construction documents or directive of the code official or of a permit or certificate issued under the provisions of this code or the technical codes, shall be subject to a fine of \$300.00 for each offense.

A-601.2 Fines for Class II offenses: Notwithstanding subsection A-601.1, any person who violates any of the following provisions shall have committed a Class II offense and be subject to the maximum fine set forth in subsection 1-109(2) of The Philadelphia Code:

1. F-106.4 (Rendering equipment inoperable);
2. F-106.4.1 (Fire Department notification);
3. F-104.2.2 (Obstructing operations);
4. F-106.7 (Obstructions);
5. F-307 (Open Burning and Recreational Fires);
6. F-308.5 (Open-flame devices);
7. F-901.4.6 (Changes to fire protection equipment);
8. F-901.7 (Systems out of service);
9. F-915 (Periodic Testing Of Fire Protection Systems);
10. F-1027 (Maintenance of the Means of Egress);
11. PM-702 (Means of Egress);
12. PM-902 (Foreclosed Vacant Residential Properties);
13. PM-904 (Chronic Non-Compliant Owners);
14. PM-703 (Fire Resistance Ratings);
15. PM-704 (Fire Protection Systems); and
16. PM-804.2 (Historic Area Standards).

A-601.3 Fines for Class III offenses: Notwithstanding subsection A-601.1, any person who violates any of the following provisions shall have committed a Class III offense and shall be subject to the maximum fine set forth in subsection 1-109(3) of The Philadelphia Code:

1. A-301.1.5 (Zoning and Use Registration Permits);
- 1.1 A-402.10.6 (Failure to provide for required demolition inspections);
2. A-701 (Certificate of Occupancy);
- 2.1 B-1704.15 (Special Inspections of Special Cases);
3. B-3301.1 (Safeguards During Construction);
4. F-103 (Unsafe Conditions);
5. F-105.8.1 (Transportation of Explosives);
6. F-106.6 (Overcrowding);
7. F-105.6.15 (Explosives);
- 7.1 Section F-1011 (Fire Escapes);
8. F-2703.3 (Release of Hazardous Materials);
9. F-3301.1.3 (Fireworks);
10. PM-302.3 (Sidewalks and Driveways);
11. PM-314 (Piers and Other Waterfront Structures);
12. Reserved;
13. PM-109 (Unfit Structures); Section PM-108 (Unsafe Structures and Equipment);
14. PM-110 (Imminently Dangerous Structures);
15. Reserved
16. PM-315 (Periodic Inspection of Exterior Walls and Appurtenances of Buildings).
17. 14-906 (Market Street East Sign Regulations).
18. PM-902.1; Sections PM-902.3 through 902.8.

A-601.4 Separate offense: Each day that a violation continues after issuance of a notice or order shall be deemed a separate offense.

SECTION A-602 FACILITY LICENSE

A-602.1 Suspension: Any owner or operator of a facility licensed under this code or the technical codes who has been ordered to pay a fine pursuant to this Section and who has not paid such fine within 10 days of imposition of a final order from which all appeals have been exhausted shall have said license suspended and shall cease operations until all fines and costs are paid.

A-602.2 Cease operation: To enforce the provision of Section A-602.1, the department shall, without further notice, issue a Cease Operations Order setting forth the unpaid fines and costs and cause the premises to be vacated of all employees, patrons and occupants until all such fines and costs are paid. Such Cease Operations Order shall otherwise meet the requirements of and be subject to the procedures set forth in Section A-505.0.

SECTION A-603 INDIVIDUAL LICENSE

A-603.1 Suspension: Any person licensed to conduct a trade or practice under this code or the technical codes who has been ordered to pay a fine pursuant to this Section and who has not paid such fine within 10 days of imposition of a final order from which all appeals have been exhausted shall have said license suspended and shall stop any work in progress under said license until all fines and costs are paid.

A-603.2 Stop Work Order: To enforce the provision of Section A-603.1, the department shall, without further notice, issue a Stop Work Order at each location where work is in progress under said license. The Stop Work Order shall set forth the unpaid fines and costs and shall otherwise meet the requirements and be subject to the procedures set forth in Section A-504.0.

A-603.3 Willful violation: The department is authorized to suspend or revoke a trade or practice license for willful violation of this code or the technical codes.

A-603.4 Unpaid fees: When a license holder has been issued a permit and has failed to properly remit the required fees for that permit, the Department is authorized to refuse issuance of additional permits to that licensed person or business until the outstanding fees have been paid in full.

SECTION A-604 COMPLIANCE REQUIRED

A-604.1 Penalty not withstanding: The imposition of any penalty imposed by this Chapter shall not relieve the violator from compliance with the notice of violation; nor shall it prevent the department from instituting any appropriate action to prevent unlawful construction or to restrain, correct or abate a violation, or to prevent illegal occupancy or use of a building, structure or premises or to stop an illegal act, conduct, business or occupancy of a building or structure or operation of mechanical equipment or systems on or about any premises.

CHAPTER 10

WORK SITE PUBLIC SAFETY, WORKER TRAINING IDENTIFICATION, AND SIGNAGE



SECTION A-1001 GENERAL

A-1001.1 Definitions: The following definitions apply to this Chapter:

“Major Building.” A building that is either:

1. More than 3 stories in height; or
2. More than 40 feet (12,192 mm) in height; or
3. Covers 10,000 square feet (929 square meters) or more of lot space, regardless of height.

A-1001.2 Scope:

1. The provisions of this Chapter shall evidence training compliance of all construction or demolition workers. These provisions are designed to save lives and enhance the public safety of all citizens in, around or near a construction or demolition site. For rules relating to the safety of persons employed in construction or demolition operations, OSHA standards shall apply.
2. Nothing in this Chapter shall be construed to relieve persons engaged in construction or demolition operations from complying with other applicable provisions of law, nor is it intended to alter or diminish any obligation otherwise imposed by law on the owner, construction manager, general contractor, contractors, material men, registered design professionals, or other party involved in a construction or demolition project to engage in sound design and engineering, safe construction or demolition practices, including but not limited to debris removal, and to act in a reasonable and responsible manner to maintain a safe construction or demolition site and to follow all other rules, regulations and laws.

A-1001.3 Department duties:

1. The Department shall ensure that all construction and demolition workers have completed the training required under this Chapter.
2. The Department shall accept a wallet sized identification card or other written proof issued by the training provider, as confirmation of completion of an approved training course and as proof that a construction or demolition worker has successfully completed the training required under this Chapter. At a minimum the card shall include the name of the applicant, an issue date, and the level of training completed.

A-1001.4 Worker training requirements:

1. In order to protect public safety, all workers performing duties at a construction or demolition site, regardless of their position, shall have completed a course of OSHA 10 training, and carry the card at all times.
2. All independent contractors working at a demolition site shall be licensed in accordance with Chapter 9-1000 of the Philadelphia Code.

3. The worker training requirements of this Section shall apply only to persons performing construction or demolition activities for which a permit must be obtained, and do not apply to delivery persons, design professionals and their staff, special inspectors and similar persons performing duties at a construction or demolition site whose work is not considered construction or demolition work regulated by a permit.
4. A licensed contractor who employs any such worker shall maintain a copy of such written proof for each worker under his/her employ on file and make it available to the Department upon request.

A-1001.5 Site Safety Manager: A Site Safety Manager with OSHA 30 training must be designated by the general contractor and present during the construction or demolition of a Major Building.

A-1001.6 Contractor: Contractors, construction managers, and subcontractors engaged in building or demolition work shall institute and maintain work site public safety measures that will adequately protect the general public from harm, in addition to any OSHA requirements, and provide all equipment or temporary construction necessary to safeguard all persons and property affected by such contractor's operations.

A-1001.7 Work Site Signage:

A-1001.7.1 Sign requirements: Signs shall be posted at all construction or demolition sites in accordance with this Section.

A-1001.7.2 Project information panel sign for major buildings: The signs required in this Section shall be constructed of 3/4 inch plywood or sheet metal. The letters on the required signs shall be black on white background, with lettering of at least 1.5 inches in height. The sign shall be prominently posted onsite in an area reasonably likely to draw the attention of persons passing by. A Project Information Panel sign shall be posted at all sites of new construction, structural alteration or demolition of Major Buildings containing the following information:

- a. A rendering, elevation drawing, or zoning diagram of the building exterior that does not contain logos or commercially recognizable symbols.
- b. A title line stating "Work in Progress" and specifying the intended type(s) of Building Code Occupancy Classification(s).
- c. Anticipated project completion date.
- d. The name or corporate name, physical address, and telephone number of the owner of the property. If the owner is not a natural person or a publicly traded company, the sign shall also include, in addition to the owner of the property, the name and preferred mailing address of each natural person who has an equity interest in such owner or owners of the property that exceeds one or more of the following, regardless of whether the natural person has a direct equity interest or such natural person's equity interest is held through one or more tiers of a corporate structure, such as parent-subsidiary structure: (a) forty-nine percent (49%) of the value of the property or (b) forty-nine percent (49%) of the value of the owner of the property. If no natural person has such an interest, the sign shall identify the name and preferred mailing address of the two natural persons who have the largest equity interest in the property.
- e. Website and telephone number of the project developer or development company, if applicable.
- f. The corporate name and telephone number of the general contractor, or for a demolition site, the demolition contractor.
- g. A statement, in both English and Spanish printed as follows: "TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE, CALL 311or 911."; and

- h. 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.” The permit or notice of permit issued by the Department shall be laminated or encased in a plastic covering to protect it from the elements or shall be printed directly onto the project information panel.

EXCEPTIONS:

1. A rendering, elevation drawing, or zoning diagram of the building exterior is not required for demolition projects.
2. This Section [A-1001.7.2](#) shall not apply to new construction, structural alteration or demolition of a one-family or two-family dwelling, unless a project consists of the construction, alteration or demolition of more than two such dwellings.

A-1001.7.3 Project information sign for all other buildings: The signs required in this Section shall be printed by the Department on paper no smaller than 11in. x 17in. The letters on the required sign shall be black on yellow background. The sign shall be prominently posted onsite in an area reasonably likely to draw the attention of persons passing by. This sign shall be posted at all sites of new construction, structural alteration or demolition of all buildings that are not required to post a project information panel pursuant to Section A1001.7.2, and shall contain the following information:

- a. A title line stating “Work in Progress” and specifying the intended type(s) of Building Code Occupancy Classification(s).
- b. Anticipated project completion date.
- c. The name or corporate name, physical address, and telephone number of the owner of the property. If the owner is not a natural person or a publicly traded company, the sign shall also include, in addition to the owner of the property, the name and preferred mailing address of each natural person who has an equity interest in such owner or owners of the property that exceeds one or more of the following, regardless of whether the natural person has a direct equity interest or such natural person’s equity interest is held through one or more tiers of a corporate structure, such as parent-subsidary structure: (a) forty-nine percent (49%) of the value of the property or (b) forty-nine percent (49%) of the value of the owner of the property. If no natural person has such an interest, the sign shall identify the name and preferred mailing address of the two natural persons who have the largest equity interest in the property.
- d. The corporate name and telephone number of the contractor of record on the primary project permit, or for a demolition site, the demolition contractor.
- e. A statement, in both English and Spanish printed as follows: “TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE, CALL 311or 911.”; and
- f. A statement printed as follows: “To see other permits issued on this property, call 311 or visit www.phila.gov/li.”

A-1001.8 Preconstruction meetings: Before construction or demolition of a building begins, the Department may require that the responsible contractors attend a meeting with representatives of city departments to review the schedule of operations and safety protections for the project.

CHAPTER 17 STRUCTURAL TESTS AND SPECIAL INSPECTIONS



SECTION B-1704 SPECIAL INSPECTIONS AND TESTS, CONTRACTOR RESPONSIBILITY AND STRUCTURAL OBSERVATION

B-1704.6 Structural observations: Where required by the provisions of Section 1704.6.1, 1704.6.2, 1704.6.3 or B-1704.6.4, the owner or the owner's authorized agent performing or causing construction or demolition operations shall employ a registered design professional to perform structural observations. A design professional conducting structural observations under Section 1704.6.4 or 1704.6.5 shall also meet the provisions of Section 1704.2.1. Structural observation does not include or waive the responsibility for the inspections in Section 110 or the special inspections in Section 1705 or other sections of this code.

Prior to the commencement of observations, the structural observer shall submit to the building official a written statement identifying the frequency and extent of structural observations.

At the conclusion of the work included in the permit, the structural observer shall submit to the building official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.

B-1704.6.4 Structural observations of buildings or structures adjoining or adjacent to excavation, demolition or construction activity. Structural observations shall be provided by an approved agency for the proposed work and with respect to any other adjacent buildings and structures, as applicable, where any of the following conditions exist:

1. Excavation work to a depth of more than 5 feet (1524 mm) below adjacent grade within 10 feet (3048 mm) of an adjacent building or structure. Continuous structural observations shall be provided at all times during excavation work.
2. Excavation, new construction or demolition work occurs within 90 feet (27.43 m) of a building or structure designated as historic under Chapter 14-1000 of The Philadelphia Code on the subject property or abutting lot. Periodic structural observations shall be provided in accordance with an approved monitoring plan per Section B-3310.
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. Periodic structural observation shall be provided in accordance with an approved monitoring plan per Section B-3310 and shall be in addition to special inspections required by other sections of this code.

EXCEPTIONS:

1. Structural observation shall not be required for demolition performed under contract with the Department and in compliance with current Procurement Department specifications.



SECTION B-1705 REQUIRED SPECIAL INSPECTIONS AND TESTS

B-1705.1.1.1 Identified special cases: Special inspections shall be required for proposed work that is, in the opinion of the building official, unusual in its nature, such as, but not limited to, the following examples:

1. Construction materials and systems that are alternatives to materials and systems prescribed by this code.
2. Unusual design applications of materials described in this code.
3. Materials and systems required to be installed in accordance with additional manufacturer's instructions that prescribe requirements not contained in this code or in standards referenced by this code.



B-1705.1.1.1.2 Demolition: The following demolition operations shall be subject to special inspections in accordance with the applicable provisions of [Chapter 17](#):

1. Complete demolition of a building in excess of three (3) stories or any structure in excess of 40 feet (12 192 mm) in height. These inspections shall be performed on a continuous basis until the structure is demolished to a height of 25 feet (7620 mm).
2. Where the use of mechanical demolition is recommended in writing by a licensed structural engineer, pursuant to Section [B-3303.9](#). These inspections shall be performed on a continuous basis until the structure is demolished to a height of 15 feet (4572 mm).
3. 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 and with the mechanical equipment being supported by the building, or is to be used within the building to remove debris or move material. These inspections shall be performed on a continuous basis until the structure is demolished to a height of 15 feet (4572 mm).

EXCEPTION: Demolition performed under contract with the Department and in compliance with current Procurement Department Specifications.

B-1705.1.1.1.2.1 Inspection program: Prior to commencement of work, the special inspector shall review the permit documents, including the site safety demolition plan (also known as an engineering study), and become familiar with the reported demolition methods and details of any potential structural hazards to the project and adjoining properties.

B-1705.1.1.2 Records of special inspections for special cases: In addition to other reporting requirements established by this Chapter, a special inspection logbook shall be maintained at the special inspector's office and shall contain the following information:

1. Project identification, permit number and address.
2. Date and time of each inspection.
3. Names of personnel who performed each inspection.
4. Dates of off-site meetings, names of the participants and a summary of the conversations.
5. Any significant observations or instructions given related to any of the following:
 - a. Deviations from the design documents;
 - b. Anticipated field conditions;
 - c. Proper execution of the work;
 - d. Safe jobsite conditions; and
 - e. Precautions taken to maintain safe conditions, if work is stopped for any reason.

CHAPTER 33 SAFEGUARDS DURING CONSTRUCTION



SECTION B-3302 CONSTRUCTION SAFEGUARDS

B-3302.3 Fire safety during construction: Fire safety during construction shall comply with the applicable requirements of this code and the applicable provisions of the Philadelphia Fire Code.

B-3302.4 Hot work operations: Cutting, welding or brazing operations shall be in accordance with the requirements of the Philadelphia Fire Code.

B-3302.5 Abandoned and discontinued operations:

B-3302.5.1 Barrier: If any construction or demolition operation is abandoned, discontinued or interrupted, a barrier meeting the requirements of Section 3306 shall be provided to protect the public from potential hazards on the site.

B-3302.5.2 Filling and grading: When permits have expired and when no permits have been issued within 3 months of the cessation of excavation operations, the lot shall be filled and graded to eliminate all steep slopes, holes, obstructions or similar sources of hazard. Fill shall be free of organic material and construction debris. The final surface shall be graded in such a manner as to drain the lot, eliminate pockets in the fill, and prevent the accumulation of water without damaging any foundations on the premises or on adjoining property.



SECTION B-3303 DEMOLITION

B-3303.1 Construction documents: Construction documents and a schedule for demolition must be submitted when required by the building official. Where such information is required, no work shall be done until such construction documents or schedule, or both, are approved.

B-3303.2 Pedestrian protection: The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter.

B-3303.3 Means of egress: A horizontal exit shall not be destroyed unless and until a substitute means of egress has been provided and approved.

B-3303.4 Vacant lot: Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

B-3303.4.1 Site grading after demolition: Where a structure is demolished or removed and no new construction is contemplated, the vacant lot shall be graded in accordance with the Building Code. The following demolition material shall not to be used as backfill: combustible and fibrous material including metal, reinforcing steel, wood, plastic, plaster, ceramic, roofing materials, trash, household garbage or ash, and any other such debris. The fill shall be covered with a uniform layer of clean, inert, granular material four inches or more in depth. Existing concrete paving may remain as a covering. The owner and/or the general contractor for the demolition shall be responsible for compliance with this regulation.

B-3303.5 Water accumulation: Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

B-3303.6 Utility connections: Service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the applicable governing authority.

B-3303.7 Fire safety during demolition: Fire safety during demolition shall comply with the applicable requirements of this code and the applicable provisions of the Philadelphia Fire Code.

B-3303.8 Protection of adjoining property during demolition: Demolition operations shall not commence until the applicable adjoining property protection is in place as required by Sections B-3303 and B-3307.

B-3303.8.1 Safety zone: A safety zone shall be maintained around all demolition areas to prevent non-authorized persons from entering such zone. Where mechanical demolition equipment, other than handheld devices, is to be used for the demolition of a building, the safety zone shall be equal to or greater than half the height of the building to be demolished. Such safety zone may be reduced at a rate in ratio to the extent of demolition, as demolition occurs. For example, at the time 50% of the demolition is complete, the safety zone may be reduced by 50%.

B-3303.9 Mechanical demolition equipment: Mechanical demolition equipment shall not be used where a building or portion thereof occupied by one or more persons is located within the safety zone or where the structure undergoing demolition is physically connected to a structure not being demolished.

EXCEPTION: When the use of mechanical demolition is recommended and endorsed in writing by a professional structural engineer licensed in the Commonwealth of Pennsylvania and Special Inspections are performed pursuant to Section B-1705.1.1.1.2.

B-3303.9.1 Mechanical demolition and excessive wind: Mechanical demolition equipment shall not be used when average wind speed is at or in excess of 20 miles per hour as reported by the National Weather Service.

EXCEPTION: When use of such equipment is authorized by the Department for the protection of health and safety upon a determination that site conditions and precautions established to protect safety reduce the risk of potential harm to a low level.

B-3303.10 Demolition sequence: Any structural member that is being dismembered shall not support any load other than its own weight. No wall, chimney, or other structural part shall be left at any time in such condition that it may collapse or be toppled by wind, vibration or any other cause. The method of removal of any structural member shall not destabilize remaining members. All handling and movement of material or debris shall be controlled such that it will not develop unaccounted impact loads on the structure.

B-3303.10.1 Structural steel, reinforced concrete, and heavy timber buildings: Structural steel, reinforced concrete, and heavy timber buildings, or portions thereof, shall be demolished column length-by-column length and tier-by-tier. Structural members shall be chained or lashed in place to prevent any uncontrolled swing or drop. In buildings of “skeleton-steel” construction, the steel framing may be left in place during the demolition of masonry. Where this is done, all steel beams, girders, and similar structural supports shall be cleared of all loose material as the masonry demolition progresses downward.

EXCEPTION: Where the design applicant has demonstrated the adequacy of alternate means of demolition through plans, calculations, or the establishment of safety zones, as appropriate, the Department may accept such alternative means of demolition.

B-3303.10.2 Masonry buildings with wooden floors: Demolition of masonry buildings with wooden floors shall comply with the following requirements:

1. Demolition of walls and partitions shall proceed in a systematic manner, and all work above each tier of floor beams shall be completed before any of the supporting structural members are disturbed.
2. Masonry walls, or other sections of masonry, shall not be loosened or permitted to fall upon the floors of the building in such masses as to exceed the safe carrying capacities of the floors or the stability of structural supports.
3. No wall section, which is more than one story or 12 feet (3658 mm) in height, shall be permitted to stand alone without lateral bracing designed by a registered design professional, unless such wall was originally designed and constructed to stand without such lateral support, and is in a condition safe enough to be self-supporting. All walls shall be left in a stable condition at the end of each shift.
4. Structural or load-supporting members on any floor shall not be cut or removed until all stories above such a floor have been demolished and removed. This provision shall not prohibit the cutting of floor beams for the disposal of materials or for the installation of equipment necessary to safely complete the demolition, so long as the cutting does not negatively impact the safety of the floor system being cut.

B-3303.11 Management of hazards: Prior to the commencement of, and during, demolition operations, hazards shall be removed, in accordance with Sections B-3303.11.1 through B-3303.11.5.

B-3303.11.1 Dust: Dust producing operations shall be wetted down to the extent necessary to control the dust.

B-3303.11.2 Dust Control Fencing: A dust control fabric shall be securely attached to all temporary perimeter fencing. The material shall be a minimum of five (5) feet in height with a minimum blockage of 50%. Information placed on the fabric shall be limited to the identification of the responsible Demolition Contractor and any information required by law.

B-3303.11.3 Material Chutes: For this subsection, a materials chute is a slide, closed in on all sides, through which material is moved from a high place to a lower one. No material shall be dropped more than twenty feet to any point lying outside of the exterior walls of a building or outside of a structure, except through the use of a materials chute. All materials chutes, or sections thereof, shall be entirely enclosed, except for openings equipped with closures at or about floor level for the insertion of materials. At all stories below the top floor, such openings shall be kept closed when not in use. Chutes shall be designed and constructed of such strength as to eliminate failure due to impact of materials or debris loaded therein.

B-3303.11.4 Fuel: Prior to the commencement of demolition operations, all pipes, tanks, boilers, or similar devices containing fuel and located in the area authorized to be demolished by the permit shall be purged of such fuel.

EXCEPTION: Pipes, tanks, boilers, or similar devices containing fuel located in the area authorized to be demolished by the permit and which will not be disturbed during the course of the demolition operation may, in lieu of being purged, be safeguarded so as to prevent damage to such devices during the course of demolition operations.

B-3303.11.5 Demolition debris: Materials from demolition shall not be stored overnight on a sidewalk, street or surrounding lot, as may otherwise be permitted, unless placed in a construction dumpster licensed pursuant to § 11-610 of the Philadelphia Code, or in a dump truck, debris transfer trailer or other motor vehicle licensed under the Pennsylvania Motor Vehicle Code. Loose material shall be removed upon completion of demolition activity at the end of each day, and the area of temporary storage swept clean.

EXCEPTION: Where the Streets Department has authorized the closure of such sidewalk or street and the sidewalk, street or surrounding lot is enclosed as part of the safety zone established by the demolition contractor pursuant to Section B-3303.8.1.

B-3303.12 Removal of foundations and slabs: Where a building, or any portion, has been demolished to grade, the floor slab or foundation of such building, or portion, shall be removed and the site backfilled to grade.

EXCEPTIONS:

1. Cellar floors may remain provided the cellar floor slab is broken up to the extent necessary to provide ground drainage that prevents accumulation of water, and also provided that all fixtures or equipment that would cause voids in the fill are removed.
2. Where a floor slab or foundation is to remain and not be backfilled, a waiver approved by the Department shall be obtained. Such request for waiver shall be accompanied by a statement and drawings prepared by a registered design professional demonstrating the necessity for retaining the existing floor slab or foundation for future construction or site remediation, as well as demonstrating positive cellar drainage to an approved place of disposal.

B-3303.13 Retaining walls: Walls, which serve as retaining walls to support earth or adjoining structures, shall not be demolished until such earth has been properly braced or adjoining structures have been properly underpinned. Walls, which are to serve as retaining walls for backfill, shall not be so used unless capable of safely supporting the imposed load.

B-3303.14 Special inspection: Special inspection of demolition activities shall be required in accordance with Sections B-3303.14.1 and B-3303.14.2.

EXCEPTION: Demolition performed under contract with the Department and in compliance with current Procurement Department Specifications.

B-3303.14.1 Mechanical demolition: 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, or is to be used within the building to remove debris or move material, such demolition operation shall be subject to special inspection in accordance with the provisions of Chapter 17 of the Building Code.

B-3303.14.2 Demolition of tall structures: Demolition of a building in excess of three (3) stories or any structure in excess of 40 feet (12192 mm) in height shall be subject to special inspection in accordance with the provisions of Chapter 17 of the Building Code.

SECTION B-3306 PROTECTION OF PEDESTRIANS

B-3306.2 Walkways: A walkway shall be provided for pedestrian travel in front of every construction and demolition site unless the Streets Department authorizes the sidewalk to be fenced or closed. Walkways shall be of sufficient width to accommodate the pedestrian traffic, but in no case shall they be less than four feet (1219 mm) in width. Walkways shall be provided with a durable walking surface. Walkways shall be accessible in accordance with Chapter 11 and shall be designed to support all imposed loads and in no case shall the design live load be less than 300 pounds per square foot (psf) 14.4 kN/m²), except that a live load of 150 psf (7.2 kN/m²) may be permitted for buildings less than one hundred feet in height provided there is no storage thereon. The failure to maintain a walkway in accordance with all applicable provisions of this Title may result in revocation of any associated building permits and/or the issuance of a Stop Work Order.

B-3306.2.1 Sidewalk Closures: Where the Streets Department authorizes the sidewalk to be fenced or closed, the fence shall be a minimum of 6 feet in height. The fence shall be installed to the extent necessary to effectively close off the site.

B-3306.2.2 Demolition: Where sidewalks and streets are located within the safety zone as defined in Section [B-3303.8](#), the sidewalk and parking and/or traffic lane(s) within the safety zone shall be closed during demolition activities unless, upon approval by a professional engineer, the Department determines that public safety is adequately protected with such sidewalk or lane left open. A permit shall be obtained from the Streets Department prior to such closures.



SECTION B-3307 PROTECTION OF ADJOINING PROPERTY

B-3307.1 Protection required: Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.

B-3307.1.1 Notification: Where a construction or demolition project will require access to adjoining property, in order to protect the adjoining property or otherwise, written notification shall be provided to the adjoining property owner a minimum of 10 days prior to the commencement of work. Such notification shall describe the nature of work, estimated schedule and duration, details of monitoring to be performed on the adjoining property, protection to be installed on the adjoining property, and contact information for the project.

B-3307.2 License to enter adjoining property: The responsibility of affording any license to enter adjoining property shall rest upon the owner of the adjoining property involved. It is the responsibility of the person making or causing construction or demolition operations to obtain any necessary license to enter adjoining property from the owner of such property prior to the start of work. If the person who causes the construction, demolition, or excavation work is denied a license to enter by the adjoining property owner, and the building undergoing work is an imminent danger to the adjoining property, as determined by the Department, such duty to preserve and protect the adjacent property shall devolve to the owner of the adjoining property.

B-3307.3 Physical examination: A physical examination of such adjoining property shall be conducted by the person causing the construction or demolition operations prior to the commencement of the operations and at reasonable periods during the progress of the work. Observed conditions shall be recorded by the person causing the construction or demolition operations, and such records shall be made available to the Department upon request.

B-3307.4 Soil or foundation work affecting adjoining property: Whenever soil or foundation work occurs, regardless of the depth of such, the person who causes such to be made shall, at all times during the course of such work and at his or her own expense, preserve and protect from damage any adjoining structures, including but not limited to footings and foundations.

B-3307.4.1 Additional safeguards during excavation: The person causing the excavation shall support the vertical and lateral load of the adjoining structure by proper foundations, underpinning, or other equivalent means where the level of the foundations of the adjoining structure is at or above the level of the bottom of the new excavation.

B-3307.5 Underpinning: Whenever underpinning is required to preserve and protect an adjacent property from construction, demolition, or excavation work, the person who causes such work shall, at his or her own expense, underpin the adjacent building.

B-3307.6 Examination of party walls: Party walls shall be carefully examined by a competent person designated by the permit holder to ascertain the condition and adequacy of the party wall prior to the placement of any material that will impose a load upon such party wall. If the party wall is found to be in poor condition or inadequate to support the stored material, no material shall be deposited on the floor until the party wall is shored or otherwise strengthened as determined by a registered design professional to safely support such material.

B-3307.6.1 Support of party walls: Where a party wall will be affected by excavation, regardless of the depth, the person who causes the excavation to be made shall preserve such party wall at his or her own expense so that it shall be, and shall remain, in a safe condition. Where an adjoining party wall is intended to be used by the person causing an excavation to be made, and such party wall is in good condition and sufficient for the uses of the existing and proposed buildings, it shall be the duty of such person to protect the party wall and support it by proper foundations, so that it remains practically as safe as it was before the excavation was commenced.

B-3307.7 Interior walls exposed after demolition: Interior walls that become exterior walls as the result of a demolition shall comply with Chapter 14 of the Building Code. All cornices, where cut shall be sealed. All loose material shall be removed, and all voids shall be filled with a suitable material. Such walls shall have wall coverings installed that comply with the applicable provisions of Chapter 14 of the Building Code.

Wall covering to be installed on a wall shall not be more than the wall is capable of safely supporting. Where the Department determines that a wall is incapable of supporting any acceptable wall covering and has issued a related violation, such wall shall not be required to be covered until the violation is corrected.

The exposed portions of the wall may be temporarily protected from weather damage by tarpaulins, waterproof paper, or other temporary means approved for use by the code official for a maximum period of 60 days. Such temporary protection shall be maintained in a weatherproof condition.

The exterior of foundation walls that enclose interior space of a structure adjoining a structure that has been demolished shall be damp-proofed in accordance with Chapter 18 of the Building Code prior to backfilling. The person responsible for the demolition shall be responsible for compliance with this regulation.

B-3307.8 Protection of roofs: Whenever any building is to be constructed or demolished above the roof of an adjoining building, it shall be the duty of the person causing such work to protect from damage at all times during the course of such work and at his or her own expense the roof, skylights, other roof outlets, and equipment located on the roof of the adjoining building, and to use every reasonable means to avoid interference with the use of the adjoining building during the course of such work.

Adjoining roof protection shall be secured to prevent dislodgement by wind. Where construction or demolition work occurs at a height of at least 48 inches (1219 mm) above the level of the adjoining roof, adjoining roof protection shall consist of 2 inches (51 mm) of flame-retardant foam under 2 inches (51 mm) of flame-retardant wood plank laid tight and covered by flame-retardant plywood, or shall consist of equivalent protection acceptable to the Department, and shall extend to a distance of at least 12 feet (3658 mm) from the edge of the building being constructed or demolished.

B-3307.9 Preconstruction survey: A preconstruction survey documenting the condition of all adjoining or adjacent buildings or structures shall be prepared and submitted to the building official where the construction or demolition involves any of the following:

1. Excavation work to a depth of more than 5 feet (1524 mm) within 10 feet (3048 mm) of an adjoining or adjacent building.
2. Excavation, new construction or demolition work occurring within 90 feet (27.43 m) 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.
4. Severing of any structural, roof, or wall covering element extending continuously across the property line onto adjoining property.

B-3307.9.1 Preconstruction surveys of buildings or structures shall include the following information:

1. 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, including but not limited to identification of any visible structural, roof, or wall covering elements extending continuously across the property line. If the work included in the application for permit includes demolition or construction above the roof line of any building or structure on adjoining property, include identification of locations of any visible bulkheads, chimneys, mechanical equipment, parapets, skylights, or vertical extensions of fire walls on the roof of any adjoining or adjacent building.
2. Documentation of the existing conditions of all adjacent or adjoining buildings, which shall include the location extent and dimension of any visible cracks or pronounced deformations or misalignment of the building or structure's entire exterior envelope.
3. Photographs of the adjoining or adjacent buildings or structures showing, at a minimum: (1) the elevation as visible from any public right-of-way and (2) photographs of any locations or elements identified in B-3307.9.1 or B-3307.9.2.
4. Statement, signed by a representative of the entity performing structural observations in accordance with Chapter 17, confirming that existing conditions identified in this preconstruction survey will be monitored throughout the construction or demolition operation.

B-3307.10 Monitoring: Construction or demolition operations shall be monitored by a licensed special inspector in accordance with Chapter 17. Operations shall be monitored in accordance with an approved monitoring plan specifying scope, frequency, and acceptable tolerances.

B-3307.11 Notification: The owner or owner's agent performing or causing construction or demolition operations shall provide written notification of the following activity to the adjoining property owner:

1. Excavation exceeding a depth of five (5) feet below adjacent grade, excluding digging, trenching, or boring for utilities or geotechnical exploration, that is within ten (10) feet of an adjacent structure.
2. Modification to a fire wall which is used for joint service between two buildings on separate lots, including demolition or underpinning.
3. Excavation, new construction or demolition work occurring within 90 feet of a designated historic building or structure on an abutting lot.
4. Severing of any structural, roof, or wall covering element extending continuously across the property line onto adjoining property.
5. Demolition activity that results in the exposure of a wall of an adjacent or adjoining building.

Such notification shall describe the nature of work, estimated schedule and duration, and shall include the pre-construction survey, plans or details depicting work that may affect the adjoining or adjacent property, details of monitoring to be performed on the adjoining property, protection proposed to be installed on the adjoining property, a copy of the contractor's Certificate of Insurance for general liability, and contact information for the project.

Notification shall be delivered to the adjacent property owner at the address registered with the City of Philadelphia Office of Property Assessment and the resident of the adjoining property, if different from owner.

B-3307.11.1 Initial Notification shall be delivered prior to submission of the permit application.

1. The permit application shall include the adjacent property owner's signature affirming receipt of notification and statement of owner's rights on a form established by the Department.
2. If the party carrying out the construction or demolition is unable to obtain the adjacent property owner's signature of receipt, evidence of delivery and reasonable attempt to acquire signature must be provided. In the absence of the adjacent property owner's signature of receipt, no construction or demolition permit shall be issued less than 60 days after either permit application submission or the date that notice was transmitted, whichever comes later.

B-3307.11.2 Final notification shall be delivered at least 10 calendar days prior to commencement of work updating the construction schedule and providing any changes to the detail required for the Initial Notification under Section B-3307.11. The party carrying out the construction or demolition shall be responsible to notify the adjacent property owner and resident of any significant modifications required during construction or demolition operations that may have an impact on adjacent property.

EXCEPTIONS:

1. Notification shall not be required for demolition performed under contract with the Department and in compliance with current Procurement Department specifications.
2. The time periods prescribed under B-3307.11.1 and B-3307.11.2 shall be waived for work performed under private contract that is necessary to abate an unsafe or imminently dangerous condition, as determined by the Department.

B-3307.11.3 The Department may provide notice to the owner or resident of the adjoining property of permit application submission, the property owner's rights, and contact information for the permit applicant.



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