



Acknowledgment of Receipt of Construction or Demolition Project Information

In accordance with [Section 4-B-3307.11.1](#) of the Philadelphia Code, the owner or their representative causing construction or demolition is required to provide an adjacent owner, as registered with the Office of Property Assessment, with pertinent project information where work may impact the adjacent property.

The affected adjacent owner or their representative must sign **Section C** of this form to acknowledge receipt of project information and the **form(s) must be submitted with the permit application**. If a reasonable attempt has been made to provide required information but a signature could not be secured, no permit shall be issued in less than 60 calendar days of submission.

Project Information

A

Project Address: _____

Type of Work: ☐ New Construction ☐ Demolition ☐ Addition/ Alteration

Required Project Details

The Contractor is the contractor identified on the applicable permit application as responsible for the construction authorized by the permit, in accordance with [Section 9-1004](#) of the Philadelphia Code.

A new building or addition extending above an existing chimney or vent on an adjacent roof may require the extension of chimney / vent. Refer to the [Chimney / Vent Clearance Requirements Information Sheet](#) for more information.

B

The following information must be provided to the property owner registered with the [Office of Property Assessment](#):

Project Information (Mandatory)

- | | |
|--|---|
| <ul style="list-style-type: none"> A description of the nature of work An estimated schedule and duration A pre-construction survey and plans or details depicting work that may affect the adjoining / adjacent property | <ul style="list-style-type: none"> Details of monitoring to be performed on the adjacent property Protection proposed to be installed on the adjoining property |
|--|---|

Is Chimney / Vent Extension Required: ☐ No ☐ Yes

- If 'Yes', a Notice of Required Chimney / Vent Modification must be provided.

Contractor Information

- The Contractor's contact information for the project
- A copy of the Contractor's Certificate of Insurance for general liability

OR

☐ Check this box if a contractor has not yet been selected. The contractor's contact information and insurance shall be provided with the final notice at least 10 days prior to the start of work.

Adjacent Property Owner Acknowledgement

An affected property is one which:

- is within 10 ft of an excavation more than 5 ft below adjacent grade
- share a party wall
- are on the [Philadelphia Historic Registry](#) with buildings located within 90 ft.
- share a common structural, roof, or wall element that is being severed.

If more than one property is affected, a separate form shall be submitted for each property.

C

Affected Property Address: _____

By signing below, I acknowledge that I was provided with the information listed in Section B. This serves only to acknowledge receipt and does not constitute an agreement to enter property, perform work on property, or otherwise waive any legal rights of the property owner.

Name of Owner or Representative*: _____

Signature: _____ Date: _____

* If adjacent property is a condominium or planned unit development, the signature of an authorized association representative shall suffice.

Notice of Failed Attempt

Complete this section **only if unable to secure signature** of affected adjacent owner or representative.

Proof of delivery (i.e., include certified mail receipt) must be submitted with the permit application.

D

- ☐ A reasonable attempt has been made to secure the adjacent owner's signature confirming receipt, however, I am unable to obtain the signature of owner of the adjacent property or properties confirming delivery. I understand that my permit shall not be issued less than 60 days from the application date.

Affected Property Address: _____

Project Owner or Owner Representative Name: _____

Signature: _____ Date: _____ / _____ / _____

ATENCIÓN: ¡Este es un aviso importante! Para recibir información en su idioma, llame al 215-686-8686 o visite www.phila.gov/li

注意：这是重要通知！如果您需要以您的语言获得此信息，请致电 215-686-8686 或访问 www.phila.gov/li

CHÚ Ý: Đây là thông báo quan trọng! Nếu bạn cần thư này bằng ngôn ngữ khác, vui lòng gọi 215-686-8686 hoặc truy cập [phila.gov/li](http://www.phila.gov/li)

주의: 중요 통지입니다! 이 서신을 귀하의 언어로 받고 싶으시면 215-686-8686번으로 전화하시기 바랍니다 또는 [phila.gov/li](http://www.phila.gov/li)를 방문하십시오.

توجه فرمائیں: یہ ایک ضروری اطلاع نامہ ہے! ترجمہ کی خدمات کے لیے 215-686-8686 پر کال کریں یا [phila.gov/li](http://www.phila.gov/li) - ملاحظہ کریں۔

ATTENTION: Cet avis est important! Si vous avez besoin de cet avis dans une autre langue, appelez le 215 -686-868 ou visitez [phila.gov/li](http://www.phila.gov/li)

