



Notice of Required Chimney / Vent Modification Form

The owner or their representative causing construction impacting the chimney or vent exhaust on an adjacent property must provide this notice of required modifications to the affected property owner registered with the Office of Property Assessment at least 60 days prior to the start of work.

Project Information

Provide address for property undergoing new construction or building extension.

Provide address for building with chimney or vent that will be affected by proposed construction.

A

Address of Proposed Work: _____

Address of Affected property: _____

Required Project Details

The person causing construction is required to provide initial notice of proposed construction and required modifications necessary to maintain clearance requirements for an affected chimney or vent on an adjacent property.

Visit www.phila.gov/li to review regulations and associated information sheet.

B

1. SCOPE OF PROPOSED WORK:

Provide a brief description of proposed construction:

2. REQUIRED MODIFICATION TO CHIMNEY OR VENT:

Provide a description of proposed modifications to chimney or vent to maintain compliance with the Philadelphia Code (*Attach additional sheets if necessary*):

3. DESCRIPTION OF REQUIRED MODIFICATIONS (*If applicable*):

Provide a description of underlying repairs that must be made prior to safe modification of chimney or vent, as prescribed by a PA licensed professional engineer (*Attach additional sheets if necessary*).

Must be accompanied by the signed and sealed engineer's report.

Conditions

C

1. The party causing construction is responsible to make or fund modifications to the chimney/vent described in section B2.
2. If the owner of the chimney or vent fails to respond to this notice or rejects the offer, they assume responsibility for any modifications required to maintain clearance requirements set forth in the Philadelphia Code. Failure to do so may result in enforcement actions, including the issuance of a violation.
3. The owner of the chimney or vent is required to correct pre-existing deficiencies described in section B3 within 60 days of notice of required repairs, unless both parties agree to an extension. If corrections are not made within the required timeframe, the owner of the chimney or vent shall assume full responsibility for any modifications required to maintain clearance requirements set forth in the Philadelphia Code.

Contact Information

The owner or owner's representative proposing construction must provide contact information and signature.

D

Name of Project Owner/Owner's Representative: _____

Signature: _____ Date: _____

Email: _____ Phone Number: _____

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.

توجہ فرمائیں: یہ ایک ضروری اطلاع نامہ ہے! ترجیح 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)

