



Pre-Construction Site Training Course



Disclaimer

The views expressed in this presentation are the views of the speaker and the Department of Licenses and Inspections and may not be understood or quoted as being made on behalf of the City of Philadelphia or working parties.





Preconstruction Requirements

Topics Of Discussion For Revitalization & New Construction

Permits Required & On-site Postage

- R.O.W. Closures (Right Of Way)
- Building

Building Requirements

- Posting Permits
- Signage
- Insurance Certificates


PM Code Requirements

- Scaffolding
- Trash & Debris

OSHA 10 & 30 Requirements

- Site Safety
- Laborers

The Administrative Code


- Notice Of Violations & Penalties
 - Stop Work Order
 - Violations/SVN
- 



What will be inspected?

Job Site Surveillance:

We will look for a clean and safe environment to include but not limited to the following compliances and or violations:

1. Sidewalk and/or street closure permit(s)
 2. Posting of permits (building; demolition; specialty trades)
 3. Protection of adjoining property or properties
 4. Shoring and underpinning
 5. Illegal electrical hook up
 6. Access to public utility fixtures
 7. Lay down area for material and equipment
 8. Onsite Porta-potty
 9. Approved Trash compartments and containers.
 10. Tire wash-down area
- 

Call before you dig!

PA-1 CALL

[Home](#) [About](#) [Member Services](#) [Events](#) [Resource Center](#)

[Products & Services](#) [Applications](#) [Contact](#)

[Homeowner](#)

[Excavator](#)

[Facility Owner](#)

[Designer](#)

[Project Owner](#)

[Emergency Responder](#)

[PA Damages Database](#)

[Safety Days](#)

Frequently Asked Questions (FAQ's)

Do I have to call if I am digging on my own property?

Yes, you are required to inform the utilities of any type of work involving the movement of earth with powered equipment.

Who should make the call?

The person who is doing the digging should place the one call notification. If you are a homeowner and you've hired an excavator to do the work, the excavator is required by law to call to have lines located (refer to Section 5 of PA Act 287).

How deep must I dig before I am required to call?

If you are digging with powered equipment the person operating the equipment must call. It does not matter how deep you are digging or where you are digging within the Commonwealth of Pennsylvania.

What kind of questions will I be asked when I call?

For a complete list of questions, [click here](#).

What are PA One Call's hours of operations?

The call center is open 24-hours a day, 7 days a week, every day of the year.

How many days do I have to wait before I can begin digging?

State law requires a three (3) business day notice (does not include state holidays or weekends), but not more than ten (10) business days prior to the start of excavation. A business day begins at 12:00:00 a.m. and ends at 11:59:59 p.m. The first lawful start date for your excavation is determined by your scheduled excavation date (the day you plan to start digging), work should not begin prior to your first lawful start date but no later than 10 business days from the day of your call.

Be aware of the markings!

COLOR CODE
CGA/APWA TEMPORARY
MARKING GUIDELINES
ANSI STANDARD Z535.1

WHITE	Proposed Excavation
PINK	Temporary Survey Markings
RED	Electric Power Lines, Cables, Conduit and Lighting Cables
YELLOW	Gas, Oil, Steam, Petroleum or Gaseous Materials
ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Loops
BLUE	Potable Water
PURPLE	Reclaimed Water, Irrigation and Slurry Lines
GREEN	Sewer and Drain Lines

 **THREE BUSINESS DAYS
BEFORE YOU
DIG - DRILL - BLAST**
DIAL 8-1-1 or 1-800-242-1776
www.paonecall.org

Streets Department

The Philadelphia Code

CHAPTER 11-200. OPENINGS AND EXCAVATIONS IN THE STREETS 6

§ 11-201. Prohibited Conduct.

(1) No person shall make any opening or tunnel in, or break or remove any pavement of, any part of any street except pursuant to the provisions of this Title or as otherwise specifically provided.

§ 11-202. Special Ordinances. 7

(1) No person shall open, break or occupy any street for the purpose of laying tracks or rails for passenger purposes, except when authorized by special ordinance. No person shall own, construct, operate, maintain, or repair any Facilities in the Right-of-Way in connection therewith except as authorized by and in accordance with Chapter 11-700 and the applicable provisions of Chapter 9-300.

§ 11-203. Sewer and Water Pipe and Other Underground Service. 8

(1) No person shall open, break or tunnel any street for the purpose of making a connection with or repairing any sewer or water pipe or other underground service, unless he has obtained a permit from the Department of Licenses and Inspections. Tunneling will not be permitted without the written approval of the Chief Highway Engineer.

(2) No such permit shall be issued without the approval of the Department of Streets and the Department in charge of the underground service to be repaired or connected.

(3) No permit issued under this Section shall be operative after a period of thirty (30) days from its effective date or, if no effective date is specified, from the date it is issued. Permittees shall procure permits for emergency openings within five (5) working days. 9

(4) All work done under any permit issued under the provisions of this Section shall be subject to the supervision of the responsible departments of the City and shall be done in accordance with the regulations of those departments, including but not limited to the regulations as to precautions to be taken during the performance of the work, time and manner of doing the work, and the replacement and maintenance of the temporary paving. Non-compliance with the regulations may result in additional costs to the permittee when the Department is required to correct conditions.

(5) Where the fees prescribed in 11-203(7) have been paid permanent restoration of the roadway paving shall be done by the Department of Streets, itself or by contract.

(6) The work authorized under any permit issued under the provisions of this Section shall be determined by the Department of Streets.

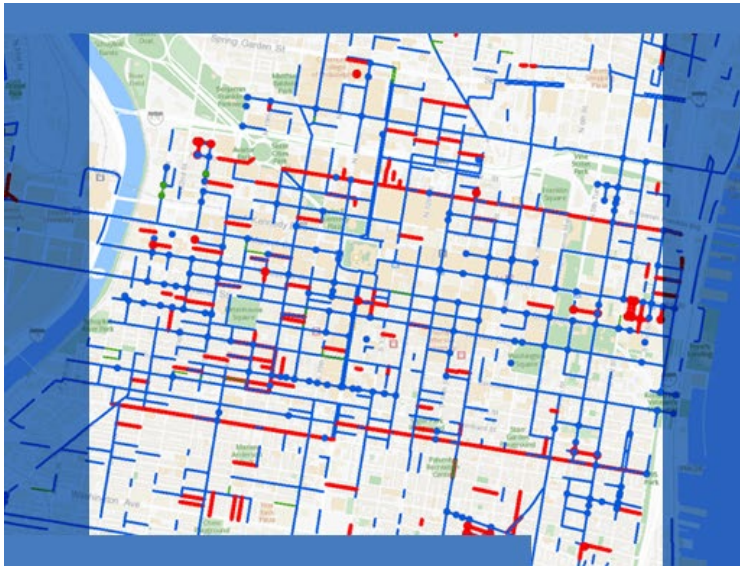
(7) Except as otherwise provided in this Section, or where the applicant is responsible for the complete and satisfactory replacement of the permanent paving and does so to the satisfaction of the Department of Streets, the fees for permits provided for in this Section shall be: 10

Right-of-Way Permits

Sidewalk/Curb-lane Closures

Code 11-700:





NEW! PHILADELPHIA
STREETS & SIDEWALK
PERMIT MAP

View active street and sidewalk closure permits
across the City and report unsafe conditions.

LEARN MORE

WWW.STSWEB.PHILA.GOV

Utility Closure Permits

- Phila. Gas Works (PGW)
- Water Revenue Bureau
- PECO (Electric)

UTILITY WORK		CITY OF PHILADELPHIA		OFFICIAL USE ONLY	
APPLICATION FOR STREET CLOSURE		STREETS DEPARTMENT HIGHWAYS RIGHT OF WAY UNIT 940 MUNICIPAL SERVICES BUILDING 1401 JOHN F. KENNEDY BOULEVARD PHILADELPHIA, PA 19102-1676 (215) 686-5500 PHONE/(215) 686-5062 FAX		M.D.O. <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED INITIALS _____ DATE _____	
<input type="checkbox"/> NEW PERMIT <input type="checkbox"/> EXTEND EXISTING PERMIT PERMIT# _____				POLICE <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED INITIALS _____ DATE _____	
				CITY <input type="checkbox"/> APPROVED COUNCIL <input type="checkbox"/> DENIED INITIALS _____ DATE _____	
APPLICANT INFORMATION					
CONTRACTOR (PERMITEE)	CONTRACTOR CONTACT	CONTRACTOR ADDRESS	CITY	STATE	ZIP CODE
CONTRACTOR PHONE ()	CONTRACTOR FAX ()	PHILADELPHIA TAX I.D. NUMBER	<input type="checkbox"/> PAGER <input type="checkbox"/> CELLULAR		PIN# _____
OWNER OF DUCT AND/OR FIBER	OWNER CONTACT	OWNER PHONE ()	OWNER FAX ()		
CONSTRUCTION INFORMATION					
APPLICATIONS MUST BE FAXED TO THE RIGHT OF WAY UNIT AT 215-686-5062 AT LEAST 20 BUSINESS DAYS BEFORE START DATE			START DATE	END DATE	
ON STREET / ADDRESS	FROM STREET	TO STREET	START TIME	AM PM	END TIME AM PM
DETAILED LOCATION INFORMATION			EXCAVATION		
WORK LIMITS: <input type="checkbox"/> PARTIAL SIDEWALK CLOSURE <input type="checkbox"/> PARTIAL STREET CLOSURE		NUMBER OF LANES IMPACTED _____	<input type="checkbox"/> REPAIR EXISTING DUCT OR MAIN		
<input type="checkbox"/> FULL SIDEWALK CLOSURE <input type="checkbox"/> FULL STREET CLOSURE			<input type="checkbox"/> TRENCH & INSTALL DUCT OR MAIN		
			<input type="checkbox"/> SERVICE LATERAL		
			<input type="checkbox"/> MANHOLE PLACEMENT		
			<input type="checkbox"/> STREET RESTORATION		
			<input type="checkbox"/> OTHER _____		
			PROVIDE THE FOLLOWING & ATTACH PERMIT(S) STREET OPENING PERMIT # _____		
			GIS APPLICATION (IF PENDING) # _____		
			CURB & FOOTWAY PERMIT # _____		
			NON-EXCAVATION		
			<input type="checkbox"/> MANHOLE INSPECTION		
			<input type="checkbox"/> PUMP MANHOLE		
			<input type="checkbox"/> ROD & ROPE DUCT		
			<input type="checkbox"/> INSTALL INNERDUCT		
			<input type="checkbox"/> PULL FIBER		
			<input type="checkbox"/> SPLICE FIBER		
			<input type="checkbox"/> TEST FIBER		
			<input type="checkbox"/> OTHER _____		

Closure Permits for Equipment Placement

- Boom Lift, Roll-Off Dumpsters, Equipment & Material



EQUIPMENT PLACEMENT		CITY OF PHILADELPHIA STREETS DEPARTMENT		*ADDITIONAL DUMSTER INFORMATION REQUIRED	
APPLICATION FOR STREET CLOSURE		HIGHWAYS RIGHT OF WAY UNIT 940 MUNICIPAL SERVICES BUILDING 1401 JOHN F. KENNEDY BOULEVARD PHILADELPHIA, PA. 19102-1676 PHONE# (215) 686-5501 FAX# (215) 686-5062		HAULER NAME:	
<input type="checkbox"/> NEW PERMIT <input type="checkbox"/> EXTEND EXISTING PERMIT PERMIT # _____				CONSTR. DUMSTER LICENSE:	
APPLICANT INFORMATION					
APPLICANT	COMPANY (IF APPLICABLE)	ADDRESS	CITY	STATE	ZIP CODE
PHILADELPHIA TAX I.D. NUMBER	PHONE () ()	FAX () ()	EMAIL ADDRESS @		
APPLICATIONS MUST BE FAXED TO THE RIGHT OF WAY UNIT AT (215) 686-5062 AT LEAST 20 BUSINESS DAYS BEFORE START DATE			START DATE / /	END DATE / /	
ON STREET/ADDRESS	FROM STREET	TO STREET	START TIME : AM	END TIME : AM	
WORK LIMITS:		DETAILED LOCATION INFORMATION			
<input type="checkbox"/> PARTIAL SIDEWALK CLOSURE SIDEWALK CLOSURE LENGTH REQUESTED: _____ FT		<input type="checkbox"/> PARTIAL STREET CLOSURE No. LANES REQUESTED: _____ CLOSURE LENGTH REQUESTED: _____ FT.			
<input type="checkbox"/> FULL SIDEWALK CLOSURE		<input type="checkbox"/> FULL STREET CLOSURE PARKING METER NUMBERS: _____			
PURPOSE OF CLOSURE		Indicate North Arrow			
<input type="checkbox"/> BOOM OR LIFT (NOT CRANES) <input type="checkbox"/> CONSTRUCTION FENCE <input type="checkbox"/> CONSTRUCTION TRAILER <input type="checkbox"/> DEMOLITION * <input type="checkbox"/> EQUIPMENT DELIVERY <input type="checkbox"/> FAÇADE RESTORATION * <input type="checkbox"/> FOOTWAY RESTORATION * <input type="checkbox"/> PROMOTIONAL DISPLAY <input type="checkbox"/> ROLL-OFF DUMSTER (FILL OUT DUMSTER INFO IN UPPER RIGHT CORNER *) <input type="checkbox"/> SCAFFOLDING <input type="checkbox"/> SHELTER PLATFORM * <input type="checkbox"/> TEMPORARY LOADING ZONE <input type="checkbox"/> OTHER _____ <input type="checkbox"/> TEMPORARY NO PARKING _____ <input type="checkbox"/> WINDOW WASHING _____ <input type="checkbox"/> _____					
* ATTACH COPY OF BUILDING PERMIT (L&I) OR CURB/FOOTWAY PERMIT (HIGHWAYS)		Street Name Street Name Street Name			

Crane Placement Closure Permit

- Boom Lift, Roll-Off Dumpsters, Equipment & Material



CRANE PLACEMENT		CITY OF PHILADELPHIA		CONTACTS	
APPLICATION FOR STREET CLOSURE		STREETS DEPARTMENT RIGHT OF WAY UNIT 940 MUNICIPAL SERVICES BUILDING 1401 JOHN F. KENNEDY BOULEVARD PHILADELPHIA, PA 19102-1676		RIGHT OF WAY UNIT 215-686-5500 RIGHT OF WAY UNIT FAX 215-686-5506 SEPTA 215-566-6200 PATCO 215-216-3700 PA ONE CALL 800-242-1776 HAULING PERMITS 215-686-5506	
PLEASE READ NOTES BELOW TO DETERMINE IF ADDITIONAL AUTHORIZATION IS REQUIRED FROM OTHER AGENCIES OR DEPARTMENTS					
APPLICANT INFORMATION					
APPLICANT	ADDRESS	CITY	STATE	ZIP CODE	
CONTACT PERSON	CONTACT PHONE ()	CONTACT FAX ()	PHILADELPHIA TAX I.D. NUMBER		
LIFT INFORMATION					
AXLE LOADS	AXLE SPACING	ROCK WEIGHT Lbs.	MAX. OUT-RIGER REACTION	GVW OF ASSEMBLED CRANE Lbs.	
REASON FOR CRANE LIFT		WIDTH OF CRANE SETUP	HAULING PERMIT #	PA ONE CALL #	
LOCATION INFORMATION					
APPLICATIONS MUST BE FAXED TO THE RIGHT OF WAY UNIT AT 215-686-5062 AT LEAST 20 BUSINESS DAYS BEFORE START DATE				START DATE / /	END DATE / /
ON STREET / ADDRESS	FROM STREET	TO STREET	START TIME AM PM	END TIME AM PM	
DETAILED LOCATION INFORMATION					
PLEASE ILLUSTRATE THE EXACT LOCATION OF THE CRANE AND ANY SUPPORT VEHICLES BELOW					
Indicate North Arrow					
Street Name					
ADDITIONAL APPROVALS					
THESE ADDITIONAL APPROVALS ARE REQUIRED WHEN THE FOLLOWING CONDITIONS APPLY:					
SEPTA	PLACEMENT ON BROAD STREET OR MARKET STREET				
PATCO	PLACEMENT ON 6 TH STREET FROM RACE ST. TO LOCUST ST.; PLACEMENT ON LOCUST STREET FROM 6 TH ST. TO 16 TH ST.				
PENNSYLVANIA ONE CALL	GROSS ASSEMBLED WEIGHT OVER 60,000 LBS.				
HAULING PERMIT	GROSS VEHICLE WEIGHT OVER 30,000 LBS.; HEIGHT OVER 13'-6"; WIDTH OVER 8'-0"; LENGTH OVER 40'-0" (SINGLE VEHICLE) OR LENGTH OVER 60'-0" (COMB. VEHICLE)				
HIGHWAY PATROL	GROSS VEHICLE WEIGHT OVER 145,000 LBS.; HEIGHT OVER 14'-0"; WIDTH OVER 11'-5"; LENGTH OVER 75'-0"				
OFFICIAL USE ONLY					
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
BRIDGE DIVISION	MANAGING DIRECTOR	POLICE DEPARTMENT	SEPTA	PATCO	
DATE: / /	DATE: / /	DATE: / /	DATE: / /	DATE: / /	

Building Permit

BUILDING PERMIT

City of Philadelphia
Department of Licenses and Inspections
1400 John F. Kennedy Blvd.
Philadelphia, PA 19102

Project Number: 000000
Date Issued: 08/01/2019

Project Name: RENOVATION ONLY
Address: 1234 MAIN ST
City: PHILADELPHIA
State: PA
Zip: 19102

Permit Type: RENOVATION ONLY
Description of Work: RENOVATION ONLY

PHILADELPHIA

Right-of-Way Permit

City of Philadelphia

Department of Streets
Highway Division - Right-of-Way Unit
1000 John F. Kennedy Building
1400 John F. Kennedy Building
Philadelphia, PA 19102

Project Number: 000000
Date Issued: 08/01/2019

Project Name: RENOVATION ONLY
Address: 1234 MAIN ST
City: PHILADELPHIA
State: PA
Zip: 19102

Permit Type: RENOVATION ONLY
Description of Work: RENOVATION ONLY

PHILADELPHIA

Signature: [Signature]

Permits must be current within the **180-day** limit; and within the scope of work.

REF: [IBC-\[A\]105.5](#)

*****PERMITS MUST BE POSTED AND VISIBLE ON-SITE AT ALL TIMES*****



Larger sites require a "Project Information Panel" *IBC-[A]105.7*



Notify your neighbor(s)

- The person(s) making or causing an excavation to be made shall ***provide written notice to the owners*** of adjoining buildings ***10 days prior***, advising them that the excavation is to be made and that the adjoining buildings should be protected.

[Date]

To Our Neighbors at [Building name or address]:

This notification is to make you aware that we will be undergoing a renovation project for apartment [Apt #]. This construction is scheduled to commence the week of [date of commencement] with an estimated completion date of [date of completion].

All renovation activities will occur in accordance with the guidelines set forth by the building management. We will do our best to limit the amount of noise or disruption to you throughout construction.

If you have any concerns, you can reach out to the building management who will notify us appropriately.

Thank you,


[Owner names]

REF: IBC-3307.1





Demolition

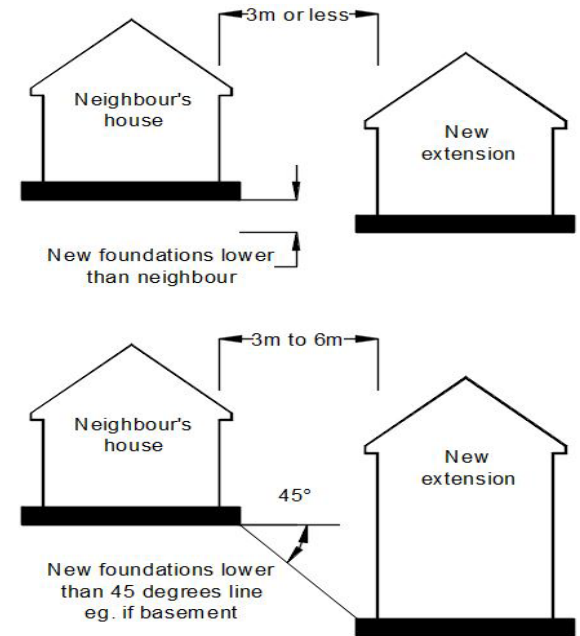
- Demolition is one of the most hazardous construction operations – responsible for more deaths and major injuries than any other activity.
 - If a demolition project is ***well planned***, the risks of injury and death can be minimized.
 - The planning and execution of a demolition project should only be done by appropriately competent persons.
 - The work should be supervised by someone with sufficient knowledge of the particular structure being dismantled.
 - Expert from structural engineers will be paramount.
- 

Protection of Adjoining Property or Open Site

Protection Required:

- Adjoining public and private property shall be protected from damage during construction, remodeling and demolition.
- Protection shall be provided for **footings, foundations, party walls, chimneys, skylights and roofs.**

REF: IBC-3307.1



REF: IBC-3307.1

- Provisions shall be made to ***control water runoff and erosion*** during construction or demolition activities.

Avoid Standing water!!!





Lay Down Area for Material & Equipment

➤ Temporary Use Of Streets, Alleys and Public Property

•**Storage and handling of materials:** The temporary use of streets or public property for the storage or handling of materials *or* of equipment required for construction or demolition must be compliance with city code.

REF: [IBC-3308.1](#)

*****In no case shall the walkway be less than 4-feet in width ([IBC-3306.2](#))*****



Occupational Safety & Health Administration



Occupational Safety & Health Administration



Choose Your Fall Protection Method:



Guardrail/Handrail



Personal Fall Protection



Designated Area

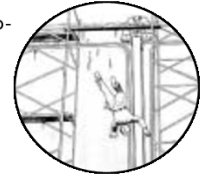


Safety Net System



Fall Protection Tips

- Identify all potential tripping and fall hazards before work starts.
- Look for fall hazards such as unprotected floor openings/edges, shafts, skylights, stairwells, and roof openings/edges.
- Inspect fall protection equipment for defects before use.
- Select, wear, and use fall protection equipment appropriate for the task.
- Secure and stabilize all ladders before climbing them.
- Never stand on the top rung/step of a ladder.
- Use handrails when you go up or down stairs.
- Practice good housekeeping. Keep cords, welding leads and air hoses out of walkways or adjacent work areas.



For more complete information:

OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA



Building Requirements

Posting Of Permits

Insurance
Certificates

Signage (Sidewalk
& Street)

Scaffolding



Protection of Pedestrians

Protection Required:

- Pedestrians shall be protected during construction, remodeling and demolition activities. REF: ***IBC-3306.1***



List of Street & Sidewalk Closures



Back



Front





Directional Traffic Barricades

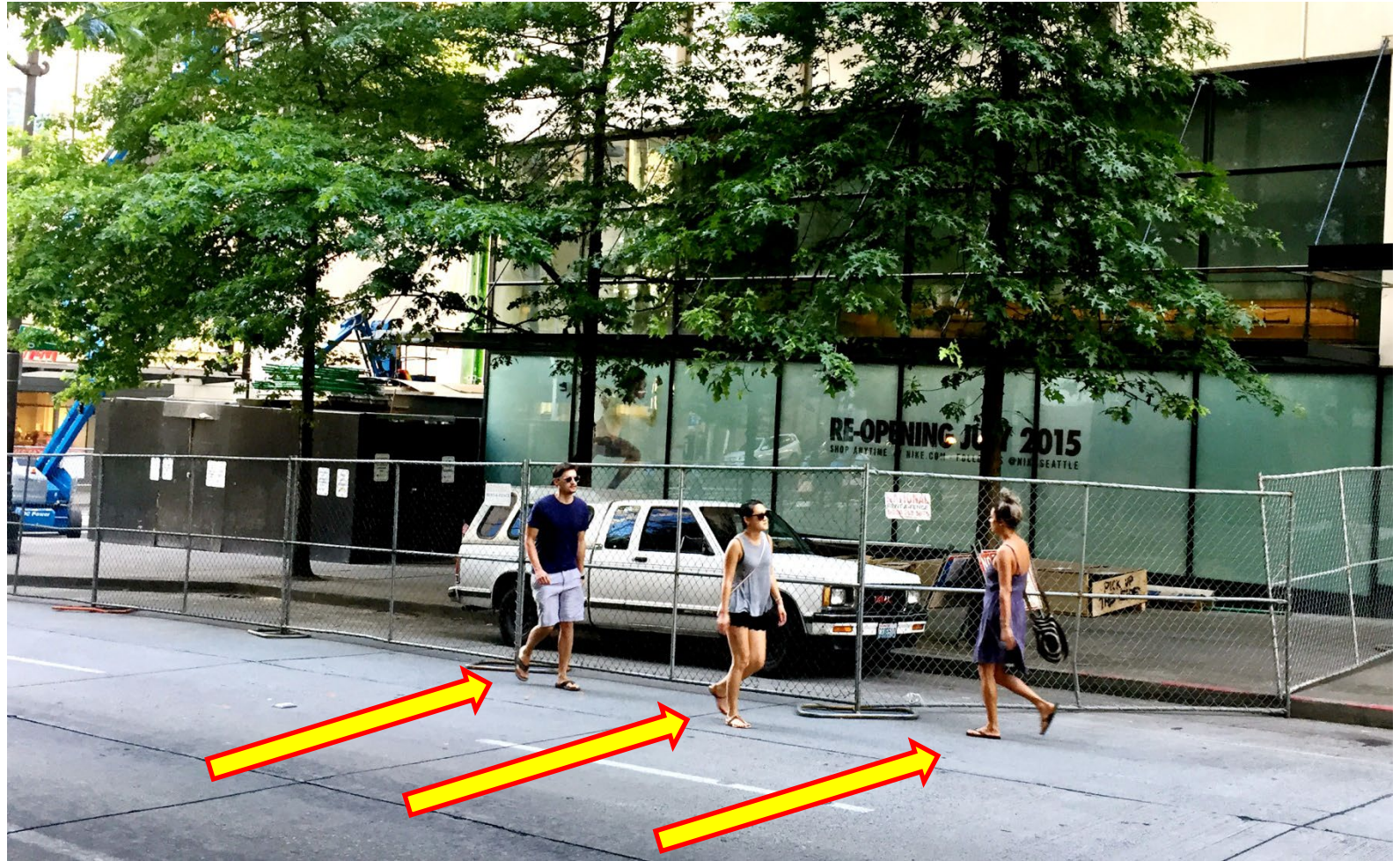
- Pedestrian traffic shall be protected by a directional barricade where the walkway extends into the street. The directional barricade shall be of sufficient size and construction to direct vehicular traffic away from the pedestrian path.

REF: [IBC-3306.3](#)



***** MUST BE FILLED WITH WATER *****

NO!!! NO!!! NO!!!

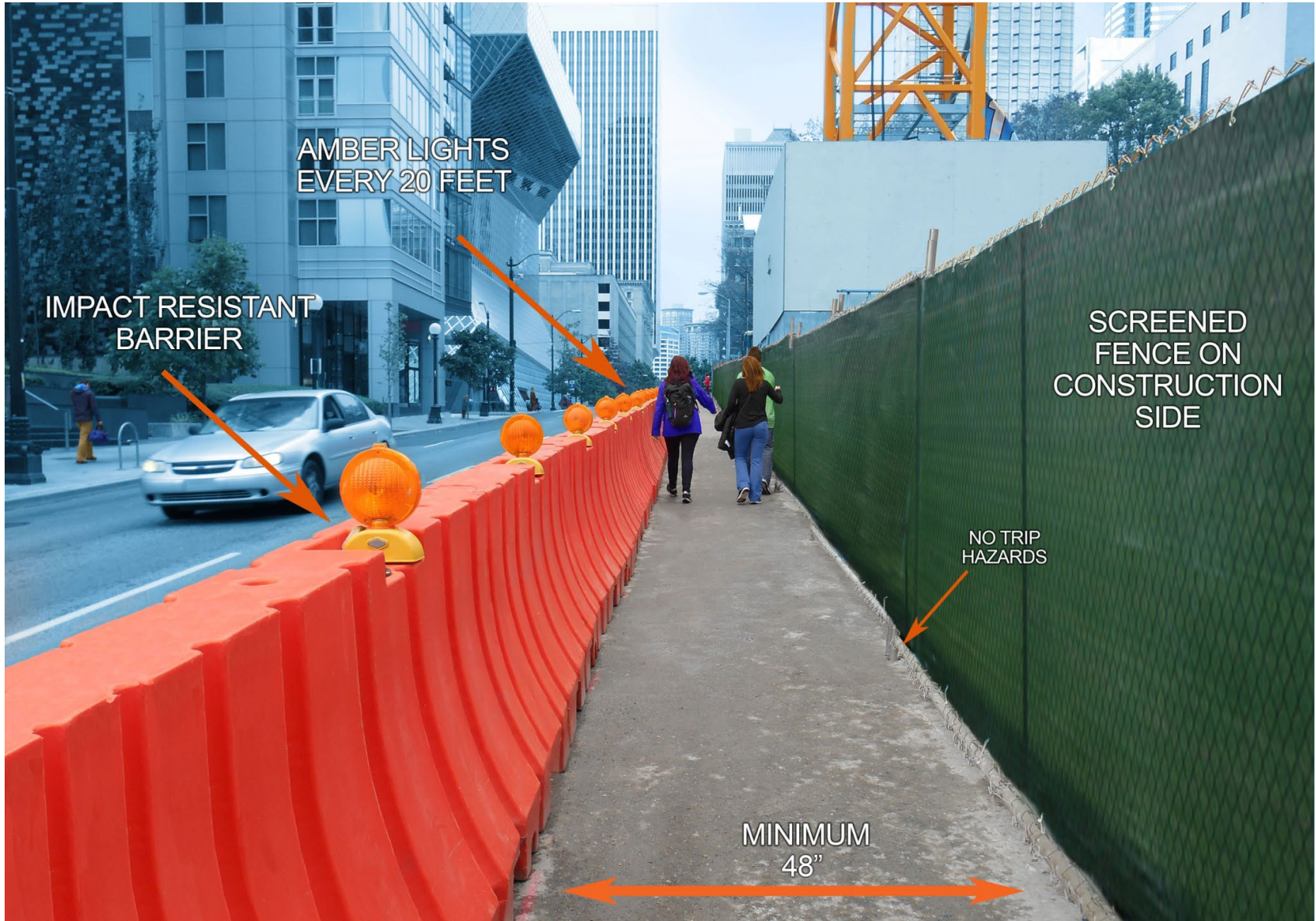


Walkways

A walkway shall be provided for pedestrian travel in front of every construction and demolition site *unless* the applicable governing authority authorizes the sidewalk to be fenced or closed.

REF: **IBC-3306.2**





AMBER LIGHTS
EVERY 20 FEET

IMPACT RESISTANT
BARRIER

SCREENED
FENCE ON
CONSTRUCTION
SIDE

NO TRIP
HAZARDS

MINIMUM
48"



Scaffolding

➤ Requirements:



Power line clearance

Insulated lines

50 – 299 volts = 3 feet

All other power lines

50 – 50k Volts = 10 feet

Over 50k Volts, add .4" per KV



Examples of scaffolds too close to power lines

Scaffold Use

1926.451(f)(6)

- Clearance between scaffolds and power lines:

- *Insulated lines*

- Less than 300 volts – 3'
- 300 volts to 50 kv – 10'
- More than 50 kv – 10' + 0.4" for each 1 kv over 50 kv

- *Uninsulated lines*

- Less than 50 kv – 10'
- More than 50 kv – 10' + 0.4" for each 1 kv over 50 kv

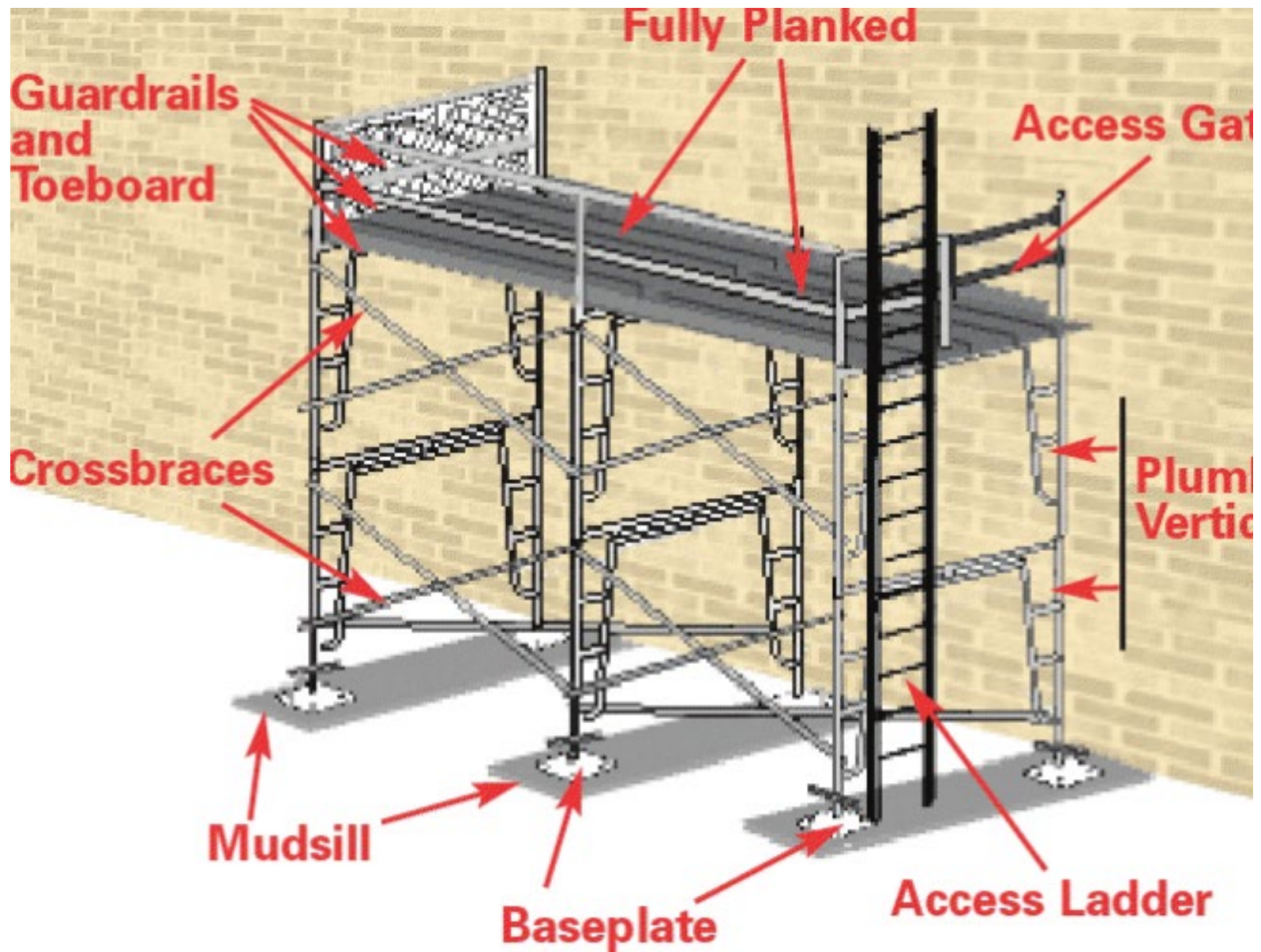


1926.451(f) Use (cont'd)

- No work on snow, or ice covered platforms
- No barrels, boxes or ladders on top of scaffolds











Property Maintenance Code Requirements

➤ Trash & Debris

- Accumulation Of Rubbish or Garbage
- Exterior property and premises, and interior of every structure, shall be free from any accumulation of rubbish or garbage. REF: ***PM15-308.1***

➤ Rubbish Storage Facilities

- The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish.
REF: ***PM15-308.2.1***



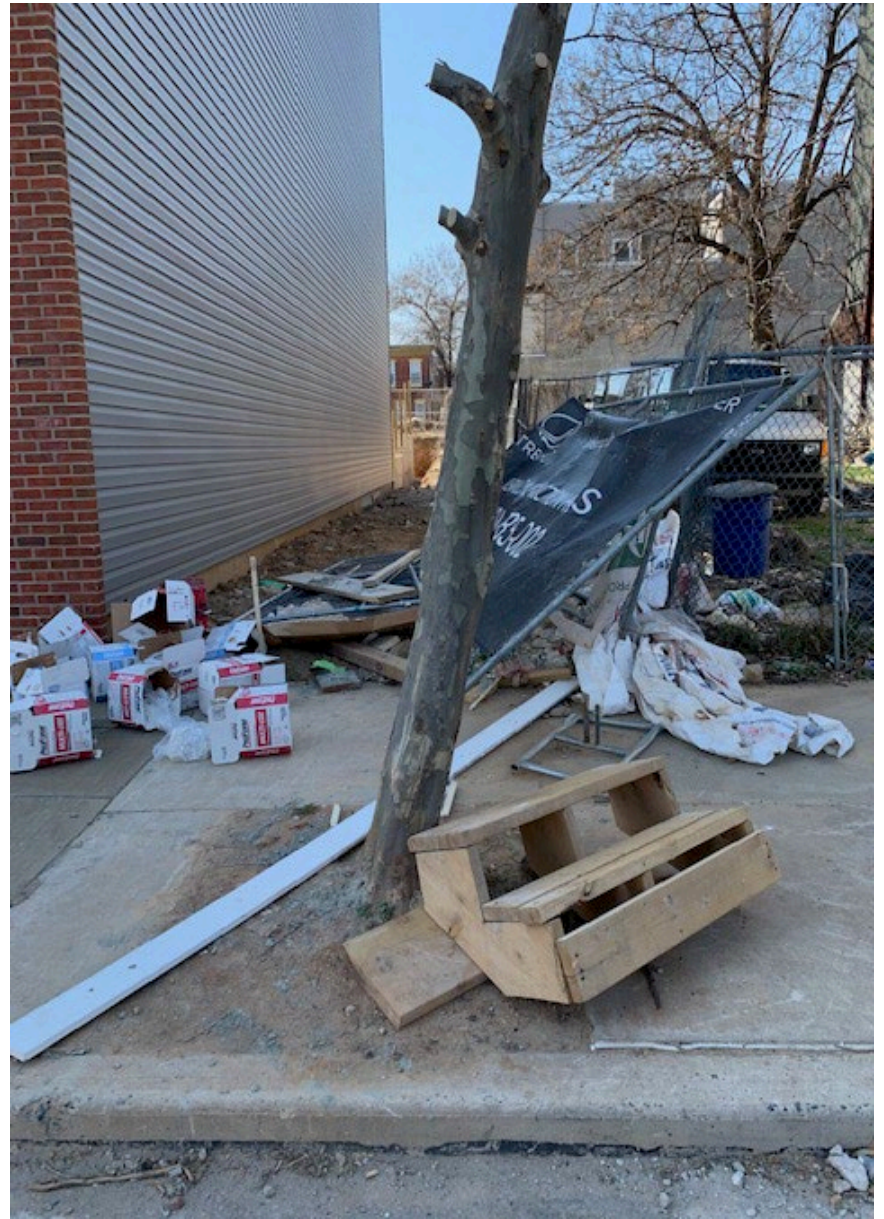
GOOD HOUSEKEEPING

**PROMOTES
SAFETY
DO YOUR PART!**



Do not rely on others to clean up, they won't.









Protection of Foundations

DEPARTMENT OF LICENSES AND INSPECTIONS CODE BULLETIN OF INFORMATION B-0503-R2		CODE OF GENERAL ORDINANCES OF THE CITY OF PHILADELPHIA TITLE 4 – Building Construction and Occupancy Code
SUBJECT OF BULLETIN: EXCAVATIONS AND THE PROTECTION OF ADJACENT PROPERTY – PUBLIC AND PRIVATE		REFERENCE CODE SECTION(S): B-3307 and B-1804.1
ISSUED BY		ISSUE DATE December 2, 2005
NAME: Elizabeth Baldwin		REVISION DATE June 4, 2019
TITLE: Chief Code Official		EFFECTIVE DATE August 1, 2019
		PAGE 1 OF 3

BACKGROUND

Building and sidewalk collapses can be attributed to builders digging basements and footings close to adjoining public and private property. Many older buildings in Philadelphia are supported on rubble stone foundation walls with minimal or no spread footings below. When such walls are exposed or undermined they become unstable and are prone to sudden catastrophic failure. Likewise, when excavations are made immediately abutting paved areas, like private yards and public footways that have no soil support, the exposed soil is prone to catastrophic failure, damaging property and infrastructure and disrupting traffic.

Collapses have also been caused by property owners that attempt to increase the height of their basements by digging out the basement floor. Though the danger is most acute with rubble stone foundation walls and areas with no soil support, damage and failure can occur whenever excavations are made adjacent to existing structures and adjacent yards and footways, regardless of their age or condition.

This Code Bulletin will set forth construction document and inspection requirements to aid in enforcing the code sections that address concerns with excavations and their impact on adjoining public and private property.

CODE REFERENCES

The 2009 and 2018 International Building Code and Philadelphia amendments include the following provisions related to this matter:

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-3307.3 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.*

Excavation Protection Requirements



New requirements have been enacted to protect buildings and public ways against adjacent excavations. Effective October 1, 2018, all submitted building permit applications involving excavation must address the protection of adjacent building and public ways in accordance with [Code Bulletin B-0503-R1](#) .



Notification to Adjacent Owner Information Sheet

Overview

Pursuant to [Section 4-A-3307 of the Philadelphia Code](#), written notification of certain upcoming construction or demolition activities is required to be given from the owner or owner's representative to adjacent property owners. Notification is required to be provided both at the time an application is submitted and a minimum of 10 days prior to the start of work.

The notification is required to describe the scope of work, provide a schedule of work, and detail anticipated protection and monitoring measures for the adjacent property. The notification must also include contact information for the project and a copy of the contractor's Certificate of Insurance for general liability.

The notice must also be provided to the resident, if different from owner.

In accordance with [Section 4-A-305.2.1.9 of the Philadelphia Code](#), proof of the initial notification to the adjacent owner must be submitted with the building permit application. In the event that the proof of receipt of the notification cannot be obtained, the building permit will not be issued for a minimum of 60 days from application.

Applicability

[Section 4-A-3307](#) requires that notification be provided to adjacent property owners prior to the start of the following activities:

- Excavation work to a depth of more than 5 feet below adjacent grade and within 10 feet of an adjoining or adjacent building. This excludes excavation for utilities and geotechnical exploration.
- Modification to a fire wall which is used for joint service between two buildings on separate lots. This includes demolition or underpinning. Modifications shall include, but are not limited to, exposure of the party wall, joist removal, or additional loading placed upon the wall. Applicable modifications shall exclude the removal and replacement of up to 10% of floor joists.
- Excavation, new construction or demolition work occurring within 90 feet of a building or structure on the [Philadelphia Register of Historic Places](#) that is located on the subject property or abutting lot. This excludes excavation for utilities/geotechnical exploration and work occurring within 90 feet of a non-contributing building. *Contact the [Philadelphia Historical Commission](#) to confirm the status of a particular building.*
- Severing of any structural, roof, or wall covering element extending continuously across the property line onto adjoining property. This work may include modification of any common building element such as a shared porch roof, building facade or balcony.
- Demolition activity that results in the exposure of a wall of an adjacent or adjoining building.

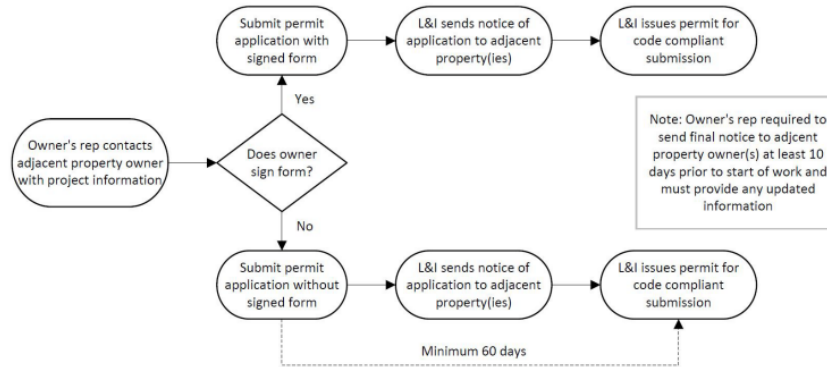
Required Project Information

The notification to adjacent properties must include the following:

- Description of the nature of work,
- Estimated schedule and duration,
- [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.
- Must indicate if chimney or vent extension is required. If required, the [Notice of Required Chimney/Vent Modification](#) form must be provided.

Notification Process

The flowchart below outlines the notification process for applicable building and demolition projects:



1. Initial Notice and Acknowledgement of Receipt

When an applicable building or demolition permit application is submitted to L&I, it must be submitted with an [Acknowledgment of Receipt of Construction or Demolition Project Information Form](#).

This form must be signed by the adjacent property owner or their representative, confirming that they have received the required project information. If a signature cannot be obtained, the form shall be submitted as confirmation that a reasonable attempt was made to obtain the signature of the adjacent owner or their representative and must also include proof of mailing.

If the signature of the adjacent owner or owner's representative cannot be obtained, the permit will not be issued less than 60 days from application. This time period shall be waived for permits issued to remediate unsafe or imminently dangerous condition, as determined by the Department.

Additional Notes:

- Notices should be sent to the addresses on file with the [Office of Property Assessment](#) unless more current contact information is available.
- If the adjacent property is a condominium or planned unit development, the [Acknowledgment of Receipt of Construction or Demolition Project Information Form](#) can be signed by an authorized association representative.
- If more than one property is affected, separate [Acknowledgment of Receipt of Construction or Demolition Project Information Forms](#) shall be submitted for each property.
- The Acknowledgment of Receipt of Construction or Demolition Project Information Form is available on L&I's website in multiple languages. If the property owners do not speak a common language, multiple forms can be submitted in various languages.
- L&I does not monitor notification to a tenant, and it is the sole responsibility of the owner or their representative to ensure compliance with Chapter 4-3300 of the Philadelphia Code.

- If the adjacent property is owned by a public agency, the project information may be sent to the following location:

Property Owner	Email Address	Mailing Address
City of Philadelphia (Park and/or Recreation Center)	Aparna.palantino@phila.gov Chris.creelman@phila.gov	Phila Parks and Recreation 1515 Arch Street, 10 th Floor Phila PA 19102
City of Philadelphia (All Other)	Bridget.greenwald@phila.gov Thomas.mcdade@phila.gov	Dept of Public Property 1400 John F Kennedy Blvd City Hall, Room 790 Phila PA 19107
Philadelphia Redevelopment Authority	Angel.b.rodriquez@phdc.phila.gov Jessie.lawrence@phdc.phila.gov Carolyn.terry@phdc.phila.gov	1234 Market Street, 17 th Floor Phila PA 19107
Philadelphia Housing Authority	Jennifer.ragen@pha.phila.gov Osgood.pope@pha.phila.gov	2013 Ridge Avenue Phila PA 19121
Philadelphia Authority for Industrial Development	tdafo@PIDCphila.com	1500 Market Street Suite 3500 West Phila PA 19102

2. L&I Notice

After an applicable building or demolition permit application is submitted to L&I, a letter will be sent to the owners of the adjacent properties alerting them to the potential upcoming construction or demolition and outlining the information to which they are entitled. The notice will include the permit applicant contact information should the adjacent owner require additional information.

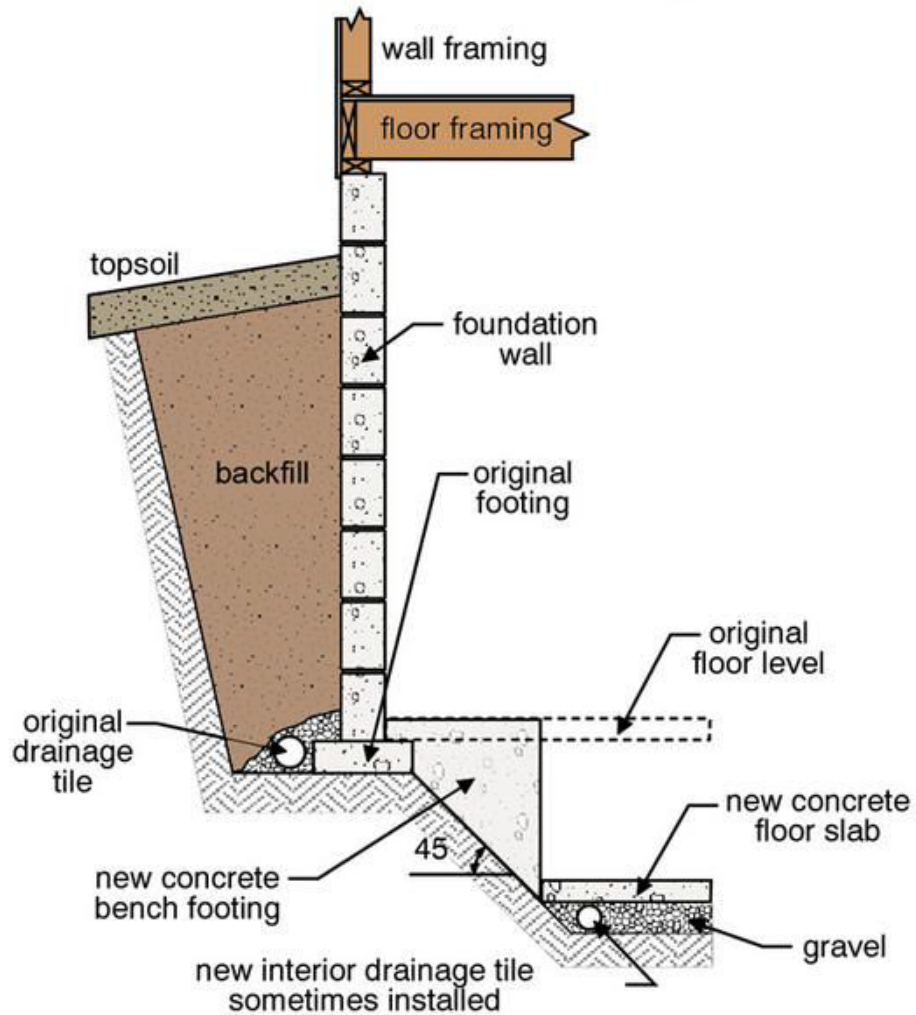
Additional holds may be placed on the permit if it is determined that required information was not provided to the adjacent owner.

3. Final Notice

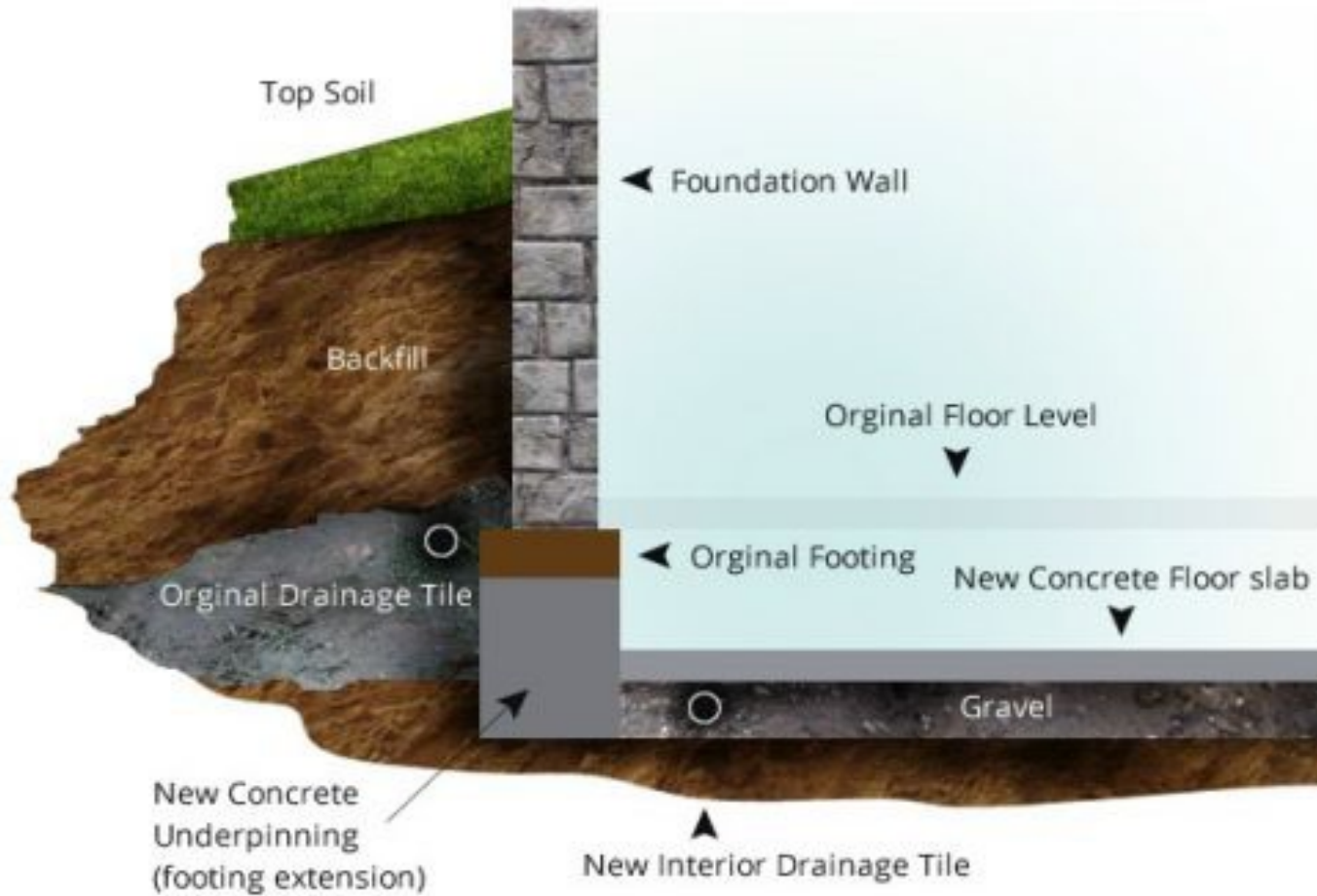
At least 10 days prior to the start of work, the owner (or their agent) of the property where construction or demolition is proposed, is responsible for notifying the adjacent property owner(s) of any significant updates to the proposed work. If requested by the department, proof of mailing must be furnished.

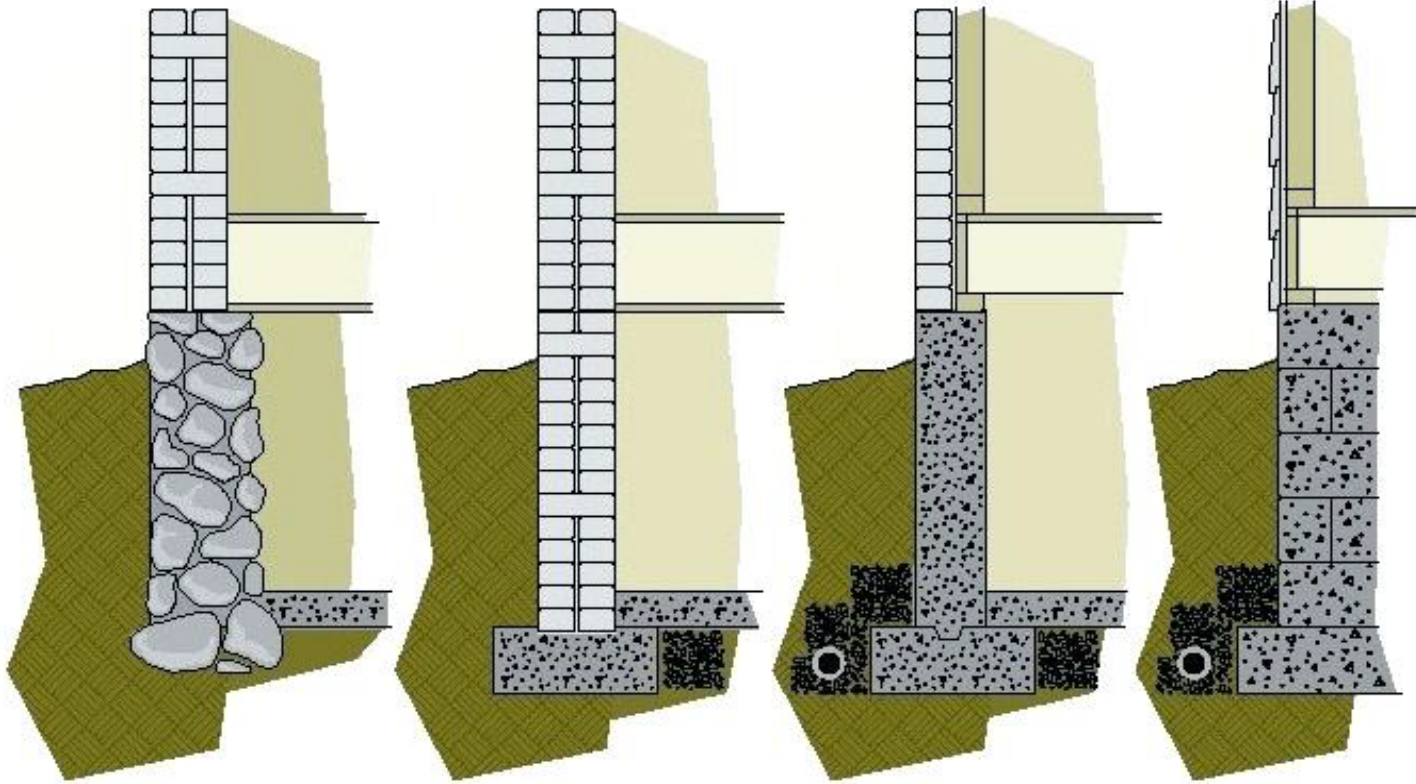
Time period shall be waived for permits issued to remediate unsafe or imminently dangerous condition, as determined by the Department.

Lowering basement floors - bench footing



Underpinning Basements





Rubble

Brick

Poured
concrete

Concrete
block

Working Safely in Trenches

Two workers are killed every month in trench collapses. Each worker in a trench shall be protected from a cave-in by an adequate protective system. Some of the protective systems for trenches are:

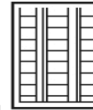
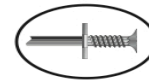
- Sloped for stability; or



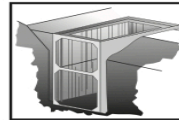
- Cut to create stepped benched grades (Type A or B soil only); or



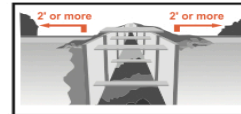
- Supported by a system made with materials such as posts, beams, shores or planking and hydraulic jacks; or



- Shielded by a trench box to protect workers in a trench.



Excavated or other materials and equipment must be at least 2 feet back from the edge of a trench; and



A safe way to exit must be provided within 25 feet of workers in a trench.



A competent person must inspect trenches daily and when conditions change. An unprotected trench is an early grave. Do not enter an unprotected trench.

For more information:

OSHA[®] Occupational
Safety and Health
Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)
TTY (887) 889-5627

Two Fishtown properties collapse after Philly contractor worked without permits, L&I says

by [Caitlin McCabe](#), Updated: February 11, 2019

**Don't let
this be
you!!!**



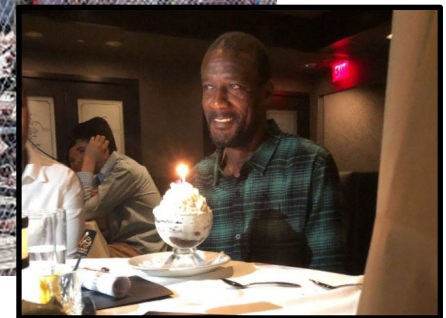
Two adjoining Fishtown row houses collapsed Sunday morning, sending rubble crashing and dust billowing after a contracting company had been working in one of the properties without proper permits or safety precautions.

Philly contractor faces \$45,000 in OSHA fines for Brewerytown building collapse that killed one in June

by [Caitlin McCabe](#), Updated: January 15, 2019

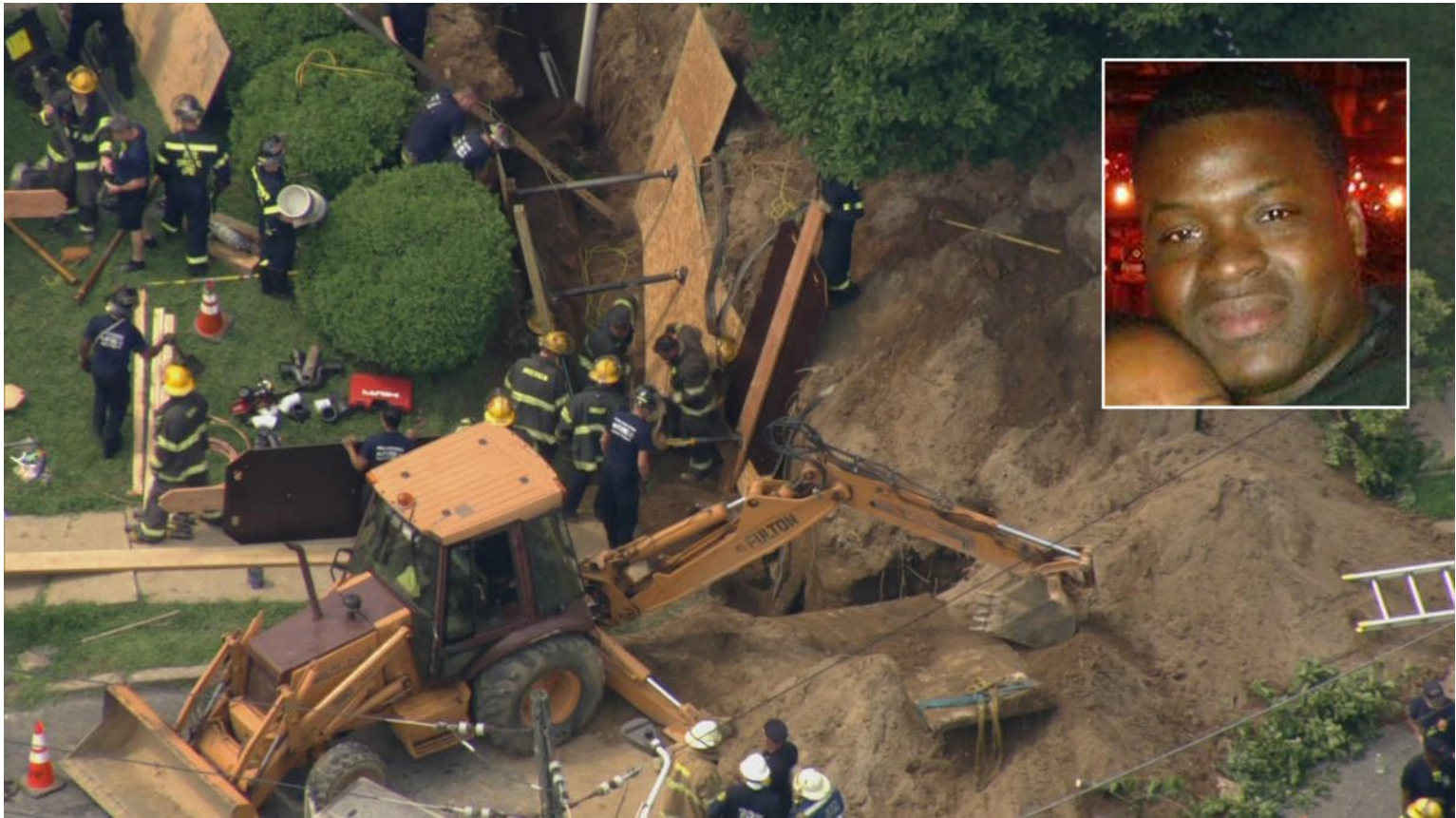


Don't let
this be
them...



It collapsed on top of him only minutes after he stepped inside, dropping him from the second floor and crushing him with scrap and bricks.

<https://www.nbcphiladelphia.com/portableplayer/?cmsID=491081521&videoID=T EZMMx CiNKA&origin=nbcphiladelphia.com&sec=news&subsec=local&fullWidth=y>



Illegal Electrical Hook Up






The Code

Service Utilities:

The ***building official*** is authorized to give permission to temporary supply and use power in part of an electric installation before such installation has been fully completed and the final certificated of completion has been issued. REF: ***IBC -[A]108.1***

Violations:


The ***building official*** is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a permit or certificate issued under the provision. REF: ***IBC -[A]108.1***



Stop Work Order:

- Where the **building official** finds any work regulated by this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, a stop work will be issued. REF: **IBC-[A]115.1**
- The stop work order shall be in writing and shall be given to the owner of the property involved, the owner's authorized agent or person performing the work. REF: **IBC-[A]115.2**
- Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law. REF: **IBC-[A]115.3**

DEPARTMENT OF LICENSES & INSPECTIONS



STOP

YOU ARE HEREBY NOTIFIED THAT THIS LOCATION

IS IN VIOLATION OF THE CITY CODE(S) LISTED BELOW:

<input type="checkbox"/> Building	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Zoning	<input type="checkbox"/> Fire	<input type="checkbox"/> Licenses

Corrective Actions needed to remove this/these condition:

The Department of Licenses and Inspections has ordered that all work/STOP at this structure or premises. This structure or premises is ordered vacated immediately of all occupants.

Occupancy after _____ at _____ is illegal.

Any person who permits this structure or premises to be occupied (except those persons necessary to correct the violations) after the above date and time or removes, damages, or defaces this notice is subject to arrest by the Police Department and upon conviction is subject to a fine of up to \$2,000.00 and/or imprisonment of 90 days per day per violation.

Note to Philadelphia Police Department
Above arrests are to be in accordance with Police Department Directive 3.13

ISSUED FOR _____ UNIT _____ PHONE NUMBER _____ DATE _____

1-2013 (Rev. 5/10)



Department Directory

- District offices
- Notice of completed repairs
- License questions
- Permit and code questions
- Property certifications
- Appeals
- Dangerous buildings
- Vending
- Vacant properties
- Nuisance properties
- Property abatement bills
- Audits and investigations
- Litigation
- Unsafe or unlicensed contractors
- Complaints or general information
- Media inquiries

<https://www.phila.gov/departments/departments-of-licenses-and-inspections/about/contact-us/>





Department of Licenses and Inspections

- Help using eCLIPSE
- Online licensing
- Prerequisite approval processes
- Online permitting
- ePlans
- Construction inspections
- Maintenance certifications
- Appeals
- Searching in eCLIPSE

<https://www.phila.gov/departments/department-of-licenses-and-inspections/permits-and-certificates/help-using-eclipse/#/>





Inspections

- Contractor requirements
- Construction site requirements
- Construction inspections
- Code enforcement
- Violation and order types
- Maintenance certifications

<https://www.phila.gov/departments/departments-of-licenses-and-inspections/inspections/>





Thank You

