




Residential Permitting



Agenda

- Researching the Property
 - Construction Permits
 - Services and Resources
- 



Researching the Property



Know if Property is Suitable for Your Investment

- Zoning
 - Building Code Compliance
 - Open Violations
 - Property Certification
- 

Zoning-Identify Existing Use

<https://atlas.phila.gov/>

7942 FRANKFORD AVE
PHILADELPHIA, PA 19136-3016

Licenses & Inspections

Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address. Source: Department of Licenses & Inspections

Permits (4)

Date	ID	Description	Status
09/08/2016	709640	ZONING/USE PERMIT	COMPLETED
03/09/2012	392420	PLUMBING PERMIT	COMPLETED
03/12/2009	204838	PLUMBING PERMIT	COMPLETED
04/05/2007	66907	ALTERATION PERMIT	COMPLETED

Zoning Permit Documents (1) | formerly "Zoning Archive"

Date	Permit Number	# Pages	ID
12/15/2008	N/A	58	219-163431

Approved Zoning stays with a property.

Is active use consistent with zoning permit? If not, use may never have been established or may be subject to discontinued use provisions.

APPLICATION FOR ZONING PERMIT AND/OR USE REGISTRATION PERMIT
 CITY OF PHILADELPHIA
 DEPARTMENT OF LICENSES & INSPECTIONS

NOTE: The requirements for this permit are in addition to all others required by law or regulation. The issuance of this permit does not imply that a building permit or other permits will be issued if the specifications do not conform with the Building Code, Plumbing Code, Housing Code, Fire Code and all other pertinent laws or regulations.

Application is hereby made for the permit or permits required by the Philadelphia Zoning Ordinance before commencing the use or the work described herein, and as shown on accompanying plan.

LOCATION OF PROPERTY (Street and House Number)
 7942-44 FRANKFORD AVENUE SC Floor

situated on _____ side of _____ Street
 at the distance of _____ feet _____ inches from _____ side
 of _____ Street _____ feet _____ inches.
 Front _____ feet _____ inches. Depth _____ feet _____ inches.
 If lot is irregular in shape, give deed description below:

APPLICANT NAME: 90082609
 DISTRICT DESCRIPTION: C-2 CORN
 ZONING MAP NUMBER: 7-4 (B) 3
 F.A. VOL. PL: 2118967
 PREVIOUS APPLICATION: 18967
 CALENDAR NUMBER

ZONING REVIEWED
 USE REVIEWED
 APPEAL

ZONING: _____ GERALD
 ZONING: _____ GERALD
 REC'D TO B. OF A.
 REC'D DRAWN: _____ GERALD
 REC'D REFUSED: _____ GERALD

EXPLAIN ANY ALTERATIONS OR PROPOSED CONSTRUCTION

THIS SPACE FOR OFFICIAL STAMP
 (Do not write in this space)

THIS IS A CERTIFICATION THAT A ZONING PERMIT IS NOT REQUIRED.
 11/24/09

STORIES AND HEIGHTS FROM GROUND

HEIGHT	EXISTING BUILDING			
	FRONT	SIDE	REAR	FRONT
In Feet				
In Stories				

PURPOSE OF PERMIT

FLOOR NO.	PURPOSE OF PERMIT
	INSURANCE AGENCY
	AUTO TAGS
	DRIVING SCHOOL
	TRAVEL AGENCY
	PROPOSED USE OF PRESENT BUILDING
	INSURANCE AGENCY
	AUTO TAGS

ZONING/USE PERMIT

CITY OF PHILADELPHIA
 DEPARTMENT OF LICENSES & INSPECTIONS
 1401 JOHN F. KENNEDY BLVD
 PHILADELPHIA, PA 19102-1667

PERMIT NUMBER: 37197

FEE: \$700.00
 DATE: 11/10/06

SUBJECT TO REVOCATION IF FULL INFORMATION IS MISREPRESENTED OR NOT PROVIDED

LOCATION OF WORK: 07942 FRANKFORD AVE PHILADELPHIA, PA 19136-3016

ZONING CLASSIFICATION: C-2

OWNER: O NEILL DENNIS C HW O NEILL HELEN
 07942 FRANKFORD AVE
 PHILADELPHIA, PA 19136-3016


APPLICANT: BRAUNS PERMIT CO
 1740 PALOMINO DR
 WARRINGTON, PA 18976-0000

PLAN EXAMINER: ELIZABETH BALDWIN

ZONING BOARD OF ADJUSTMENT DECISION CALENDAR #
 DATE

THIS PERMIT DOES NOT AUTHORIZE ANY CONSTRUCTION UNTIL RELATED CONSTRUCTION PERMITS ARE ISSUED

UNDER REGULATIONS OF THE PHILADELPHIA ZONING ORDINANCE FOR ZONING APPROVAL FOR THE ERECTION OF SIX (6) INTERNALLY ILLUMINATED FLATWALL SIGNS, SIZE AND LOCATION AS SHOWN ON THE APPLICATION.



USE REGISTRATION FOR SIGNAGE ACCESSORY TO AN EXISTING INSURANCE AGENCY IN THE SAME BUILDING WITH USES AS PREVIOUSLY APPROVED.

INSTRUCTIONS FOR ISSUANCE OF PERMIT OR PERMITS

ZONING
 For partial demolition of Existing Building and erection of Addition, structure, garage, accessory to a single family dwelling with accessory _____ garage, size and location, as shown in the application. Authorized by and subject to the conditions of Board of Adjustment Certificate.

USE
 For ~~interior~~ interior Travel Agency and Internal Company and an auto tag agency accessory, _____ garage, size and location, equipment and permit, as shown in the application, to include use of new construction for _____ and an auto tag agency. Authorized by and subject to the conditions of Board of Adjustment Certificate.

Issued by: Wendy G. [Signature] Authorised by: Wendy G. [Signature]

Be sure to find last zoning permit in record.

On older zoning permits, look for an L&I stamp on the 1st page and the approved use on the last page.

Most single-family dwellings did not require a permit; therefore, you will not find one in record.

Zoning- Identify Permissible Uses

<https://atlas.phila.gov/>

City of Philadelphia | Atlas

4800-10 GERMANTOWN AVE
PHILADELPHIA, PA 19144-3015

Zoning

Base district zoning maps, associated zoning overlays, and Registered Community Organizations applicable to your search address. Source: Department of Planning and Development

There is 1 active parcel at this address.

048N030189

Base District	
CMX-2.5	Neighborhood Commercial Mixed-Use-2.5

Pending Bills (0)

Bill Type	Current Zoning	Pending Bill
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Overlays (2)

Name	Code Section
/NCA Neighborhood Commercial Area Overlay District - Lower and Central Germantown	14-503(7) 🔗
/EDO Eighth District Overlay District	14-530 🔗

If you need a new Use Permit:

Find Base Zoning District

Determine what uses are permissible under the Zoning Code;

Pay close attention to overlays

Table 14-602-2: Uses Allowed in Commercial Districts 502

{For printable PDF version, click [HERE](#)}

Previous District Name	C-1	C-2/RC-2	(/NCC)	C-3/RC-3	C-4	C-5	C-7/NSC	ASC	
District Name	CMX-1	CMX-2	CMX-2.5	CMX-3	CMX-4	CMX-5	CA-1	CA-2	Use-Specific Standards
<p>Y = Yes permitted as of right S = Special exception approval required N = Not allowed (expressly prohibited) Uses not listed in this table are prohibited See § 14-602(4)(a) (Notes for Table 14-602-2) for information pertaining to bracketed numbers (e.g., "[2]") in table cells.</p>									
Residential Use Category									
Household Living (as noted below)									
Single-Family	[1]	Y[3]	Y[3]	N	N	N	N	N	
Two-Family	[1]	Y[3]	Y[3]	Y[7]	N	N	N	N	
Multi-Family	[1]	Y[2][3]	Y[3][8]	Y	Y	Y	N	N	
Group Living (except as noted below)	N	N	N	Y	Y	Y	N	N	
Personal Care Home	N	S[3]	S[3]	Y	Y	Y	Y	N	§ 14-603(11)

4phia > The Philadelphia C... > (7) Lower and Central Germantown.

{For printable PDF version of image, click [HERE](#)}

(b) **Prohibited Uses.**

(1) The following uses shall be prohibited in Commercial districts:

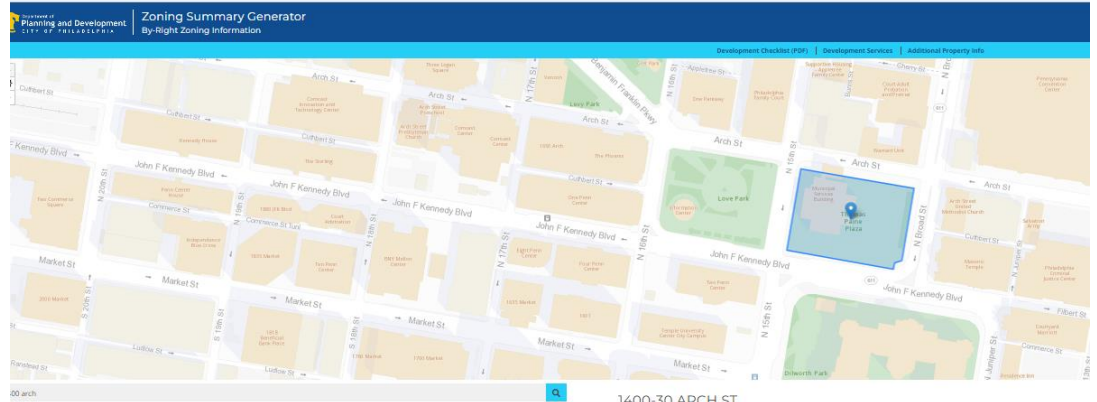
- (a) Barber and/or beauty shops;
- (b) Manicure/nail salons;
- (c) Retail sales of beauty products and/or wigs;
- (d) Retail sales of telecommunications equipment as a principal use, including, but not limited to, retail sales of cellular phones;
- (e) Retail sales of variety/general store merchandise in a store less than 7,500 sq. ft. in size; and
- (f) Furniture stores.

(2) The following uses shall be prohibited as a principal use in any Residential district and as an accessory home occupation in any Commercial district:

- (a) Barber and/or beauty shops;
- (b) Manicure/nail salons.

Read definitions and footnotes carefully;

If your intended use is not permissible; you have the option to seek a variance or special exception from ZBA. May do so under an Agreement of Sale.



1400-30 ARCH ST

BASE ZONING

CMX-5: Center City Core Commercial Mixed Use
Intended to accommodate mixed-use, high-density development.

Use Regulations

(See also the Philadelphia Code - [Table 14-603.02](#))

Uses Permitted By Right: multi-family homes, group living, passive and active recreation, community center, child care, adult care, educational facilities, fraternal organizations, hospitals, libraries and cultural exhibits, religious assembly, safety services, transit stations, wireless service facilities*, medical/dental/health professions, business, professional, and government offices, animal services other than boarding, retail of building supplies and equipment, most consumer goods, medical marijuana dispensary*, food, beverage*, and grocery*, pet and pet supplies, services, pharmaceuticals, and convenience sales, and wearing apparel and accessories, prepared food shops, take-out restaurants*, sit-down restaurants, smoking lounges*, general assembly and entertainment, nightclubs and private clubs*, building services, business support services, motels, underground parking structures*, financial services, outdoor personal retail establishments, maintenance and repair of consumer goods, most personal services, visitor accommodations, funeral and mortuary services, community gardens*, radio/television/recording services, commissaries and catering services, artist studios, artisan industrial, research and development, personal vehicle sales and rentals, vehicle equipment and supplies sales and rentals.

Uses Requiring Special Exception: community centers, group living, trailers and services (basic), above-ground non-accessory parking structures

Use Note: Underground parking garages are permitted; parking above ground requires special exception approval.

* Use-specific design standards ([14-603.02](#)) may apply.

Multi-Use Rules

Multiple permitted principal uses and buildings are allowed on a single lot unless otherwise forbidden by the code. Uses & structures accessory to the principal use are allowed as described below unless otherwise stated in the code.

Permitted Accessory Structure: Decks, wind/solar electricity systems, satellite dish antennas, accessory agricultural structures, trash and recycling storage areas, and balconies. Conditions apply or exceptions are required for accessory parking and roof decks; see [14-604.02](#).

Permitted Accessory Uses: Limited lodging, home offices, and home businesses (professional & general) are allowed as long as they comply with [14-604.02](#) and any other applicable standards.

Permit Navigator will help identify permissible uses.

In the meantime, you can utilize the [Zoning Summary Generator](#)

City of Philadelphia | Atlas

7942 FRANKFORD AVE
PHILADELPHIA, PA 19136-3016

Property Assessments

Deeds

Licenses & Inspections

Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address. Source: Department of Licenses & Inspections

Permits (4)

Date	ID
05/08/2016	792640 🔗
03/09/2012	382420 🔗
03/12/2008	204838 🔗
04/05/2007	66907 🔗

Zoning Permit Documents (Formerly "Zoning Archive")

Date	Permit Number
12/15/2008	N/A

Inspections (13)

Date	ID
05/23/2014	414508 🔗
12/19/2013	414508 🔗
06/04/2012	322289 🔗
05/14/2012	322289 🔗
04/04/2012	322289 🔗

See 8 older inspections at L&I Property History [🔗](#)

Violations (7)

Date	ID
12/19/2013	414508 🔗
12/19/2013	414508 🔗
12/19/2013	414508 🔗
04/04/2012	322289 🔗
10/11/2007	128879 🔗

See 2 older violations at L&I Property History [🔗](#)

Business Licenses (2)

Issue Date	License Number
------------	----------------

Other Considerations

View other permits, licenses, and violations at <https://atlas.phila.gov/>

If Zoning permit was issued after 2006, are there associated building permits?

Is there a recent rental licenses (i.e. rental)?

Are there open violations?

Is the property in the special flood hazard area?

Is the property historic?

Property Certification



Property Certificate

Certification Number PC-2021-046907

PROPERTY ADDRESS 1917 E PASSYUNK AVE, Philadelphia, PA 19148-2220	ISSUE DATE 11/29/2021
	ZONING CLASSIFICATION CMX2.5
OWNER BELLA VISTA PROPERTIES IN 1827 S BROAD ST PHILADELPHIA PA 19148	APPLICANT Kimberly Thomas
DEPARTMENT RECORDS INDICATE THIS PROPERTY IS LEGALLY REGISTERED FOR USE AS FOLLOWS Eating and Drinking Establishments - Take-Out Restaurant, Residential - Household Living - Single-Family	
ADDITIONAL USE DESCRIPTION	
 If this property is not being used as indicated above, it is the owner's responsibility to file for a new use registration permit with the Department's Zoning unit. THE PROPERTY CERTIFICATE DOES NOT CERTIFY COMPLIANCE WITH THE PHILADELPHIA BUILDING CONSTRUCTION AND OCCUPANCY CODE. ADDITIONAL OCCUPANCY AND CONSTRUCTION PERMITS MAY BE REQUIRED TO ESTABLISH OR LEGALIZE A USE UNDER THE PHILADELPHIA BUILDING CONSTRUCTION AND OCCUPANCY CODE.	
PROPERTY NOTE IF THE DESCRIBED USE HAS BEEN DISCONTINUED FOR A PERIOD OF THREE (3) YEARS, A NEW USE REGISTRATION PERMIT MAY BE REQUIRED. THE DEPARTMENT IS NOT RESPONSIBLE TO VERIFY CONTINUOUS USE. CERTIFICATE OF OCCUPANCY IS REQUIRED TO LEGALIZE USE IN ACCORDANCE WITH THE BUILDING CODE.	

Under PA Law, the seller is required to provide a property cert at settlement.

A Property Cert DOES:

- Identify latest use registered with Zoning Record.
- List open violations on the property.

A Property Cert DOES NOT:

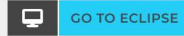
- Affirm that use was established or retained;
- Affirm compliance with other sections of the Phila Code.

Pay attention to Property Notes

Instructional Video

Avoid delays. Apply online.

Use our online system to apply for licenses and permits and look up business and trade license information.



View our [YouTube Channel](#)

Announcements

ANNOUNCEMENT

Periodic Certification of Fire Protection Systems Due May 31st

March 11, 2024

ANNOUNCEMENT

Check out L&I's YouTube Channel

December 8, 2023

ANNOUNCEMENT

Licenses and Inspections

October 2023



PhillyLicenses&Inspections

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For You

2018 Philadelphia Plumbing Code Training

This course is to help identify the most common code violations and the different sanitary sewer and local jurisdictions in the 2018 UPC.

- Chapter 1: General Regulations
- Chapter 2: Piping Support
- Chapter 3: Test and Inspections
- Chapter 4: Records, Events, and Future Filings
- Chapter 5: Water Inflow
- Chapter 6: Water Supply and Distribution
- Chapter 7: Water Supply and Distribution Materials
- Chapter 8: Sanitary Sewerage Piping Installation
- Chapter 9: Inflow Infiltration
- Chapter 10: Storm

35:07

2018 Philadelphia Plumbing Code Overview

242 views · 3 months ago

Conducting Zoning Research

This course is intended to provide background information about zoning in Philadelphia and to provide guidance in conducting zoning research and determining the best use of a property.

INTRODUCTION TO ZONING

What is zoning?

Why is zoning important?

How to use zoning information?

How to use zoning information?

How to use zoning information?

How to use zoning information?

18:47

Conducting Zoning Research

48 views · 3 months ago

Licenses and Inspections
CITY OF PHILADELPHIA



Applying for an Electrical Permit

10:51

Applying for an Electrical Permit in eCLIPSE

2 views · 3 months ago



Construction Permits



Construction Permits

Do I need a Permit?

- Start with the assumption that a permit is required for all work and review exemptions.

Do I need Plans?

- Plans are not required for most renovations to a single-family dwelling, with the exception of structural work.
- Plans are required for most renovations to all other buildings. Mechanical, electrical, and plumbing plans

Do I need a Design Professional

- A design professional must seal plans if cost exceeds \$25k or scope includes structural work
- A design professional must also certify that no structural work is included on an EZ permit (unless it is a duplex and you live in one of the units)

NOTE: Basement dig-outs AND party wall modifications carry additional requirements.



Construction Permits

Do I need a Contractor?

- A contractor is required for all renovations and repair requiring a permit (unless it is a duplex and you live in one of the units)
- A Pa registered home improvement contractors can perform work on one-and-two family dwellings.
- A specialized contractor is always required for electrical, plumbing, and fire suppression work requiring a permit.

Find license, violation, and permit information for a contractor on our [website](#).

City of Philadelphia
An official website of the City of Philadelphia government. [Here's how you know](#)

Find a Licensed Contractor

Search for contractors and tradespeople

L&I Dashboard / Contractor Lookup

Demolition Contractor status Search by license holder, company, or #

Contact Name	Company Name	License Type	License Status	License Number	Issue Date	Expiration Date	Violation History
Path4u Construction INC	Path4u Demolition	DEMOLITION	ACTIVE	061515	12/11/2023	12/10/2024	No Violation
REDION XHOXHI Recent Contractor Licensing Violation (Previous 2 years)	JOJI CONTRACTORS LLC	DEMOLITION	ACTIVE	061250	10/11/2023	10/10/2024	See Details
R. Baker & Son All Industrial Services Inc of NJ		DEMOLITION	ACTIVE	060960	08/08/2023	08/07/2024	No Violation
DOUGLAS MCCAY	SUPERIOR TANK AND ENERGY COMPANY LLC	DEMOLITION	ACTIVE	060938	08/01/2023	07/31/2024	No Violation
SPADACCINO CONSTRUCTION SERVICES INC		DEMOLITION	ACTIVE	060832	07/14/2023	07/13/2024	No Violation
L.M. Sessler Excavating & Wrecking, Inc.		DEMOLITION	ACTIVE	060380	04/06/2023	04/05/2024	No Violation
AMRINDER SINGH	Singh Construction Co.	DEMOLITION	ACTIVE	060291	03/17/2023	03/16/2024	No Violation
MECO DEMOLITION INC		DEMOLITION	ACTIVE	059906	12/27/2022	12/26/2024	No Violation
R BRAMANTE CONSTRUCTION LLC	R BRAMANTE CONSTRUCTION LLC	DEMOLITION	INACTIVE	059834	12/12/2022	12/11/2023	No Violation
EARL R MCNAIR SR		DEMOLITION	ACTIVE	059569	10/11/2022	10/10/2024	No Violation

Showing 1 to 10 of 126 records

First << < 1 2 3 4 5 > >> Last

To view specific permits listed with a contractor, visit [Contractor Permit Lookup](#)

Construction Permits

What is the Review Time?

The review time varies based on scope

Permits without Plans

Online- 5 business days

In-Person- While you wait

Permits with Plans

15-20 business days

Make Safe Permits

5 business days

L&I permit processing times

List of processing times for permits issued by the [Department of Licenses and Inspections \(L&I\)](#).

Filter documents by title or description

Name	Description
Permit processing times - Building permits	Tables outlining processing times for building permits.
Permit processing times - Electrical permits	Tables outlining processing times for electrical permits.
Permit processing times - Operation permits	Tables outlining processing times for operation permits.
Permit processing times - Plumbing permits	Tables outlining processing times for plumbing permits.
Permit processing times - Property certification	Tables outlining processing times for property certification.
Permit processing times - Zoning permits	Tables outlining processing times for zoning permits.

Department of Licenses and Inspections
CITY OF PHILADELPHIA

ECLIPSE
Electronic Commercial Licensing, Inspection, and Permit Services Enterprise

Building Permit Processing Times and Filing Fees

Permit Type	Type of Work	Processing Times (Business Days)***	Filing Fee*
Commercial Permit (CP)	Additions / Alterations	20	\$100
	New Construction / Shell Only	20	\$100
Residential Permit (RP) - Single or Two Family Only	Alterations	15	\$25
	Additions	15	\$25
	New Construction	15	\$25
Demolition Permit (DP)	Complete Demolition (Single / Two Family)	20	\$25
	Complete Demolition (Other)	20	\$100
Site / Utility Permit (SP)	Earth Movement > 5,000 square feet	15 / 20	\$25 / \$100
	Foundation and Excavation	15 / 20	\$25 / \$100

See our [website](#) for processing times

If revisions are required, the standard review time applies to resubmission. If plans are required, allocate 45-60 days in your schedule. You can pull an EZ Demo permit to get started.

If other departmental approvals are required, additional review time may be required.

If you need assistance in filing an application, make an in-person or virtual appointment.

Construction Permits

What is the Permit Fee?

The review time varies based on scope

Visit our [website](#) for fee schedule

Fees for L&I permits and licenses			
<p>This page includes a list of fees for permits, business licenses, and trade licenses issued by the Department of Lic (L&I).</p> <p>Filter documents by title or description</p>			
Name	Description		Ref
Summary of construction permit fees	Tables outlining fees for various types of construction permits including trades and EZ permits for applications filed prior to January 1, 2023.	Aug 202	
Summary of construction permit fees - 2023	Tables outlining fees for various types of construction permits including trades and EZ permits for applications filed on or after January 1, 2023.	Ma 202	
Summary of license fees	Summary of license fees for applications filed prior to January 1, 2023.	Aug 202	
Summary of license fees - 2023	Summary of license fees for applications filed on or after January 1, 2023.	Dis 202	
Summary of zoning permit fees	Summary of zoning permit fees for applications filed prior to January 1, 2023.	Aug 202	
Summary of zoning permit fees - 2023	Summary of zoning permit fees for applications filed on or after January 1, 2023.	Ma 202	
Alterations and Repairs (includes EZ permit)			
	Alterations	\$62 for the first 500 sq. ft.; \$46 for each additional 100 sq. ft. over 500 (includes utility structures)	\$207 for the first 500 sq. ft.; \$49 for each additional 100 sq. ft. over 500 (or fraction thereof)
Applicant may choose to be charged 2% of the contract value (minimum fee, \$207) for alterations regulated by the Building, Fuel Gas or Mechanical Codes. Value must be substantiated by a copy of the contract.			
Minor Alterations (includes EZ permit)			
	Exterior Wall Covering	\$56	\$62 for the first 4,000 sq. ft.; \$4.10 for each additional 100 sq. ft. over 4,000
	Masonry Façade (replacement only)	\$62 for the first 500 SF; \$45 for each additional 100 SF over 500	N/A
	Roof Covering (replacement only)	\$56	\$62 for the first 4,000 sq. ft.; \$3.10 for each additional 100 sq. ft. above 4,000
	Windows and Doors (replacement only)	\$56 (Permit only required if historical; building permit required if opening size changes)	\$62 for first 20 openings; \$4.10 for each additional opening over 20
	Porch Floor (replacement only)	\$56	\$62 (maximum of 200 sq. ft.)
	Security Gates & Grilles	\$56	\$62 per gate
Demolition (includes EZ permit)			
	General Demolition	\$20.70 per 100 sq. ft. or fraction thereof (maximum \$41,400; minimum \$207) Separate permit by licensed Demolition Contractor required for complete demolition.	

Average cost of a total rehab of a 1 or 2 family dwelling (including all trades) is approx. \$1,000.

Development Impact Tax is also collected with your permit (1% of total improvement cost eligible for tax abatement)

Construction Permits

EZ Permits

If you are applying for an EZ permit in lieu of submitting plans, be sure that you meet the limits and conditions.

If you obtain the wrong permit, your inspector will require a new permit and only a portion of permit fees are refundable.

Get permits without plans (EZ permits)

Service overview

You can get an EZ permit for some construction and renovation projects. EZ permits do not require you to submit plans.

To find out if your project qualifies, check if the planned work complies with an [EZ Standard](#). If you get an EZ Permit and don't follow the standard, the permit will be revoked.

Types of projects that may qualify for an EZ permit include:

Alterations and interior demolition

Interior, non-structural alterations in single-family residences
Limited commercial alterations

Demolition of interior walls that aren't load bearing

Miscellaneous exterior items

Residential decks up to 216 sq. ft. (excluding roof decks)
Exterior window and door replacement with no change in size (one-or-two-family dwellings don't need a permit for this, unless they are historic)
Masonry facade replacement (not applicable for historic properties)
Above-ground pools and spas
Roof covering replacement
Security gates and grilles
Wall covering replacement
Retaining walls

Trade work

[Electrical](#)
[Mechanical](#)
[Plumbing](#)
[Fire Suppression](#)



CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES & INSPECTIONS
Construction Services Division
Municipal Services Building - Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, Pennsylvania 19102

EZ PERMIT STANDARDS ALTERATIONS

For alterations to an Existing
One-Family Dwelling.
Revised 12/23 (IRC-2018)

EZ Permit Standards: Alterations

Obtain permits for alterations and renovations of an Existing One Family Dwelling without submitting plans by meeting the Conditions and Limitations below. (Deviations will require submission of plans to the Department.)

Special Flood Hazard Area: If the subject property is located within a Special Flood Hazard Area (Floodplain), additional documentation may be required.

Conditions

- The structure must be the primary occupancy of the owner of record. Proof of residency must be demonstrated through a PA or Municipal identification card. Non-owner-occupied buildings can obtain an EZ Permit with a licensed PA Engineer performing an inspection at the property. The Engineer should prepare a detailed report to include the full scope of work proposed, the location of work and report on the structural conditions of the structure.
- Work must fully comply with the requirements of the 2018 International Residential Code (IRC) and the 2018 International Existing Building Code (IBC).
- Historically designated buildings require prior approval from the Philadelphia Historical Commission. Additional documentation and plans may be required.
- An existing building, existing means of egress and existing levels of protection **MAY NOT** be altered such that the building becomes less safe than its existing condition.
- A minimum ceiling height of 7 ft. must be maintained for habitable rooms.
- No new floor openings permitted. Stair reconstruction is only allowed in existing stair frame openings.
- The work **MAY NOT** include the removal, alteration or relocation of any load-bearing components of the structure, including joist framing.
- Basement alterations are **PROHIBITED** unless the basement is an existing, habitable space with code compliant ceiling heights and means of egress. Photographs and a signed statement from the owner affirming compliance must be submitted with the permit application.
- Basement alterations **MAY NOT** include the creation of sleeping units.
- Structural alteration or repair is expressly **PROHIBITED** under this permit. Prohibited structural work includes but not limited to any modification to exterior walls, party wall, floor/roof framing and foundations, including underpinning, excavation and removal of foundation slab.
- Separate permits are required for plumbing and electrical work and the installation of heating/cooling appliances.

If you are not sure, schedule a virtual or in-person appointment, submit an online help request, or engage in chat.



Construction Permits

What permits will I need?

Plumbing Permit

A Plumbing Permit is required for all plumbing work unless meeting a specific exemption:

A Plumbing Permit is not required for:

Minor repairs with the same material. This includes replacing faucets, valves, and parts.

Removing and re-installing toilets, if no pipes or fixtures will be replaced or moved.

Stopping leaks and clearing stoppages.





Construction Permits

What permits will I need?

Electrical Permit

An Electrical Permit is required for all electrical work unless meeting a specific exemption:

Projects that may not need permits

In accordance with [Title 4-A-301.2.3](#), you may not even need an Electrical Permit for the following work:

Repairs related to regular maintenance.

Connection of approved portable electrical equipment to approved permanently installed receptacles.

Installation, alteration or repair of electrical equipment of a regulated public utility used in the generation, transmission, distribution or metering of electricity.

Removal of electrical wiring in demolition of a structure.

Some installation work

- † Temporary system required for testing/servicing of electrical equipment.
- † Electrical componentry used in partition systems.
- † Low voltage wiring in one-and-two family and Group U.
- † Railway cars or automotive equipment.
- † Conductors or equipment for public utilities, common carriers or commercial radio/television stations under the jurisdiction of the Commonwealth of PA or federal regulatory agency.





Construction Permits

What permits will I need?

Mechanical Permit

A Mechanical Permit is required for all HVAC appliance and ductwork and natural gas piping unless meeting an except ordinary repairs and portable equipment.

Fire Suppression Permit

Required for all work on a fire suppression system.

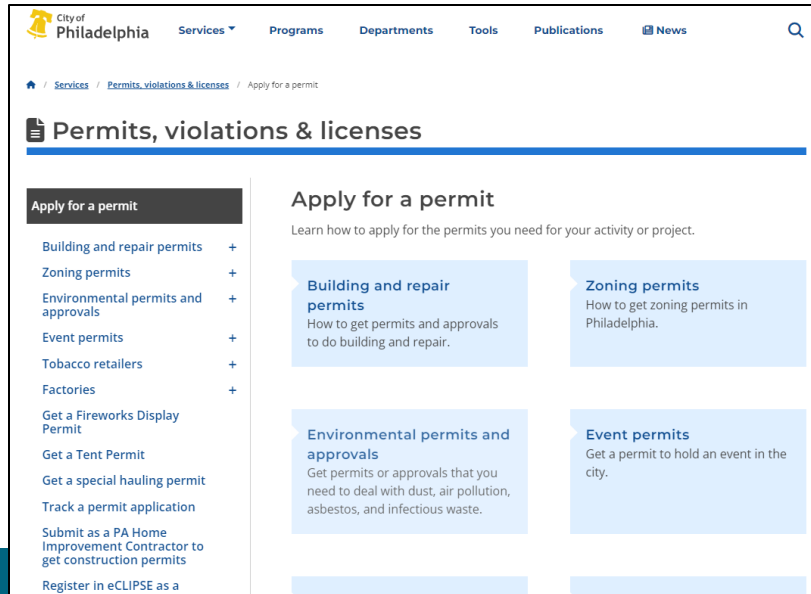


Construction Permits

What are the Permit Application Requirements?

It varies based on scope but most permits for single family renovations do not have special requirements.

Review the [website service](#) for COMPLETE information on each permit type.



The screenshot displays the City of Philadelphia website's navigation and content for permits. The top navigation bar includes 'City of Philadelphia', 'Services', 'Programs', 'Departments', 'Tools', 'Publications', and 'News'. The breadcrumb trail shows 'Services / Permits, violations & licenses / Apply for a permit'. The main heading is 'Permits, violations & licenses'. A sidebar on the left lists various permit categories with expandable icons: 'Apply for a permit', 'Building and repair permits', 'Zoning permits', 'Environmental permits and approvals', 'Event permits', 'Tobacco retailers', 'Factories', 'Get a Fireworks Display Permit', 'Get a Tent Permit', 'Get a special hauling permit', 'Track a permit application', 'Submit as a PA Home Improvement Contractor to get construction permits', and 'Register in eCLIPSE as a'. The main content area is titled 'Apply for a permit' and includes the text 'Learn how to apply for the permits you need for your activity or project.' Below this, four blue boxes provide links to specific permit types: 'Building and repair permits' (How to get permits and approvals to do building and repair.), 'Zoning permits' (How to get zoning permits in Philadelphia.), 'Environmental permits and approvals' (Get permits or approvals that you need to deal with dust, air pollution, asbestos, and infectious waste.), and 'Event permits' (Get a permit to hold an event in the city.).

Construction Permits

You will find complete information on when a permit is required, permit exemptions, EZ standard qualifications, application requirements, plan requirements, required supplemental docs, additional departmental approvals, contractor requirements, review time, and cost

Get a Plumbing Permit

Service overview

You need a permit for plumbing work. This includes:

- Installation.
- Alteration.
- Renewal.
- Replacement.
- Repair.

A Plumbing Permit is not required for:

- Minor repairs with the same material. This includes replacing faucets, valves, and parts.
- Removing and re-installing toilets, if no pipes or fixtures will be replaced or moved.
- Stopping leaks and clearing stoppages.

Private water or sewer services must be filed through a [Site Work / Utility Permit](#). You must provide specific details and trade contractor information. Separate permits for each trade will be generated upon approval.

EZ permits

Some kinds of plumbing work are eligible for [EZ permits](#), which do not require you to submit plans. This includes:

- New construction and additions for a one-or-two-family dwelling, up to four stories.
- Alterations in buildings with four or fewer dwellings, up to four stories high.
- Alterations in commercial buildings involving seven or fewer new fixtures, excluding food equipment.
- Replacement of any number of fixtures with fixtures of the same kind.
- Pipe repair.
- New or replacement water service, with service to a single building.

Requirements

Permit application

The plumbing permit application must include the complete scope of work and current owner information.

- If the property was recently sold, submit a copy of the settlement sheet or deed with the application.
- You must apply for all permits under the [legal address established by the Office of Property Assessment \(OPA\)](#).

Contractor

A licensed master plumber must oversee plumbing work. The master plumber must:

- Have an active license.
- Be current on all City of Philadelphia taxes.
- Have current insurance on file with L&I.

If anyone other than the master plumber applies for this permit, the application must be accompanied by a signed statement on the master plumber's letterhead confirming their association with the project.

[Backflow devices](#) must be installed by an approved technician.

Plans

If your application requires plans, they must follow [plan requirements](#).

Related permits

- Separate building permit required for all renovations.
- For projects that involve an exterior plumbing component, a separate exterior plumbing permit is required prior to issuance of any interior plumbing permit or the entire scope of work can be included under one plumbing application.
- You need separate permits from the [Philadelphia Water Department \(PWD\)](#) for connections to the water main or sewer and for water meters.
- All disturbances to the City sidewalk need Streets Department footway permit. This permit will be automatically issued with your Plumbing Permit.
- All fixtures used for food preparation must follow the requirements of the [Philadelphia Department of Public Health](#).

Required pre-approvals



For utility plan approval if the application includes new construction

[More +](#)

Where and when

Online

You can [apply online using eCLIPSE](#).

If you need help filing your application online, you can [schedule a virtual appointment](#).

In person

You need an [appointment to visit the Permit and License Center](#) in person.

Permit and License Center
1401 John F. Kennedy Blvd.
MSB, Public Service Concourse
Philadelphia, PA 19102

Office hours: 8 a.m. to 3:30 p.m., Monday through Friday

Offices close at noon on the last Wednesday of each month.

Cost

Fee types that may apply

- [Filing fee](#)
- [Permit fee](#)
- [Surcharge fees](#)
- [Record retention fee](#)
- [Rough-in Permit fee \(optional\)](#)
- [Accelerated Plan Review fee \(optional\)](#)



Historically Designated Properties

- A permit is required for all exterior work, even if typically exempt. PHC approval required.

Façade work in certain zoning overlays

- Planning or Art Commission may be required for exterior work

Properties in special flood hazard area

- If project cost exceeds \$50k, a scoping meeting is required. If project cost is more than 50% of the property value, flood resilient upgrades may be required.


Excavations (lowering a basement)

- Need an exaction permit and contractor. May need an engineer to conduct survey and provide special inspections and notice to adjoining owner.

Make Safe Permits

- Must be submitted by appointment. Unsafe condition must be remediated before additional renovations are permitted.

Party Wall Impacts

- May need an engineer to conduct survey and provide special inspections and notice to adjoining owner.
- 



Code Analysis (Non Single-Family)


Code requirements are based upon level of alteration and change of occupancy as per the Existing Building Code.

- Even if a property has a zoning permit and the use was established, it may be illegal if a Certificate of Occupancy was never obtained.
- If legalizing a use and occupancy, must meet current Code requirements.

Major areas of concern:

- Fire Protection- Sprinklers and Alarms
- Exits
- Accessibility
- Plumbing Fixtures

Consult with your design professional- make sure that the design professional is a PA licensed architect or engineer.





Code Analysis-Red Flags

Red Flags

- Basement apartment or more than 2 dwellings or storefront conversion with no fire suppression
- Only one exit (and no fire escape) from a 3rd floor of a building with 3 or more apartments.
- No fire alarm system in a mixed-use building.

Consult a design professional on potential upgrades that will be required.





Resources

www.phila.gov/li

The screenshot shows the homepage of the City of Philadelphia Department of Licenses and Inspections. At the top left is the City of Philadelphia logo. The navigation bar includes links for SERVICES, PROGRAMS & INITIATIVES (which is highlighted), NEWS & EVENTS, and PUBLICATIONS & FORMS, along with a search icon. The main header features the text 'Department of Licenses and Inspections' and a tagline: 'Building a safer city by enforcing building-related codes through inspections, licensing, permitting, and demolitions.' Below this is a secondary navigation bar with buttons for HOME, ABOUT, LICENSES, PERMITS & CERTIFICATES, INSPECTIONS, APPEALS, and RESOURCES. The 'Services' section is a grid of six cards, each with an icon and a text description of a service.

City of Philadelphia





SERVICES ▾ PROGRAMS & INITIATIVES NEWS & EVENTS PUBLICATIONS & FORMS 🔍

Department of
Licenses and Inspections

Building a safer city by enforcing building-related codes through inspections, licensing, permitting, and demolitions.

HOME ABOUT ▾ LICENSES ▾ PERMITS & CERTIFICATES ▾ INSPECTIONS ▾ APPEALS RESOURCES

Services

 Get a business or trade license	 Search for property history and business license information	 Get a building permit
 Find a licensed contractor and contractor information	 Track a permit application	 Rent your property

L&I Available Services-Online

Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND YOU™

Home Search Profile Pay My Payments

Home

If you have an existing **Activity License**, please click "Associate an Activity License" to connect it to your account. If you do not have an Activity License, please click "Register for a New Activity License."
To associate an existing **Trade License** with your account, you will need the online identification number which is listed on your renewal invoice. **IMPORTANT: Licenses are not available for renewal until 45 days prior to the expiration date.** Contact [Licenses & Inspections](#) or call 311 (215-686-8686) if you have not received an invoice. For assistance, please click [here](#).

ACTIVITY LICENSES	BUSINESS LICENSES	TRADE LICENSES
Register for a New Activity License	Apply for a Business License	Apply for a Trade License
Associate an Activity License	Renew a Business License	Renew a Trade License

PROFESSIONAL REGISTRATION

[Apply for a Registration](#)

PERMITS & CERTIFICATES	OTHER
Apply for a Permit or Get a Certificate	Create a Project
Associate with a Permit / Project	Request a CRS Report


All permits and licenses available through online portal

ZONING

- [Change of use](#)
- [Fence only](#)
- [Lot line adjustment](#)
- [New construction / addition / partial demolition](#)
- [Parking only](#)
- [Signs](#)
- [Complete demolition](#)


Virtual and In-Person Appointments

Resources




eCLIPSE

Use our online system to apply for permits and licenses. You can also look up business and trade license information.




Make an appointment

You must make an appointment to get services at the L&I Permit and License Center.



Atlas

Atlas is the City's robust mapped-based information tool. Find violations, property information, and more.



311

Use 311 to ask questions or report issues around Philadelphia.

Make an appointment with the Permit and License Center

Some applications need preapprovals from other departments. To avoid delays, [ask online](#) **before eCLIPSE**.

You must make an appointment to get services from the **Department of Licenses and Inspections** (L&I) Permit and License Center. At your appointment, you can get help with:

- Permit applications.
- License applications and renewals.
- Appeals to **Board of Licenses and Inspections Review** (BLIR), **Board of Multiple Standards** (BMS), or **Planning Director's Board** (PDB).
- The Permit and License Center doesn't handle appeals to the **Zoning Board of Adjustment** (ZBA).

Both virtual and in-person appointments may be available, depending on the service type. You're limited to three things per appointment.

Making an appointment

You can schedule appointments within the next 14 days.

To schedule an appointment, you must provide:

- Your first and last name.
- A valid email address.
- The number and type of applications you are submitting or picking up.

For permit and license applications

Both virtual and in-person appointments are available for permit and license applications and renewals.

- To make an appointment by phone, call 311. If you're outside of Philadelphia, call (215) 686-3646.
- To make an appointment online, [use the Atlas platform](#).

Can make appointment:

- online
- Call 311
- Download app
- MSB kiosk

What would you like to get in line for?

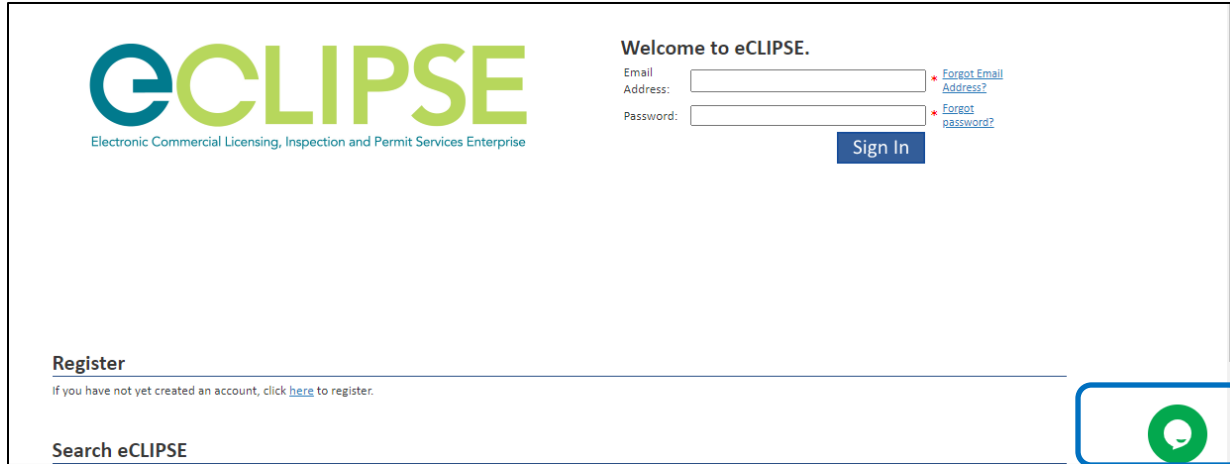
Department of Licenses and Inspections Permit With Plans/Copy Request (In Person: MSB) Appointments only	Department of Licenses and Inspections Apply Permit NO Plans (In Person: MSB) Appointments only	Department of Licenses and Inspections New/Renew License (In Person: MSB) Appointments only	Department of Licenses and Inspections Revised Plan Submission (In Person: MSB) Appointments only
Department of Licenses and Inspections Virtual License Meeting Appointments only	Department of Licenses and Inspections Virtual Permit Meeting Appointments only	Department of Planning and Development PHC: Historical, Art, and PCPC: Planning Commission Appointments only	Department of Planning and Development Zoning Board of Adjustment Appointments only

Virtual-next business day

In-Person- same day

May vary during peak days/ seasons

Chat



The screenshot shows the eCLIPSE login interface. On the left is the eCLIPSE logo with the tagline "Electronic Commercial Licensing, Inspection and Permit Services Enterprise". To the right, under "Welcome to eCLIPSE.", are input fields for "Email", "Address", and "Password", each with a "Forgot" link. A "Sign In" button is below the password field. At the bottom left, there is a "Register" link and a search bar labeled "Search eCLIPSE". A green chat icon in a white circle is highlighted with a blue border in the bottom right corner of the page.

Accessible through any eCLIPSE screen

Currently Available 9-1

Live chat will show 'we are here'

Use chat for targeted application assistance, eCLIPSE questions, and escalations

Do not use chat for assistance in walking through application, plan reviewer or inspector questions, questions unrelated to L&I eCLIPSE, basic form requests

Website Help Services

Service Request:
including status
of past-due
reviews, holds,
permit access,
specific code/
process
questions

City of Philadelphia

SERVICES ▾ PROGRAMS & INITIATIVES NEWS & EVENTS PUBLICATIONS & FORMS

Department of
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HOME ABOUT ▾ LICENSES ▾ PERMITS & CERTIFICATES ▾ INSPECTIONS ▾ APPEALS RESOURCES

Services

Get a business or trade license	Search for property history and business license information	Get a building permit
Find a licensed contractor and contractor information	Track a permit application	Rent your property

Self Help:
eCLIPSE
Help, FAQs,
Code
Bulletins

Website Help Services



Department of Licenses and Inspections CITY OF PHILADELPHIA

L&I Inquiry Submission

The following form will allow you to submit an inquiry to L&I. Please make every attempt to resolve your issue using information provided on the L&I website (www.phila.gov/li). If you do not see an option that matches your inquiry, please reach out to 311 for support. You can expect to receive a response within 2 business days.

Select an Inquiry Type: *

- Permit or Inspection Issue
- License Issue
- Code or Permit Processing Question
- Boards Notice of Decision Submission
- Payment Issue
- Project Meeting and Dedicated Examiner
- Property Sales Certification
- Structural Maintenance & Fire Protection Certifications
- Missing Virtual Appointment Link
- Request Copy of Violation
- Other

Help using eCLIPSE

With eCLIPSE, L&I customers can now apply for permits, schedule inspections, and request approval from multiple departments at the same time. Learn more about using eCLIPSE with the help of our videos, information sheets, and other resources.

Getting started

[eCLIPSE FAQs](#)

[Creating an account in eCLIPSE](#)

[Associating \(linking\) with a contractor record in eCLIPSE](#)

[Navigating your eCLIPSE account](#)

[More](#)

Online licensing

[How to use the shopping cart function in eCLIPSE \(PDF\)](#)

[eCLIPSE and tax account issues FAQ \(PDF\)](#)

[Renewing a trade license using eCLIPSE \(PDF\)](#)

[Renewing a business license using eCLIPSE \(PDF\)](#)

[More](#)

Prerequisite approval processes

[Water Department pre-requisite approval process in eCLIPSE \(PDF\)](#)

[Fire Department pre-requisite approval process in eCLIPSE \(PDF\)](#)

Philly 311 Call Center



Call 3-1-1 (215-686-8686) for:

- Service requests
- Direction on connecting with L&I
- Basic information on available L&I services

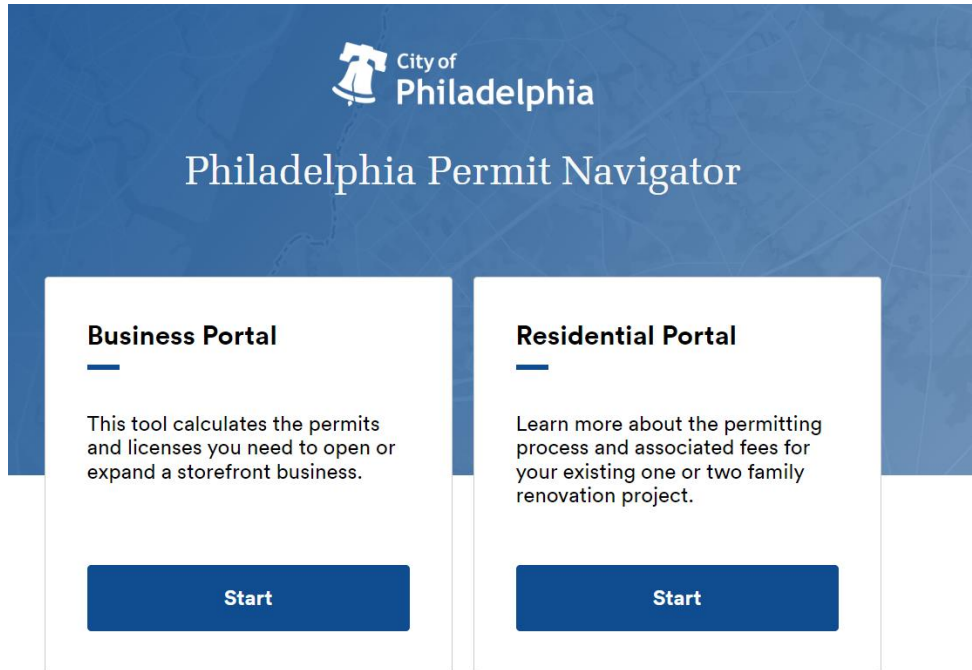
Services

 Submit a service request with 311	 Track a service request with 311	 Report an abandoned vehicle
 Report a pothole or other street damage	 Report illegal dumping	 Report graffiti

What we do

Connect

Permit Navigator!



The image shows a screenshot of the City of Philadelphia Permit Navigator website. At the top, the City of Philadelphia logo (a bell) and the text "City of Philadelphia" are displayed. Below this, the title "Philadelphia Permit Navigator" is centered. The main content area is divided into two white panels, each with a blue header and a blue "Start" button. The left panel is for the "Business Portal" and the right panel is for the "Residential Portal".

City of Philadelphia

Philadelphia Permit Navigator

Business Portal

This tool calculates the permits and licenses you need to open or expand a storefront business.

[Start](#)

Residential Portal

Learn more about the permitting process and associated fees for your existing one or two family renovation project.

[Start](#)