

CITY OF PHILADELPHIA  
DEPARTMENT OF LICENSES & INSPECTIONS

**SPECIAL ASSEMBLY  
OCCUPANCY LICENSE  
POSTING NOTICE**

On \_\_\_\_\_, the Operator  
*(DATE)*

\_\_\_\_\_  
*(BUSINESS NAME)*

has applied for / renewed a Special Assembly  
Occupancy License Pursuant to 9-703 of The  
Philadelphia Code

at \_\_\_\_\_ .  
*(BUSINESS ADDRESS)*

\_\_\_\_\_  
*(SIGNATURE OF APPLICANT)*

# SPECIAL ASSEMBLY OCCUPANCY LICENSE POSTING NOTICE INFORMATION SHEET

This posting notice is required for new and renewal applications for a Special Assembly Occupancy License.

## Instructions for posting:

- This notice must be posted prior to license application submission.
- This notice must be printed in color and on an 8.5" x 11" size sheet.
- This notice must be posted on the exterior of each street frontage and in view of the public at the proposed licensed location for a period of thirty (30) days.
  - For *online* applications, upload a copy of the time-stamped photos showing proof of posting on the building.
  - For *in-person* applications, bring a copy of the time-stamped photos showing proof of posting on the building to the Permit and License Center at the Municipal Services Building.
- No license application will be approved without proof of posting.
- The inspector will verify that the notice is properly posted at the time of inspection.
- Failure to post sign for the thirty (30) day period will result in failed inspection and a delay in license issuance or renewal.
- A time-stamped photo of the posting must be retained and furnished to the L&I inspector upon request.
- The notice must be in good condition and protected from weather.