Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Plan Requirements:
Building permit applications

Overview
The Department of Licenses and Inspections (L&I) reviews plans submitted with permit applications for new construction, additions, interior and exterior alterations, and other miscellaneous types of work. Review the information below before submitting plans for review.

Plan sheet size and material
- Minimum Sheet Size: 18 in. x 24 in.
- Maximum Sheet Size: 36 in. x 48 in.
- Print plans on white, standard-weight, bond type paper and provide 3 hard copies with the application.
    - For additional details on filing a paper permit application, refer to the Paper Processing Information Sheet.
    - For plans that will be submitted in eCLIPSE, refer to the ePlan Submission Standard information sheet for rules and limitations of creating drawing files that will be uploaded for review.

Acceptable drawing scales
- Architectural Scale: ¼ in. = 1 ft.-0 in.
- Larger scales may be used. If a smaller scale is used, the plans examiner may reject your plans.

Minimum requirements
- Must be of professional quality and drawn to scale. Free-hand sketches will **not** be accepted.
- Printed plans must be in ink and in grayscale. Pencil drawings will **not** be accepted.
- Title block with sheet number and project address.
- Applicable design codes and edition.
- Code summary, construction types, occupancy classifications, means of egress, occupant loads, fire protection features, and other life safety elements.
- Existing conditions and demolition plan (if applicable).
- Floor plans must depict the entire project work area.
- All rooms and spaces should be labeled with their uses (e.g., bedroom, kitchen, office, utility, storage, etc.).
- Sizes and locations of all rooms, doors, windows, stairways, corridors, etc., must be shown and supplemented with door and window schedules, and include ceiling heights for all spaces.
- Wall, floor-ceiling, and roof types/ratings and their locations are required (with listings noted, where applicable).
- For framing and structural details, plans for new construction, and additions, you must provide:
    - Foundation details.
    - Wall bracing plan and details.
- Energy conservation details for the selected method of compliance:
    - Dedicated energy conservation compliance sheet(s) for all new construction and additions.
    - Plan must depict the full building thermal envelope and provide necessary details to confirm compliance with applicable Energy Code provisions, including insulation, continuous air barrier, and window/door schedule with fenestration rating and areas.
- Accessibility features and details (if applicable).
- Flood protection details (if applicable).

Design professional signature and seal
The signature and seal of a PA-licensed design professional (registered architect or professional engineer) is required if the cost of work exceeds $25,000 or if any structural work is proposed (regardless of cost).

Prerequisite approvals
Plans included with your building permit application package may require approvals from other departments or agencies.