

# 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.

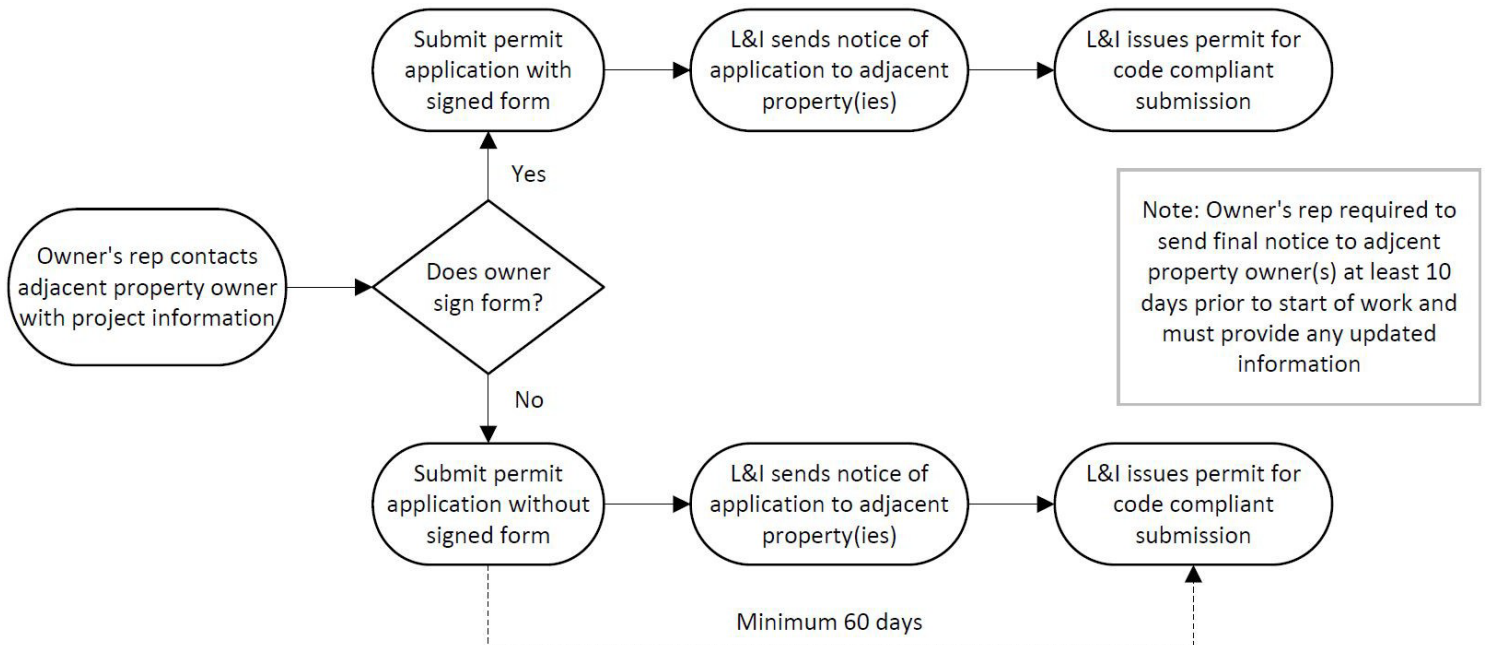
## Required Project Information

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)	<a href="mailto:Aparna.palantino@phila.gov">Aparna.palantino@phila.gov</a> <a href="mailto:Chris.creelman@phila.gov">Chris.creelman@phila.gov</a>	Phila Parks and Recreation 1515 Arch Street, 10 <sup>th</sup> Floor Phila PA 19102
City of Philadelphia (All Other)	<a href="mailto:Joseph.brasky@phila.gov">Joseph.brasky@phila.gov</a>	Dept of Public Property 1400 John F Kennedy Blvd City Hall, Room 790 Phila PA 19107
Philadelphia Redevelopment Authority	<a href="mailto:Angel.b.rodriguez@phdc.phila.gov">Angel.b.rodriguez@phdc.phila.gov</a> <a href="mailto:Jessie.lawrence@phdc.phila.gov">Jessie.lawrence@phdc.phila.gov</a> <a href="mailto:Carolyn.terry@phdc.phila.gov">Carolyn.terry@phdc.phila.gov</a>	1234 Market Street, 17 <sup>th</sup> Floor Phila PA 19107
Philadelphia Housing Authority	<a href="mailto:Jennifer.ragen@pha.phila.gov">Jennifer.ragen@pha.phila.gov</a> <a href="mailto:Osgood.pope@pha.phila.gov">Osgood.pope@pha.phila.gov</a>	2013 Ridge Avenue Phila PA 19121
Philadelphia Authority for Industrial Development	<a href="mailto:tdalfo@PIDCphila.com">tdalfo@PIDCphila.com</a>	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 the 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.