



Adjacent Property Protection During Construction and Demolition Projects

Stephen Massa, PE - Senior Code Analyst
Elizabeth Baldwin, PE - Chief Code Official
January 28, 2026

Learning Description

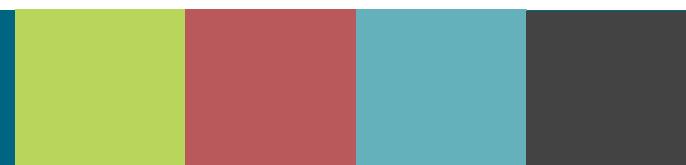
****Attendees can receive 1.5 hours of continuing education credit for this course. Attendees must sign on individually to be eligible for CEUs.****

- In 2023 the Philadelphia Building and Administrative Codes established additional submission requirements for any Construction or Demolition activity that may impact adjacent or adjoining buildings or structures on neighboring properties due to vulnerabilities of structural support elements commonly shared between different property owners. These Legislative changes to the Philadelphia Code introduced many new submission requirements including Pre-Construction Surveys, Monitoring Plans, Notice to Adjacent Property Owner Acknowledgment Forms, and Support of Excavation Details.
- These changes have had a positive effect on construction and demolition safety in the City since they were implemented, however the department is still receiving inconsistent and incomplete information during permit submissions regarding the required Pre-Construction Surveys and Monitoring Plans.
- In 2026 new forms and additional safeguards will be required during the permit application and construction processes, this information session will serve as a public introduction to these policies with an opportunity to ask any relevant questions at the end.



Goals and Objectives

- Over the course of this training, attendees will be able to:
 - Understand applicable code requirements for construction and demolition activities that impact adjacent properties.
 - Navigate available tools and resources to verify applicability of submission requirements for proposed construction and/or demolition.
 - Identify design requirements associated with Pre-Construction Surveys (PCS), Notifications, Monitoring Plans, and Excavations.
 - Learn about new safeguards being implemented by the Department in an effort to further improve the protection and monitoring of adjacent properties.





Disclaimer

The listing of codes, standards, or any other regulations within this presentation is for informational purposes only. They do not constitute the full scope of provisions that may be applicable to your project and cannot be relied upon as evidence of compliance or enforcement.

Any code provision not mentioned in this presentation does not alleviate the person responsible for the design (owner, designer, etc.) from full compliance with necessary codes and standards nor does it diminish the importance of any specific feature or element.



Agenda

PART ONE

- Applicable Codes and General Overview
- Pre-Construction Survey Requirements
- Monitoring Plan Requirements
- Notification to Adjacent Property Owners
- Exposed Party Walls & Backfilling During Demolition
- Excavations

PART TWO

- Case Study
- New Pre-Construction Survey and Monitoring Forms
- New Exemptions
- New Mandatory Pre-Construction Meeting
- New Insurance Requirements
- Summary



PART 1: Applicable Codes and General Overview

Philadelphia is a “Rowhouse City”

- Rowhouses or rowhomes make up approximately 60% of all housing stock
- There are more rowhomes in Philadelphia than any other City in the US
- Rowhouses range from tiny “Trinities” to grand townhomes
- The attached, narrow structures were an efficient solution for housing a growing population on limited land
- Created tight-knit neighborhoods with shared walls and front stoops



Philadelphia is a “Rowhouse City”

Philadelphia, Rowhouse City

Well over half of Philadelphia's housing stock is single attached units, or rowhouses, a percentage that doesn't exceed 10% in any of the other 10 largest U.S. cities.

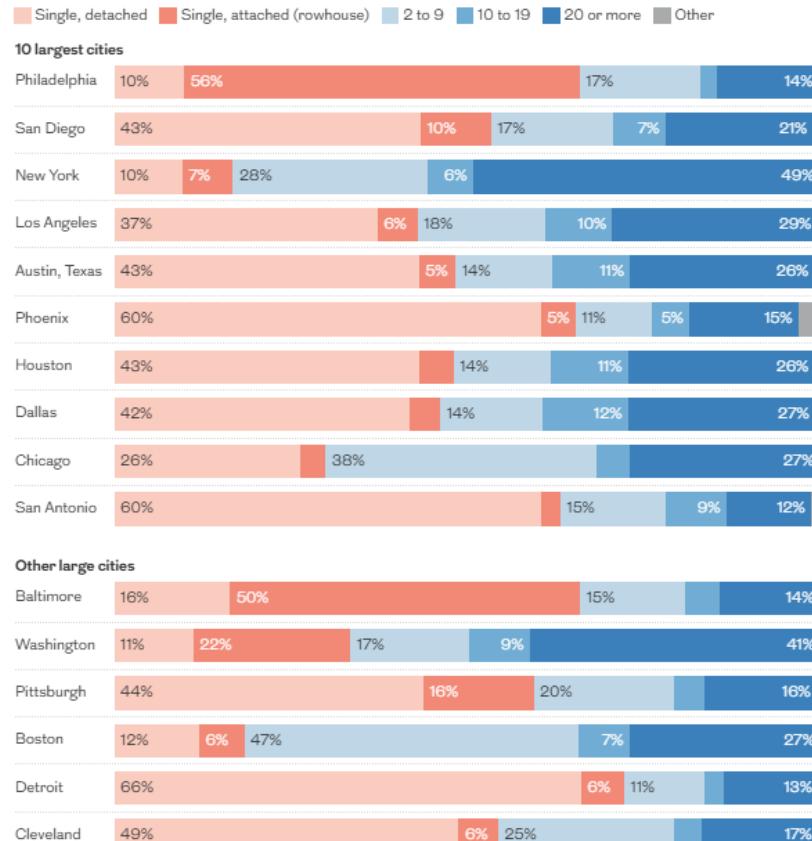


Chart: John Duchneskie / Staff Artist • Source: U.S. Census Bureau, 2011 American Community Survey

How New Construction Endangers Rowhouse Blocks

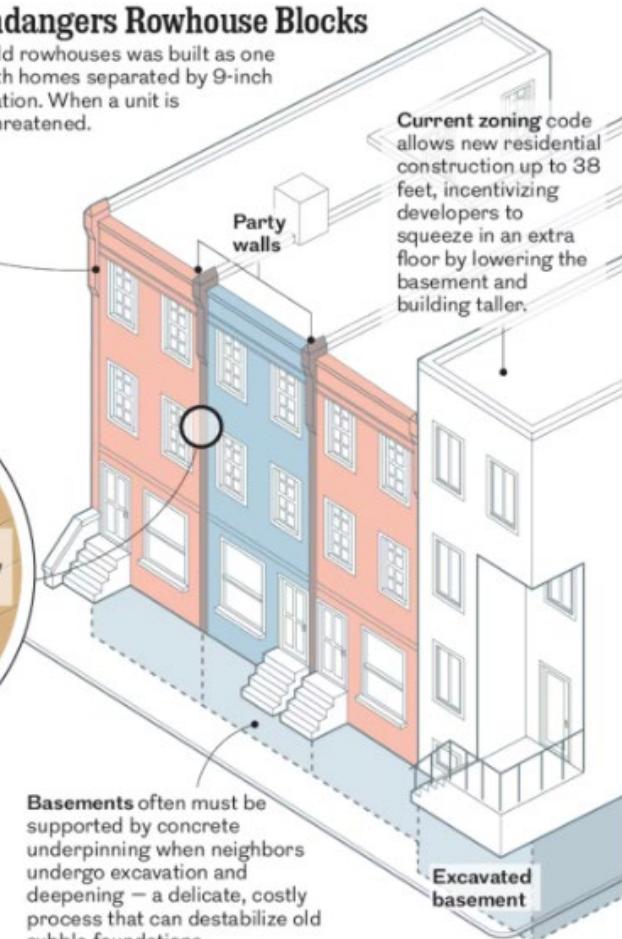
Each block of Philadelphia's century-old rowhouses was built as one continuous “shared wall structure,” with homes separated by 9-inch party walls rising from a rubble foundation. When a unit is removed, the entire row's stability is threatened.

The facade is a continuous span of masonry running across the row.

Party walls, made of two layers of soft brick, are shared by both homeowners.



Joists sit in pockets cut into the party wall, all of it held in place by gravity and lateral pressure. They are typically tied only to the exterior wall on the end of the row.



Sources: Philadelphia Rowhouse Manual by the City of Philadelphia

Steve Madden / Staff Artist

Known Urban Risk History



'It felt like an earthquake': South Philly rowhouse collapse crushes two cars



These Philly contractors have repeatedly seen homes next door crack or collapse. Accountability is scarce.



Shared wall, shared fates

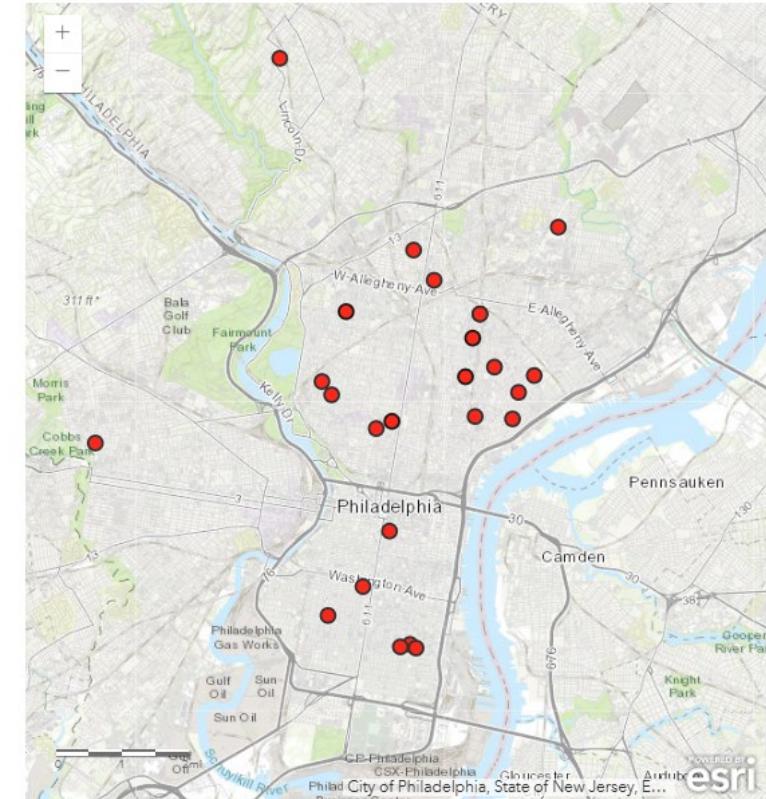


City Hones In On Multi-Alias Contractor Linked To Row Home Disaster

Recent Collapses

Here are 25 incidents since 2018 in which a property collapsed or a person was killed or injured after construction, demolition, or excavation work on the site.

Click on the markers on the map for more information.



Source: Inquirer research by Samantha Melamed

John Duchneskie / Staff Artist

Legislation in 2023

- Bill Nos 210389 and 220008 both became effective Jan 1, 2023
- Both bills have the same objective, protecting life safety and adjoining properties

Requirements	Details
Excavation Permit (Bill No 210389)	Separate permit required for all excavations more than 5' below grade, with exceptions
Excavation Contractor (Bill No 210389)	Specialized license required for excavations with additional training and increased insurance/ bonding
Protection of Property (Bill No 220008)	Requires Pre-Construction Survey, Monitoring Plan, and Notifications to Adjacent Owner for specific work scopes that may directly impact adjacent property

Current Safeguards in Place as of 2023

- Pre-Construction Survey
 - Inspection report required to document the existing conditions of all adjoining and adjacent buildings, while also identifying any potential hazards where proposed construction or demolition may impact those buildings.
- Monitoring Plan and Special Inspections
 - Buildings or structures adjoining or adjacent to certain excavation, demolition, or construction shall be monitored by a licensed special inspector to ensure that the integrity of the building is not adversely impacted by the activity.
- Notification to Adjacent Property Owner
 - Written notification of certain upcoming construction or demolition activities is required to be given by the owner or owner's representative of the property performing the activity, to the adjacent property owners.
- Exposed Party Walls and Backfilling During Demolition
 - Implementation of minimum standards surrounding timelines and construction practices.
- Excavations
 - Increased permit and license requirements.

Resources

- Navigate to L&I's website: <https://www.phila.gov/departments/department-of-licenses-and-inspections/> and click "Resources" from the top header.



- Scroll down to Permits Materials and choose "Construction Impacting Adjacent Property".

Permits materials

 [Accelerated plan review](#)

 [Building permits](#)

 [Construction impacting adjacent property](#)



Resources

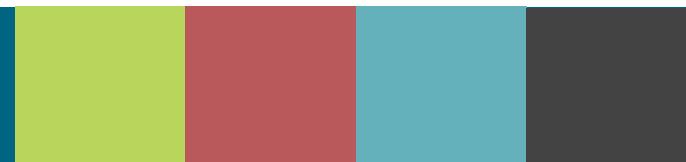
- On this page you will find the protection of property requirements, including a brief overview of what is required, when it is required, as well as information sheets for the PCS, Monitoring Plan, and Notification to Adjacent Owner, plus links to the new PCS Summary and Monitoring Forms.
- Additional resources include the Acknowledgment of Receipt of Construction or Demolition form, the Notice to Adjacent Owner form, and the Chimney and Vent Clearance Requirements information sheet, both in English and translated in six different languages.
- Direct link: <https://www.phila.gov/departments/department-of-licenses-and-inspections/resources/construction-that-impacts-an-adjacent-property/#/>





Resources

- Also on our Resource page, under Tools, is a Construction Activity FAQ with three different sections; Permits, Construction Damage and Property Rights, and Miscellaneous.
- The focus of this FAQ is the Construction Damage and Property Rights section, here you can find information about the rights of the property owners and what they can do in certain situations before, during, and after construction or demolition activities at an adjacent or adjoining property.
- Direct link: <https://www.phila.gov/departments/department-of-licenses-and-inspections/resources/construction-next-door-faqs/>





Preconstruction Survey Requirements



Preconstruction Survey Requirements

- Assessment of exterior condition of all adjoining and adjacent building must be performed by a licensed PA engineer.
 - Inclusive of Historic Structures on abutting lots within 90 feet.
 - Inclusive of any structures located at *rear properties* within impact zones for excavations or historic structures.
- Documentation of adjoining or adjacent buildings, including:
 - Height
 - Number of stories
 - Construction Type
 - Exterior Wall Types
 - Identification of any elements that may be impacted by construction or demolition operations,
 - If building above adjacent roof line must also include visible chimneys, parapets, skylights, etc.

Preconstruction Survey Requirements

- Documentation of existing conditions of adjacent or adjoining buildings or structures and identification of any visible deficiencies.
 - Must identify any potential hazards requiring monitoring
 - Size, length & magnitude of distress condition observed

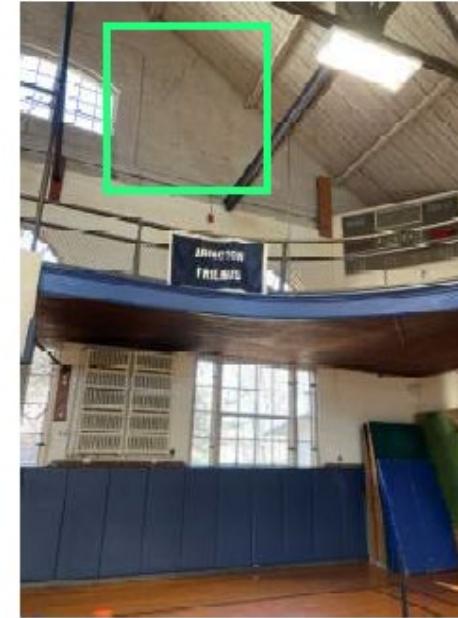


Image Credit: Pennoni



Preconstruction Survey Requirements

- Photographs of adjacent or adjoining buildings or structures and any elements that may be impacted, including at a minimum:
 - Elevation views of all façades, observable from the Public Right-of-Way
 - Unobstructed photos of façade conditions
- A representative of the Special Inspection Agency responsible for structural observations shall, by signing the Special Inspections Duties and Responsibilities Agreement, confirm that conditions identified in the pre-construction survey and monitoring plan will be monitored throughout the construction or demolition operation.



Preconstruction Survey Requirements

The pre-construction survey shall be used to identify **temporary and permanent protections, supports and alterations** required to preserve the integrity of affected structures, including:

- Conditions that must be monitored during the construction or demolition operation, as outlined in the Monitoring Plan.
- Temporary protections, such as roof covering, bracing, or fall protection that must be identified in the construction documents.
- Permanent alterations necessary to mitigate potential code violations directly caused by the construction or demolition, such as a chimney with reduced clearance, that must be addressed to the extent possible prior to project completion.
 - Intended resolution must be addressed in construction document.



Monitoring Plan Requirements



Monitoring Plan Requirements

- Based on specific conditions identified in the pre-construction survey, reports, and records, the engineer shall determine the required level of inspection to identify and prescribe:
 - Location of existing distress condition to be monitored
 - Scope and frequency of inspections
 - Required instrumentation (if applicable)
 - Acceptable tolerances, thresholds, and action required if specific tolerance or threshold is exceeded
- The engineer may not waive the monitoring requirement and at a minimum identify General Monitoring items.
- Monitoring shall be carried out by a Special Inspector approved for Structural Stability of Existing Buildings.
 - Special Inspector may establish increased inspections
 - A reduction in inspections requires an amended permit

Monitoring Plan Requirements

- On the Statement of Special Inspections Schedule, the last Miscellaneous Special Inspections Detail is an integral part of the Monitoring Plan.
- Special Inspection Agency listed on the Monitoring Plan must match the Special Inspection Agency listed on the Special Inspections Schedule.

Statement of Special Inspections (International Building Code)		Structural Stability – Primary Inspector		Structural Observation and Monitoring (1704.6)							
Property Address Identify the address where the construction will occur.		Date Received _____ Application Number _____		Date Received _____ Application Number _____		Date Received _____ Application Number _____		Date Received _____ Application Number _____		Date Received _____ Application Number _____	
Property Owner Identify the deeded property owner.											
Design Professional in Responsible Charge of Special Inspections (DPRC-SI) By affixing a professional seal, the design professional certifies that he/she has consulted with the structural design professional(s) of record to ensure that the structural design requirements covered by the subject permit that are required by the International Building Code in accordance with 2018 IBC Chapter 17.		Check one: <input type="checkbox"/> Professional Engineer <input type="checkbox"/> Registered Architect		Concrete: (1706.3 and Table 1706.3)		Reinforced Concrete		Miscellaneous		Spray Fire-Resistant Materials and Intumescent Fire-Resistant Coatings (1705.14)	
(For other DPRC-SI dates and responsibilities, refer to the Duties and Responsibilities Agreement.)		Name _____ Address _____ Email _____ Phone _____		Materials test (1706.3.2)		Reinforcement / prestressing tendons (1706.3 item 1)		Materials test (1706.3.2)		Mastic & intumescent Coating (1705.15)	
				Concrete hollow core strength testing (1706.2.3 and Table 1706.2.3)		Concrete hollow cores, sizes 12 inches (300 mm) or greater. (1706.2.4)		Exterior insulation and Finish Systems (EIFS) (1705.16)		Exterior Insulation and Finish Systems (EIFS) (1705.16)	
				Post-tensioned concrete (1706.3.1 item 1)		Post-tensioned concrete (1706.3.1 item 1)		Underpinning (1705.17)		Underpinning (See Construction Special Case 1705.17)	
				Design (1706.3 item 6)		Design (1706.3 item 6)		Demolition (1705.18 and amended 1705.1.1 as amended)		Demolition (1705.18 and amended 1705.1.1 as amended)	
				Seismic and air test (1706.3 item 5)		Seismic and air test (1706.3 item 5)		Smoke Control System (1705.18, 200-200-18.8, and 200-18.8)		Smoke Control System (1705.18, 200-200-18.8, and 200-18.8)	
				Concrete / shotcrete placement (1706.3 item 7)		Concrete / shotcrete placement (1706.3 item 7)		Structural and Non-Structural Seismic Resistance (1705.13, 200-200-18.8, and 200-18.8)		Structural and Non-Structural Seismic Resistance (1705.13, 200-200-18.8, and 200-18.8)	
				Post-tension (1706.3 item 12)		Post-tension (1706.3 item 12)		Fire-Resistant Penetrations and Joints (1705.17, 1705.17.1, and 1705.17.2)		Fire-Resistant Penetrations and Joints (1705.17, 1705.17.1, and 1705.17.2)	
				Welding (1706.3 item 2)		Welding (1706.3 item 2)		Structural Observation and Monitoring (1704.6)		Structural Observation and Monitoring (1704.6)	
				Pre-Stressed Concrete (1706.4)		Pre-Stressed concrete / Grouting (1706.4)					
				Pre-Cast Concrete Bidding (1706.5)		Precast concrete members (1706.3 item 10)					
				Post-Tension (1706.5, Table 1706.5, and 1706.5.1)		In-situ concrete strength (Table 1706.3 item 11)					
				Post-Tension (1706.5, Table 1706.5, and 1706.5.1)		Post-tensioned concrete anchor installation (Table 1706.3 item 4)					
				Masonry: (1706.4)		Structural Masonry (1706.4.2 and Table 1706.4.2)					
				Bolts: (1706.6, Table 1706.6, and 1706.6.1)		Bolts – Existing Site Bolt Conditions (1706.6.1, 1706.6.2, and Table 1706.6.2)					
				Wood: (1706.6.1 and 1706.6.2)		Bolts – Existing Site Bolt Conditions (1706.6.1, 1706.6.2, and Table 1706.6.2)					
				Wood Construction (1706.6.1)		Bolts – Existing Site Bolt Conditions (1706.6.1, 1706.6.2, and Table 1706.6.2)					
				High-load diaphragms (1706.6.2)		Bolts – Existing Site Bolt Conditions (1706.6.1, 1706.6.2, and Table 1706.6.2)					
				Metal-plate-connected wood (1706.6.2)		Bolts – Existing Site Bolt Conditions (1706.6.1, 1706.6.2, and Table 1706.6.2)					
Special Inspections Details		Required Inspector License Category		Verification and Inspection Item		Continuous		Periodic		Agency Name	
Fabrication: (1704.2.6)		Engineered Wood Product Fabrication		Prefabricated wood structural elements and assemblies (1704.2.6)		<input type="checkbox"/>		<input type="checkbox"/>			
Structure Steel Fabrication		Fabrication of structural steel bearing members (1704.2.6)		Structural Steel Fabrication		<input type="checkbox"/>		<input type="checkbox"/>			
Welding (1704.2.6)				Welding (1704.2.6)		<input type="checkbox"/>		<input type="checkbox"/>			
Pre-Cast Concrete Fabrication		Fabrication of Pre-Cast Concrete (1704.2.6)		Pre-Cast Concrete Fabrication		<input type="checkbox"/>		<input type="checkbox"/>			
Wood: (1706.6.1 and 1706.6.2)		Wood Construction		High-load diaphragms (1706.6.2)		<input type="checkbox"/>		<input type="checkbox"/>			
				Metal-plate-connected wood (1706.6.2)		<input type="checkbox"/>		<input type="checkbox"/>			

➤ Note: With the new I-Code adoption on July 1, 2026 the Structural Observation and Monitoring item will be the second to last Miscellaneous item on this form



Notification to Adjacent Property Owners

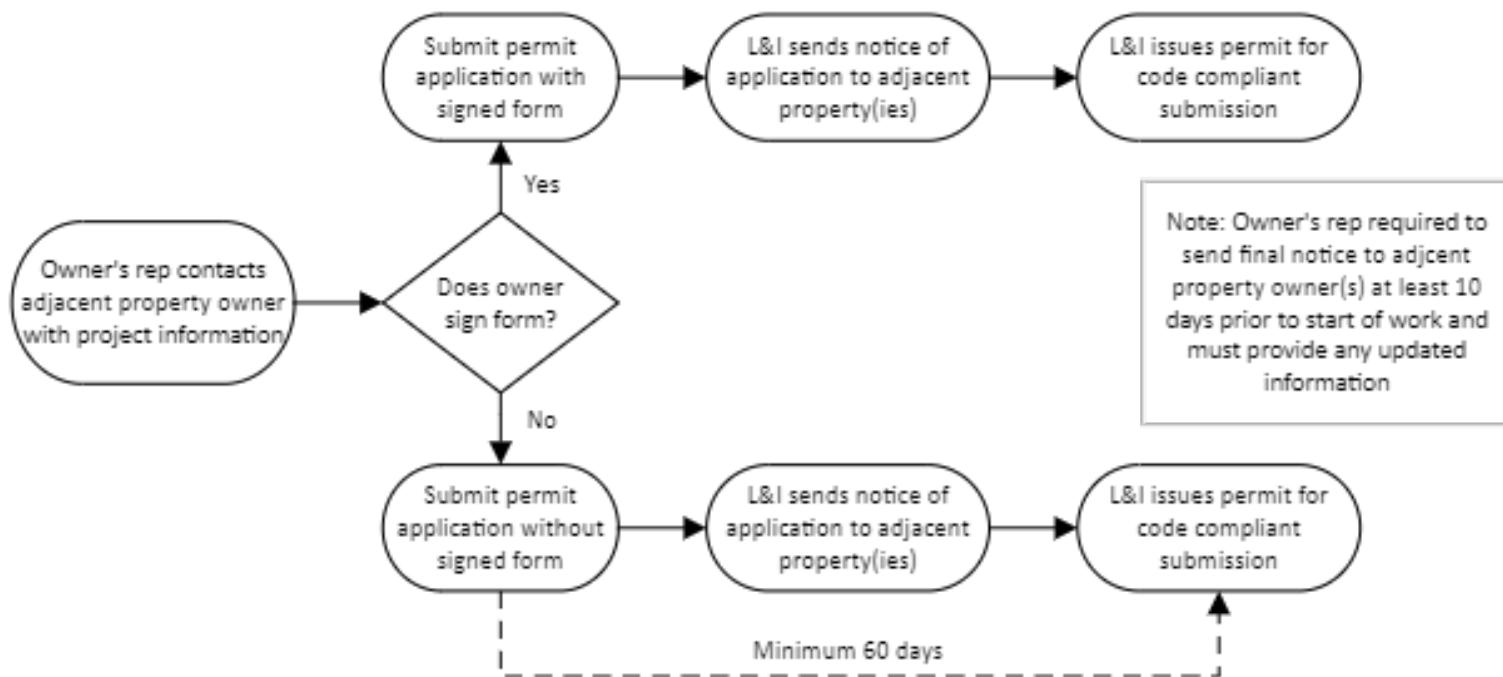


Notification to Adjacent Property Owners

- Written notification is required to be given from the project owner or owner's representative to ALL affected adjacent property owners.
- Notification is required to be provided both at:
 - Initial construction or demolition permit submission
 - A minimum of 10 days prior to the start of work
 - *Note: unsafe buildings are exempt from the minimum timeframes*
- The notification must include project information as specified in the Philadelphia Code.
- The notice must be provided to the resident, if different from the owner.
- Proof of the initial notification to the adjacent owner must be submitted with the building permit application.
 - Where signature(s) of adjacent property owner(s) cannot be obtained, certified mail receipts to the adjacent property shall be submitted with the permit application.

Notification to Adjacent Property Owners

- This is the application and initial notification timeline along with a blank Acknowledgement of Receipt Form



**Department of
Licenses and Inspections
CITY OF PHILADELPHIA**

**Acknowledgment of Receipt
of Construction or Demolition Project Information**

In accordance with [Section 4-B-3307.11.1](#) of the Philadelphia Code, the owner or their representative causing construction or demolition is required to provide an adjacent owner, as registered with the Office of Property Assessment, with pertinent project information where work may impact the adjacent property. The affected adjacent owner or their representative must sign Section C of this form to acknowledge receipt of project information and the form(s) must be submitted with the permit application. If a reasonable attempt has been made to provide required information but a signature could not be secured, no permit shall be issued in less than 60 calendar days of submission.

Project Information

A Project Address: _____
Type of Work: New Construction Demolition Addition / Alteration

Required Project Details

The Contractor is the contractor identified on the applicable permit and is responsible for the construction authorized by the permit, in accordance with [Section 8-1004](#) of the Philadelphia Code.

B

The following information must be provided to the property owner registered with the [Office of Property Assessment](#):

Project Information (Mandatory)

• A description of the nature of work	• Details of monitoring to be performed on the adjacent property
• An estimated schedule and duration	• A pre-construction survey and plans or details depicting work that may affect the adjoining / adjacent property

Contractor Information

- The Contractor's contact information for the project
- A copy of the Contractor's Certificate of Insurance for general liability

C

Affected Property Address:
By signing below, I acknowledge that I was provided with the information listed in Section B. This serves only to acknowledge receipt and does not constitute an agreement to enter property, perform work on property, or otherwise waive any legal rights of the property owner.

Name of Owner or Representative: _____
Signature: _____ Date: _____

* If adjacent property is a condominium or planned unit development, the signature of an authorized association representative shall suffice.

D

Notice of Failed Attempt
Complete this section if unable to obtain a signature or stamp from the adjacent owner or representative.
Proof of delivery (ex. include certified mail receipt) must be submitted with the permit application.

A reasonable attempt has been made to secure the adjacent owner's signature confirming receipt, however, I am unable to obtain the signature of owner of the adjacent property or properties confirming delivery. I understand that my permit shall not be issued less than 60 days from the application date.

Affected Property Address: _____

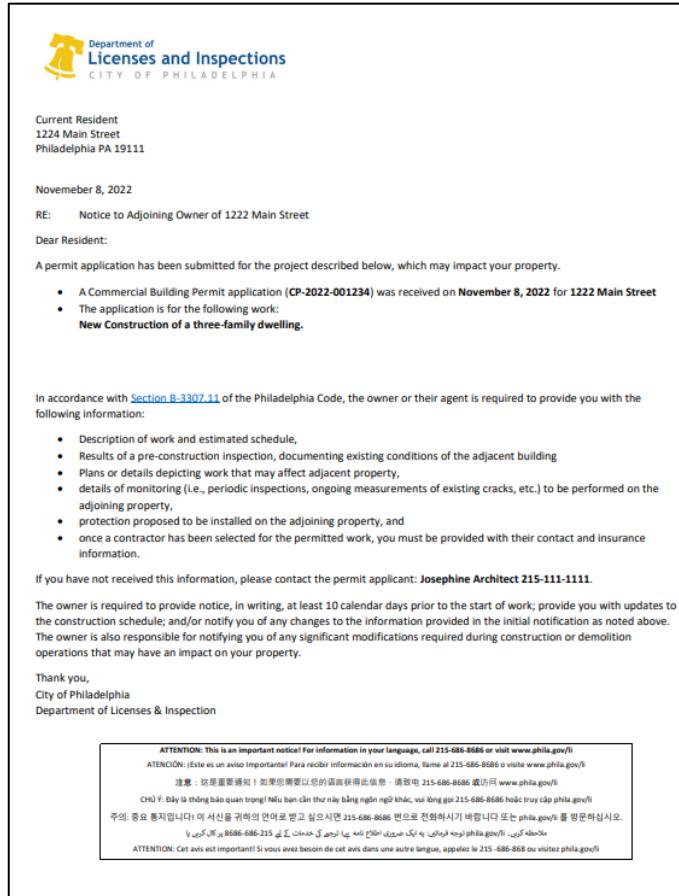
Project Owner or Owner Representative Name: _____
Signature: _____ Date: _____ / _____ / _____

ATENCIÓN: (Este es un aviso importante! Para recibir información en su idioma, llame al 215-686-8686 o visite www.phila.gov/)
주의: 중요 통지입니다! 이 서신을 위하여 언어로 받고 싶으시면 215-686-8686번으로 전화하시기 바랍니다 또는 www.phila.gov/를 방문하십시오.
注意: 这是重要通知! 如果您需要以您的语言获得此信息 - 请致电 215-686-8686 或访问 www.phila.gov/
주의: 중요 통지입니다! 이 서신을 위하여 언어로 받고 싶으시면 215-686-8686 hoặc [truy cập phila.gov/](http://www.phila.gov/)
CHÚ Ý: Đây là thông báo quan trọng! Nếu bạn cần thư này bằng ngôn ngữ khác, vui lòng gọi 215-686-8686 hoặc truy cập [phila.gov/](http://www.phila.gov/)
ATTENTION: Cet avis est important! Si vous avez besoin de cet avis dans une autre langue, appelez le 215-686-8686 ou visitez [phila.gov/](http://www.phila.gov/)

QR Code:

Notification to Adjacent Property Owners

- Initial notice of proposed work must be provided to adjacent property owner and resident (if different) and include the following:
 - Description of work
 - Plans depicting work that may impact the building
 - Project schedule
 - Pre-construction survey
 - Protections, both temporary and permanent
 - Prescribed monitoring
 - Contractor Certificate of Insurance
 - Project contact information



L&I will also send out a notification to the adjacent property owner(s) ensuring receipt of all required information along with the applicant's contact information if no notice or insufficient information was provided

Notification to Adjacent Property Owners

- Final notification identifying any updates or changes must be sent to the adjacent property owner and resident at least 10 days prior to the start of work.
 - *Note: Time period does not apply to permit applications filed to remediate an unsafe or imminently dangerous condition.*
- Owner or owner's agent is responsible to update adjacent property owner and resident of any changes that may impact their property throughout the duration of the project.
- Notification may also include a required chimney or vent modification form sent to the adjacent property if the new construction violates clearance requirements.
 - *Note: This was covered under a previous presentation, see slide deck here: [Chimney/Vent Extensions 2023](#)*



Exposed Party Walls and Backfilling During Demolition

Exposing Party Walls and Backfilling During Demolition

- Section 4-B-3307 of the Philadelphia Code requires that party walls exposed during demolition be treated with exterior wall coverings compliant with Chapter 14 of 2021 IBC.
- Wall must be protected against weather, and temporary protections are permitted for a maximum of 60 days.
- A complete demolition impacting a party wall must either include the exterior wall covering of the party wall in the permit scope OR a separate exterior wall covering permit prior to demolition permit issuance.
- An exposed party wall that is not permanently covered after 60 days shall constitute a violation.

Exposing Party Walls and Backfilling During Demolition

- Section 4-B-3303.4.1 of the Philadelphia Code states that where a structure is demolished or removed and no new construction is contemplated, the vacant lot shall be backfilled and graded in accordance with the approved project documents or Building Code.
 - New construction shall be considered “contemplated” when there is an active permit for development in the issued status, unless otherwise approved by the Department.
- Demolition is complete upon removal of the building, and the permit cannot be left open indefinitely.
- Within 30 days of building removal the site must be backfilled, or a new construction permit must be issued.
 - If the demolition exposed a foundation wall or includes excavation within 10' of an adjacent structure, the new construction permit must include monitoring of the adjacent structure beginning from the time the building was removed.
 - Failure to comply within 30 days of building removal constitutes a violation.



Excavations

Excavations – Permit Applicability

- Excavation permits are required under the Philadelphia Administrative Code where excavations are located at a depth greater than 5'-0" below the adjacent grade level, which may include basement dig-outs.
 - Previous exemptions include:
 - Utility trenches and plumbing work regulated by the Philadelphia Plumbing Code
 - Geotechnical explorations (e.g., test pits)
 - Complete demolition permits
 - Underground tank installations if not near foundation walls (i.e., within limit of excavation)

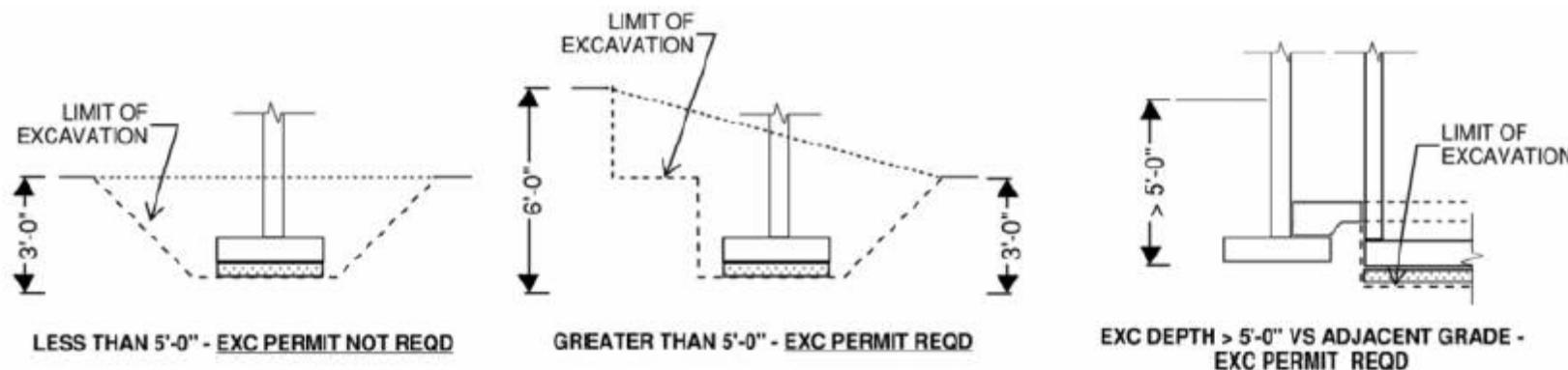
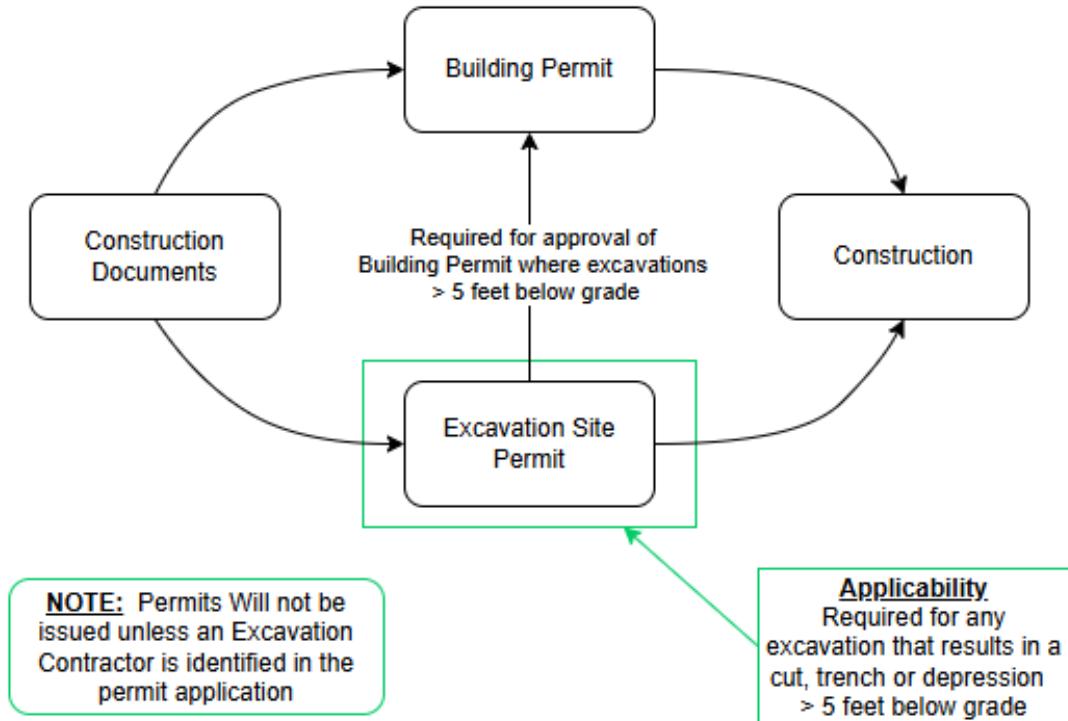


Image Credit: [Pennoni](#)

Excavations – Permit Sequencing



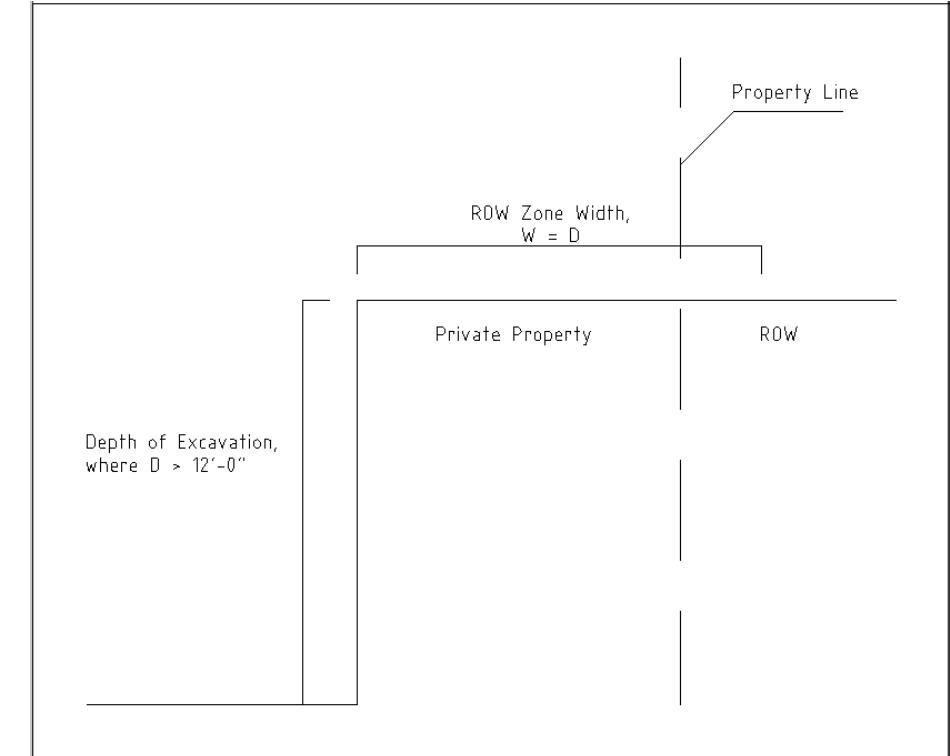
- Where a proposed project requires an excavation at a depth lower than 5'-0" below adjacent grade, an excavation permit must be secured along with the building permit.
- No building permit will be issued before an excavation permit has been approved, therefore work may not start until the excavation permit has been issued.
- Where an excavation site permit has not yet been secured, applicant may request to file a combination construction permit with an excavation site permit through the eCLIPSE system to streamline the process.

Excavations – Contractor Requirements

- In order to confirm that any contractor performing excavation work in the City is qualified, an Excavator Contractor License must be obtained with the following requirements:
 - Commercial Activity License and Business Income and Receipts Tax ID
 - Certificate of Insurance meeting certain minimum coverage amounts
 - General liability of \$2,000,000 per occurrence
 - Automobile liability of \$300,000
 - Worker's compensation of \$100,000 per accident, \$100,000 per employee, and a \$500,000 policy limit
 - Site Safety Manager that can only be employed by one company who is dedicated to ensuring safe practices on excavation projects
 - Must also show proof of completion of an approved OSHA 30 and OSHA 3015 safety training course
 - License Bond in the amount of \$100,000 issued by a surety company authorized to do business in PA

Excavations – Interagency Pre-Requisite Approvals

- PWD
 - Existing Resources and Site Analysis (ERSA) and a Post Construction Stormwater Management Plan (PCSMP) must be provided where the area of disturbance exceeds 5,000 SF
- Streets
 - For permanent right-of-way (ROW) encroachments
 - Temporary excavation encroachments more than three feet into the ROW
 - Temporary excavation encroachments more than 12 feet in depth, located within a distance from the ROW, equal to the depth of excavation
 - SEPTA/PATCO impacts

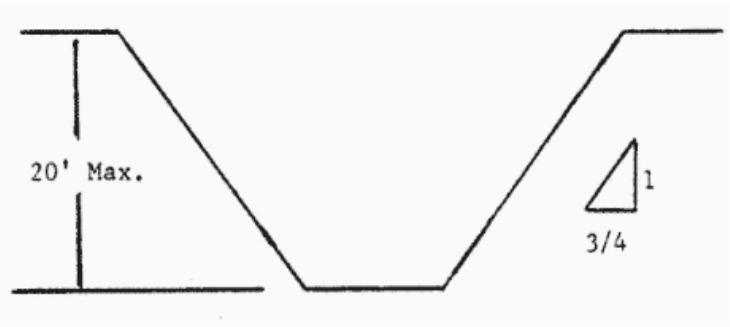


Excavations – Soils Investigation Report

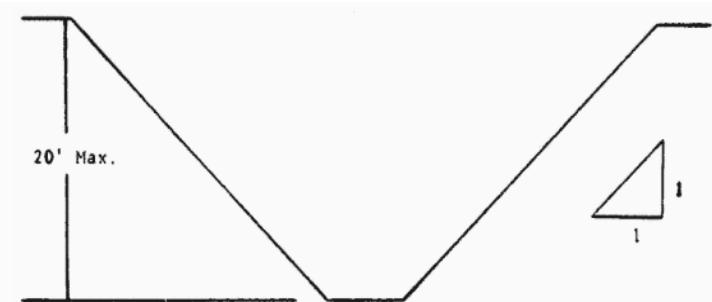
- Identify depth of adjacent structure footings
 - Adjacent structure survey of interior elevations
 - *Note: may require legal access agreement*
 - Exploratory test pits
 - Archived construction records for modern construction
 - *Note: cannot rely solely on these records, must verify existing conditions*
- Must comply with Code Bulletin B-9906-R7, Soil Investigations for New Construction, Excavations, and Additions
 - <https://www.phila.gov/departments/department-of-licenses-and-inspections/code-bulletins/#/?table=Bulletins&q=Code%20Bulletin:%20Soil%20Investigations%20for%20New%20Construction,%20Excavations,%20and%20Additions>

Monitoring Plan Requirements

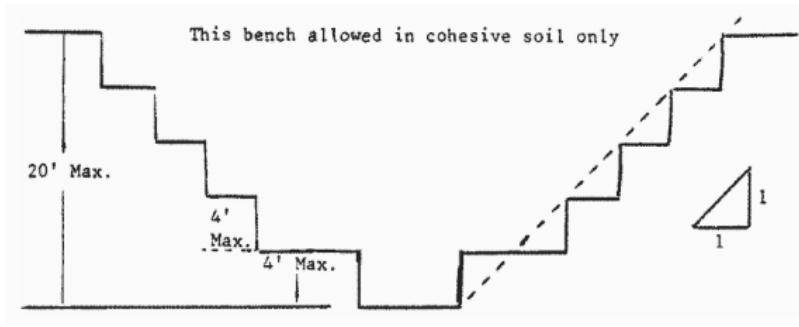
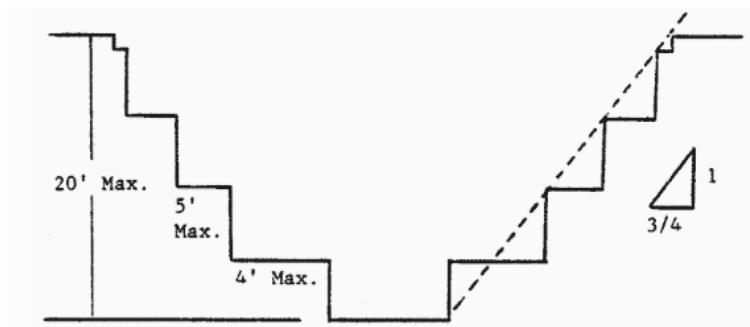
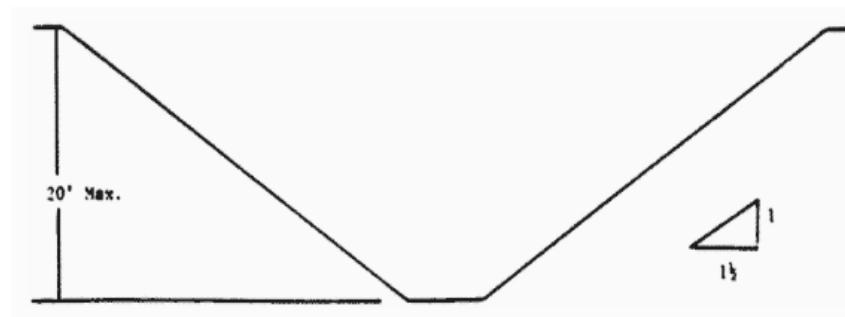
Type A – Cohesive soils



Type B – Cohesive, granular cohesionless, and previously disturbed soils



Type C – Cohesive, granular cohesionless, submerged soils, and rock



No Benching Permitted under Type C Soils under *prescriptive* OSHA methods.

Link: [OSHA Title 29, Part 1926, Subpart P; Excavations](#)

- Note: Assume Type C soil unless noted otherwise by the engineer of record based on soils investigation report

Excavations – Plan Submission Requirements

- Excavation and support of excavation plans must be designed and/or approved by the licensed professional of record.
 - Exception – A registered professional engineer is NOT required to prepare the plans where ALL of the following conditions are met:
 - The excavation does NOT exceed 12 feet in depth or 15 feet in width
 - The excavation is greater than 10 feet from an adjacent building or structure
 - The excavation is greater than 10 feet from a public ROW or SEPTA/PATCO track structure
 - The excavation support systems are designed in accordance with the prescriptive provisions of OSHA Standards Part 1926, Subpart P
 - [OSHA Title 29, Part 1926, Subpart P; Excavations](#)



Excavations – Special Inspection Requirements

Applicants must identify the correct Special Inspection items applicable to their scope of work.

- The current Special Inspections Schedule form is Rev 12/2022 for the 2018 IBC but the new form for the 2021 IBC adoption is on our website and will be effective for permit applications as of July 1, 2026
 - <https://www.phila.gov/departments/department-of-licenses-and-inspections/resources/special-inspections-information/#/>
- Where Special Inspection Agency identified is a different entity from the Design Professional in responsible charge of Monitoring plan submittal:
 - Statement of acknowledgement must be submitted by the Special Inspector confirming their understanding of the PCS and conformance to the Monitoring Plan requirements
- Ensure that all applicable Special Inspection activities are accurately identified
 - Major Demolition
 - Underpinning



PART 2:

Case Study – Partial Building Collapse

Case Study – Partial Building Collapse

- Last year, even after new safeguards were implemented in 2023, there was a shared tunnel alley collapse that resulted in the partial collapse of an adjacent rowhome to a new construction project.



Case Study – Partial Building Collapse

- This crack was identified in the Pre-Construction Survey and Monitoring Plan via the following comment:

The front section of the south alley wall of 2133 N. 9th Street is fractured and cracked. It is recommended that the repair of the cracked alley wall at 2131 N. 9th Street be completed prior to starting the excavation and construction of the proposed building at 2131 N. 9th Street.

- “Structural Observation and Monitoring (1704.6)” was checked on the Special Inspection schedule and it was determined that periodic inspections were required:

Required Inspector License Category	Verification and Inspection Item	Continuous	Periodic
Structural Stability – Primary Inspector	Structural Observation and Monitoring (1704.6)	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Case Study – Partial Building Collapse

- Luckily nobody was injured but this case study is a good example of why additional safeguards will now be required before and during construction and demolition activities in an attempt to minimize safety risks in the future.
- Part two of this presentation is focused on introducing the new measures our Department is implementing to support this ongoing effort.





New Preconstruction Survey and Monitoring Forms

New Preconstruction Survey and Monitoring Forms

- The Department of Licenses and Inspections is introducing a new Pre-Construction Survey Summary Form to supplement the existing Pre-Construction Survey (PCS) requirements as well as a new format for the Monitoring Plan that will replace the existing plan requirements.
- The Pre-Construction Survey Summary Form must accompany the survey of all buildings or structures on the adjacent or adjoining properties where construction and/or demolition activities are to take place, it must be completed by a licensed professional engineer and include all conditions requiring monitoring or protection.
- The new Monitoring Plan must detail the scope, frequency, and tolerances for general monitoring and the monitoring of specific items identified in the PCS.
- Beginning on ~~March 1, 2026~~ April 1, 2026 all construction or demolition permit applications affecting adjacent or adjoining buildings or structures must include these forms.

New Preconstruction Survey Summary Form



Pre-Construction Survey - Summary Form

The pre-construction survey (PCS) must be provided in the form of a plan or report and include the required information for all adjacent or adjoining buildings or structures pursuant to Section 4-B-3307 of the Philadelphia Code. This summary form must be filled out for each affected structure and submitted along with the PCS.

The PCS must also be submitted with the permit application and provided to the adjacent property owner. If separate permit applications are submitted for excavation and new construction, the PCS shall be submitted with both applications.

Project Address

Enter the location of work.

1

Address

Property Information

Provide general information about the adjacent or adjoining building or structure to the project.

2

Address

Shared Elements

Are there any shared elements that may be impacted by construction or demolition operations, including but not limited to any visible structural, roof, or wall coverings extending continuously across the property line?

If yes, describe conditions and items (e.g., tunnel, alley, chimney, portico structure, retaining wall, yard, driveway, etc.) in the available spaces and determine whether or not they need to be monitored, protected, and/or braced.

If there are more than six conditions, re-number and utilize supplemental pages.

3

Yes No

#	If yes, describe condition below	Monitoring Required	Protection or Bracing Required
3.1		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.3		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.6		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Work Above Roofline

Does work include demolition or construction above roofline of adjacent or adjoining property?

Yes No

If yes, describe conditions and items (e.g., bulkheads, chimneys, HVAC equipment, parapets, vertical fire walls, skylights, etc.) in the available spaces and determine whether or not they need to be monitored, protected, and/or braced.

If yes, it must be in accordance with Section 4-B-3307.8 of the Philadelphia Code.

If there are more than six conditions, utilize supplemental pages and assign unique reference number.

4

Yes No

#	If yes, describe condition below	Monitoring Required	Protection or Bracing Required
4.1		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.3		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.4		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.5		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.6		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Pre-Construction Survey - Summary Form
X_XXX_X

Page 1 of 2



Visible Cracks

Does adjacent or adjoining building or structure have any visible cracks?

If yes, describe conditions in the available spaces, and determine whether or not they need to be monitored, protected, and/or braced.

If there are more than eight conditions, utilize supplemental pages and assign unique reference number.

5

Yes No

#	If yes, describe condition below	Monitoring Required	Protection or Bracing Required
5.1		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.4		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.5		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.6		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.7		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.8		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Pronounced Deformations

Does adjacent or adjoining building or structure have any pronounced deformations?

If yes, follow same procedure from section five.

If there are more than two conditions, utilize supplemental pages and assign unique reference number.

6

Yes No

#	If yes, describe condition below	Monitoring Required	Protection or Bracing Required
6.1		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.2		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Misalignment of Exterior Wall Envelope

Does adjacent or adjoining building or structure have a misalignment of the exterior wall envelope?

If yes, follow same procedure from section five.

If there are more than two conditions, utilize supplemental pages and assign unique reference number.

7

Yes No

#	If yes, describe condition below	Monitoring Required	Protection or Bracing Required
7.1		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.2		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration & Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief.

Licensed Design Professional Name _____ PE License # _____

Licensed Design Professional Signature _____ Date _____

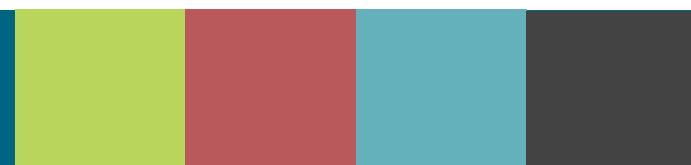
Pre-Construction Survey - Summary Form
X_XXX_X

Page 2 of 2



New Preconstruction Survey Summary Form

- This summary form must be filled out by a licensed professional engineer for each affected structure and submitted along with the PCS.
- It will provide an overview of the information provided on the PCS to improve clarity on the department's expectations and to streamline the review process.
- Specific conditions shall be described along with a recommendation for them to be monitored and/or protected.
- There are seven sections; Project Address, Property Information, Shared Elements, Work Above Roofline, Visible Cracks, Pronounced Deformations, and Misalignment of Exterior Wall Envelope.
- If there are more applicable conditions than spaces in the respective tables, utilize supplemental pages and assign unique reference number(s).



Preconstruction Survey Summary Form – Section One

Project Address
Enter the location of work.

1

Address

- Provide address of the project where construction or demolition work is taking place.
- This will be the same for each Pre-Construction Survey Summary Form if multiple need to be filled out when there is more than one affected building or structure.

Preconstruction Survey Summary Form - Section Two

Property Information

Provide general information about the adjacent or adjoining building or structure to the project.

2

Address

Height (ft)	Number of Stories	Footprint Dimension (sf)	Occupancy Category	Construction Type

- Provide address of adjacent or adjoining building or structure summarized in this form and surveyed as part of the PCS.
- General information about the building or structure is also required, including height, number of stories, footprint dimensions, occupancy category, and construction type.
- This helps plan reviewers understand the relationship between the existing structures and proposed project.

Preconstruction Survey Summary Form – Section Three

Shared Elements
Are there any shared elements that may be impacted by construction or demolition operations, including but not limited to any visible structural, roof, or wall coverings extending continuously across the property line?

If yes, describe conditions and items (e.g., tunnel alley, chimney, porch structure, retaining wall, yard, driveway, etc.) in the available spaces and determine whether or not they need to be monitored, protected, and/or braced.

If there are more than six conditions, re-number and utilize supplemental pages.

3

		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
#	If yes, describe condition below		Monitoring Required		Protection or Bracing Required	
3.1			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.5			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.6			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- Check “Yes” or “No” if there are any shared elements between the existing and proposed buildings or structures.
- A shared element could be a tunnel alley, chimney, porch structure, retaining wall, etc.
- If the answer is yes, describe the condition in the appropriate space

- For any conditions identified in spaces 3.1 through 3.6, check “Yes” or “No” in the Monitoring Required and/or Protection or Bracing Required Sections and provide detailed information about each condition on the PCS.

Preconstruction Survey Summary Form – Section Four

- Check “Yes” or “No” if there is any scheduled work above the roofline of an adjacent or adjoining building or structure.
- If the answer is yes, describe the item that needs to be monitored, braced, and/or protected.
- Any work above the roofline must be in accordance with Section 4-B-3307.8 of the Philadelphia Code which details specific roof protection requirements.
- For any conditions identified in spaces 4.1 through 4.6, check “Yes” or “No” in the Monitoring Required and/or Protection or Bracing Required Sections and provide detailed information about each condition on the PCS.

Work Above Roofline
Does work include demolition or construction above roofline of adjacent or adjoining property?

If yes, describe conditions and items (e.g., bulkheads, chimneys, HVAC equipment, parapets, vertical fire walls, skylights, etc?) in the available spaces and determine whether or not they need to be monitored, protected, and/or braced.

If yes, it must be in accordance with Section 4-B-3307.8 of the Philadelphia Code.

If there are more than six conditions, utilize supplemental pages and assign unique reference number.

4

Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				
# If yes, describe condition below		Monitoring Required		Protection or Bracing Required	
4.1			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.3			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.4			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.5			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.6			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Work Above Roofline		Does work include demolition or construction above roofline of adjacent or adjoining property?																													
		<input type="checkbox"/> Yes	<input type="checkbox"/> No																												
<p>If yes, describe conditions and items (e.g., bulkheads, chimneys, HVAC equipment, parapets, vertical fire walls, skylights, etc?) in the available spaces and determine whether or not they need to be monitored, protected, and/or braced.</p> <p>4</p>		<p>If yes, describe condition below</p> <table border="1"> <thead> <tr> <th>#</th> <th>If yes, describe condition below</th> <th>Monitoring Required</th> <th>Protection or Bracing Required</th> </tr> </thead> <tbody> <tr> <td>4.1</td> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>4.2</td> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>4.3</td> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>4.4</td> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>4.5</td> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>4.6</td> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </tbody> </table>		#	If yes, describe condition below	Monitoring Required	Protection or Bracing Required	4.1		<input type="checkbox"/> Yes	<input type="checkbox"/> No	4.2		<input type="checkbox"/> Yes	<input type="checkbox"/> No	4.3		<input type="checkbox"/> Yes	<input type="checkbox"/> No	4.4		<input type="checkbox"/> Yes	<input type="checkbox"/> No	4.5		<input type="checkbox"/> Yes	<input type="checkbox"/> No	4.6		<input type="checkbox"/> Yes	<input type="checkbox"/> No
#	If yes, describe condition below	Monitoring Required	Protection or Bracing Required																												
4.1		<input type="checkbox"/> Yes	<input type="checkbox"/> No																												
4.2		<input type="checkbox"/> Yes	<input type="checkbox"/> No																												
4.3		<input type="checkbox"/> Yes	<input type="checkbox"/> No																												
4.4		<input type="checkbox"/> Yes	<input type="checkbox"/> No																												
4.5		<input type="checkbox"/> Yes	<input type="checkbox"/> No																												
4.6		<input type="checkbox"/> Yes	<input type="checkbox"/> No																												
<p>If yes, it must be in accordance with Section 4-B-3307.8 of the Philadelphia Code.</p>																															
<p>If there are more than six conditions, utilize supplemental pages and assign unique reference number.</p>																															

Preconstruction Survey Summary Form – Section Five

Visible Cracks
Does adjacent or adjoining building or structure have any visible cracks?

If yes, describe conditions in the available spaces, and determine whether or not they need to be monitored, protected, and/or braced.

If there are more than eight conditions, utilize supplemental pages and assign unique reference number.

5

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
#	If yes, describe condition below	Monitoring Required	Protection or Bracing Required
5.1		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.6		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.7		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.8		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Check “Yes” or “No” if there are any visible cracks on the adjacent or adjoining building or structure.
- If the answer is yes, describe the condition in the appropriate space.
- All visible cracks should be listed in this table or on supplemental pages, whether they are hairline and of minimal concern, or $\frac{1}{2}$ ” wide and of major concern.

- For any conditions identified in spaces 5.1 through 5.8, check “Yes” or “No” in the Monitoring Required and/or Protection or Bracing Required Sections and provide detailed information about each condition on the PCS.

Preconstruction Survey Summary Form – Section Six

Pronounced Deformations

Does adjacent or adjoining building or structure have any pronounced deformations?

If yes, follow same procedure from section five.

If there are more than two conditions, utilize supplemental pages and assign unique reference number.

6	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
#	If yes, describe condition below		Monitoring Required		Protection or Bracing Required	
6.1			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.2			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- Check “Yes” or “No” if there are any pronounced deformations on the adjacent or adjoining building or structure.
- A pronounced deformation is a noticeable change in the building’s shape or structure due to external stresses leading to visible issues that could result in a potential failure
- For any conditions identified in spaces 6.1 or 6.2, check “Yes” or “No” in the Monitoring Required and/or Protection or Bracing Required Sections and provide detailed information about each condition on the PCS.

Preconstruction Survey Summary Form – Section Seven

<p>Misalignment of Exterior Wall Envelope Does adjacent or adjoining building or structure have a misalignment of the exterior wall envelope?</p> <p>If yes, follow same procedure from section five.</p> <p>If there are more than two conditions, utilize supplemental pages and assign unique reference number.</p> <p style="text-align: center;">7</p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	#	If yes, describe condition below	Monitoring Required	Protection or Bracing Required
	7.1		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	7.2		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

- Check “Yes” or “No” if there is any misalignment of the exterior wall envelope on the adjacent or adjoining building or structure.
- The misalignment of an exterior wall envelope is evidenced by errors in the installation or layout of exterior wall components relative to each other or the building structure
- For any conditions identified in spaces 7.1 or 7.2, check “Yes” or “No” in the Monitoring Required and/or Protection or Bracing Required Sections and provide detailed information about each condition on the PCS.

Preconstruction Survey Summary Form - Example



Pre-Construction Survey - Summary Form

The pre-construction survey (PCS) must be provided in the form of a plan or report and include the required information for all adjacent or adjoining buildings or structures pursuant to Section 4-B-3307 of the Philadelphia Code. This summary form must be filled out for each affected structure and submitted along with the PCS.

The PCS must also be submitted with the permit application and provided to the adjacent property owner. If separate permit applications are submitted for excavation and new construction, the PCS shall be submitted with both applications.

Project Address Enter the location of work.	1 Address: 1222 Main St.
Property Information Provide general information about the adjacent or adjoining building or structure to the project.	2 Address: 1224 Main St. Height (ft) Number of Stories Footprint Dimension (sf) Occupancy Category Construction Type 25 2 1800 R-3 Type V: Wood Framed
Shared Elements Are there any shared elements that may be impacted by construction or renovation operations, including but not limited to any visible structural, roof, or wall coverings extending continuously across the property line?	3 Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> # If yes, describe condition below Monitoring Required Protection or Bracing Required 3.1 Tunnel alley between properties Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 3.2 Shared chimney Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 3.3 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 3.4 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 3.5 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 3.6 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Work Above Roofline Does work include demolition or construction above roofline of adjacent or adjoining property?	4 Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> # If yes, describe condition below Monitoring Required Protection or Bracing Required 4.1 Two skylights, 5' away from property line Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 4.2 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 4.3 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 4.4 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 4.5 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 4.6 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Pre-Construction Survey - Summary Form
X_XXX_X

Page 1 of 2



Pre-Construction Survey - Summary Form

Visible Cracks
Does adjacent or adjoining building or structure have any visible cracks?

If yes, describe conditions in the available spaces, and determine whether or not they need to be monitored, protected, and/or braced.

If there are more than eight conditions, utilize supplemental pages and assign unique reference number.

Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, describe condition below Monitoring Required Protection or Bracing Required
5.1 Front facade, right side, between 1st and 2nd floor windows Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.2 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
5.4 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
5.5 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
5.6 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
5.7 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
5.8 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, describe condition below Monitoring Required Protection or Bracing Required
6.1 Slight bulge in brickwork, front facade at underside of roof eave Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.2 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, describe condition below Monitoring Required Protection or Bracing Required
7.1 Stucco on party wall between properties is slightly out of plumb Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2 Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration & Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief.

Licensed Design Professional Name _____ PE License # _____

Licensed Design Professional Signature _____ Date _____

Pre-Construction Survey - Summary Form
X_XXX_X

Page 2 of 2

New Monitoring Plan



Monitoring Plan

Pursuant to Section 4-B-1704 of the Philadelphia Code, buildings or structures adjoining or adjacent to certain excavation, demolition, or construction activities shall be monitored by a licensed special inspector to ensure that their structural integrity is not adversely impacted.

This form must be completed by a professional engineer to identify the frequency and extent of required structural observations and associated actions that shall be taken if allowable thresholds or tolerances are exceeded. The engineer may not waive the requirement for monitoring.

Project Description

Sections 4-B-1704 and 4-B-3307 of the Philadelphia code require that structural observations be provided in accordance with a monitoring plan prepared by the licensed professional engineer where any of the following conditions exist:

1 Project Address: _____
 Project Description: _____

Select condition(s) that resulted in the need for monitoring:

Excavations, more than 5' below adjacent grade and within 10' of an adjacent or adjoining building or structure
 Structural alteration of a historic structure (excluding 1 or 2 family)
 Excavation, demolition, or construction where historic structure is within 90' on same or adjacent parcel
 Modification to a party wall, including demolition, joist replacement, and additions
 Severing of a structural, roof, or wall covering element spanning properties
 Monitoring required based on site conditions, including those identified in the pre-construction survey summary form, pre-construction survey, and/or soils investigations report

2 Conditions

All of the following required contents of the monitoring plan must be acknowledged by the licensed professional engineer within this section and detailed in the table(s) from section 3, Application:

A pre-construction survey was conducted on _____ documenting existing cracks, settlement, facade and other conditions, through photographs and measurements. All subsequent readings shall be compared to the baseline measurements established in the pre-construction survey.
 Monitored conditions must include, but are not limited to, cracks, deformations, or other conditions identified in the pre-construction survey as requiring ongoing observation.
 The engineer must describe the condition, determine the required monitoring instrumentation, prescribe the scope and frequency of inspections, then identify the alert level and action level tolerances.
 If the alert level tolerance is exceeded the condition must be reviewed by the engineer of record, if the action level is exceeded the engineer must determine the required action.
 The engineer must complete the "General Monitoring" portion of the table(s) from section 3 below for any adjacent or adjoining buildings or structures in the pre-construction survey, even if monitoring is not tied to a specific condition identified in the survey. The engineer may not waive the requirement for monitoring.

3 Application

Instructions for filling out the tables in this section are as follows:

- Property Address:** Address of adjacent or adjoining building or structure to be monitored (there are three tables available to utilize as needed).
- Number:** Reference number from pre-construction survey summary form (if applicable)
- Description:** Brief description of condition (e.g. vertical crack, 1/8" wide)

Operations shall be monitored in accordance with the tables in this section, specifying scope, frequency, and acceptable tolerances for any specific defects or conditions referenced in the pre-construction survey form(s) for the adjacent or adjoining building(s) or structure(s). Adjacent buildings must be monitored continuously during excavation operations.

Property Address:

General Monitoring						
Description	Instrument	Location	Frequency	Alert Level	Action Level	Required Action

Specific Monitoring Items from Pre-Construction Survey Summary Form

#	Description	Instrument	Location	Frequency	Alert Level	Action Level	Required Action

(Continued on Page 2)

X_XXX_X

Page 1 of 2



Monitoring Plan

Application

(Continued from Page 1)

- Instrument:** Monitoring instrument (e.g., laser level, crack gauging, tilt meter, sensor, etc.)
- Location:** Unique location (i.e., facade elevation, floor, height above finished grade, etc.)
- Frequency:** Recommended monitoring frequency (e.g. daily, weekly, during unusual weather, etc.)
- Alert Level:** Determine what exceedance shall trigger a review by the Engineer of Record (e.g., 1/8" tolerance)
- Action Level:** Determine what exceedance shall trigger an immediate response and a resulting action (e.g., 1/8" tolerance)
- Response Action:** Recommended action at action level exceedance (e.g., work stoppage, reporting to the Emergency Services Unit, call 6-1-1 if there is an immediate safety threat during non-business hours)

Property Address:

General Monitoring						
Description	Instrument	Location	Frequency	Alert Level	Action Level	Required Action

Specific Monitoring Items from Pre-Construction Survey Summary Form

#	Description	Instrument	Location	Frequency	Alert Level	Action Level	Required Action

Property Address:

General Monitoring						
Description	Instrument	Location	Frequency	Alert Level	Action Level	Required Action

Specific Monitoring Items from Pre-Construction Survey Summary Form

#	Description	Instrument	Location	Frequency	Alert Level	Action Level	Required Action

Professional Engineer's Certification

Name of Design Professional: _____

Signature of Design Professional: _____

PE License Number: _____

Date: _____



Professional Seal

Special Inspection Agency's Confirmation

Conditions identified in the pre-construction survey will be monitored in accordance with this plan.

If the DPRC-SI or special inspector identifies the need for increased monitoring based on field conditions, they are responsible for coordinating with the owner, contractor, and licensed professional engineer. Changes to the monitoring plan that results in decreased inspections shall require an amended building permit.

Special Inspection Agency Name: _____

Signature of Representative: _____

Date: _____

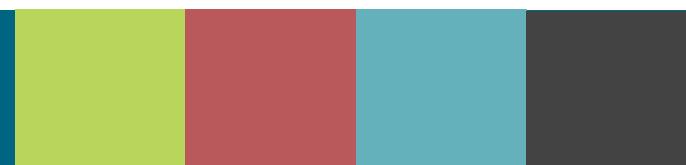
X_XXX_X

Page 2 of 2



New Monitoring Plan

- This form is to be filled out by a licensed professional engineer and signed by the Special Inspection Agency, it will replace the existing Monitoring Plan requirement.
- Monitoring requirements will be identified for both general monitoring and the monitoring of specific items from the PCS Summary Form(s).
- There are three tables included on the form to be utilized as needed since there may be multiple affected buildings or structures.
- Required information will include the property address for the building or structure to be monitored, a description of the monitoring item, monitoring instrument, location, frequency, alert level, action level, and required action if the action level threshold of the item is exceeded.



Monitoring Plan – Section One

- Fill out project address and brief project description, including scope of work summary and potential impacts to adjoining or adjacent buildings or structures.

1	<p>Project Description Sections 4-B-1704 and 4-B-3307 of the Philadelphia code require that structural observations be provided in accordance with a monitoring plan prepared by the licensed professional engineer where any of the following conditions exist:</p> <p>Project Address: _____</p> <p>Project Description: _____</p> <p>Select condition(s) that resulted in the need for monitoring:</p> <ul style="list-style-type: none"><input type="checkbox"/> Excavations, more than 5' below adjacent grade and within 10' of an adjacent or adjoining building or structure<input type="checkbox"/> Structural alteration of a historic structure (excluding 1 or 2 family)<input type="checkbox"/> Excavation, demolition, or construction where historic structure is within 90' on same or adjacent parcel<input type="checkbox"/> Modification to a party wall, including demolition, joist replacement, and additions<input type="checkbox"/> Severing of a structural, roof, or wall covering element spanning properties<input type="checkbox"/> Monitoring required based on site conditions, including those identified in the pre-construction survey summary form, pre-construction survey, and/or soils investigations report
---	--

- Select at least one of the existing conditions that resulted in the need for monitoring; excavations more than 5' deep, structural alteration of a historic structure, excavation or demolition within 90', modification to party wall, severing of structural member spanning properties, or general site conditions identified in related project documents.

Monitoring Plan – Section Two

Conditions All of the following required contents of the monitoring plan must be acknowledged by the licensed professional engineer within this section and detailed in the table(s) from section 3, Application:	2 <ul style="list-style-type: none"><input type="checkbox"/> A pre-construction condition survey was conducted on _____, documenting existing cracks, settlement, facade and other conditions, through photographs and measurements. All subsequent readings shall be compared to the baseline measurements established in the pre-construction survey.<input type="checkbox"/> Monitored conditions must include, but are not limited to, cracks, deformations, or other conditions identified in the pre-construction survey as requiring ongoing observation.<input type="checkbox"/> The engineer must describe the condition, determine the required monitoring instrumentation, prescribe the scope and frequency of inspections, then identify the alert level and action level tolerances.<input type="checkbox"/> If the alert level tolerance is exceeded the condition must be reviewed by the engineer of record, if the action level is exceeded the engineer must determine the required action.<input type="checkbox"/> The engineer must complete the "General Monitoring" portion of the table(s) from section 3 below for any adjacent or adjoining buildings or structures in the pre-construction survey, even if monitoring is not tied to a specific condition identified in the survey. The engineer may not waive the requirement for monitoring.
---	---

- The intention of this section is for the design professional to acknowledge all parameters of the monitoring plan and to identify the date when the PCS took place.
- Each of the five specific conditions must be checked before proceeding to section three.
- The monitoring plan will be broken down into two different categories, general monitoring and condition specific monitoring.
- The engineer may not waive the requirement for monitoring and must identify the monitoring procedures in addition to any follow up activities, if thresholds or tolerances are exceeded.

Monitoring Plan – Section Three

➤ Section three includes three separate tables to be filled out as part of the monitoring plan as there may be more than one adjacent or adjoining building or structure that requires monitoring.

➤ Part of the table is for general monitoring items that must be monitored.

➤ The other part of the table is for specific monitoring items that were identified in the PCS, with the numbers referring to the items referenced in the PCS Summary form for the property.

➤ Specific instructions are included in the sidebar beginning at the bottom of Page 1 and continuing on Page 2, items include description, instrument, location, frequency, alert level tolerance, action level threshold, and required action if the action level is exceeded.



New Exemptions

Exemptions

Excavation Permit Exemption (Current)	Conditions
Underground Tanks	If within 5' of an existing building on an adjacent lot, an engineer must certify that there is no impact. If protections are required, property protection requirements apply.
Post Footings for Stairs	Engineer must certify no impact on adjacent property
Elevator Pit	
Residential Swimming Pool- EZ Standard	
French Drains- Detached Structures	
Basement Slab Replacement- Detached Structure	



Exemptions

Property Protection	
Joist Replacement- less than 10% of floor area	Engineer must certify no impact where there is continuous replacement.

Documentation:

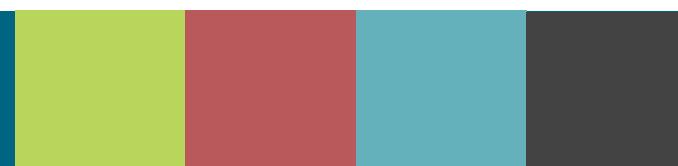
Underpinning satisfy SOE requirements where there is no other excavation occurring.



Exemptions (Proposed)

Excavation Permit Exceptions

- Excavation for accessory structures or appurtenances serving a one- or two-family dwelling, where the work is located more than ten (10) feet from an existing building on an adjacent lot.
- Excavation for sign structures, more than ten (10) feet from an existing building.
- Minor work demonstrated to the Department to have no potential impact on an existing building.





New Mandatory Preconstruction Meeting

New Mandatory Preconstruction Meeting

- Pilot program for residential new construction with impacts on adjacent property, anticipated this Spring, partially in response to feedback sessions.
- Section 4-A-1001.8 of the Code authorizes the Department to require a meeting, with specific participation outlined in Special Inspections Duties and Responsibilities Agreement.
- Contractor will be responsible to schedule through the permit inspection, no more than two weeks, prior to the work and is responsible to convene all parties.
- Special Inspector and DPRC-SI attendance will be mandatory.
- A failure of any party to cooperate is a violation of the Phila Code, subject to enforcement action. This may include fines issued to parties, action against licenses, and SWO.
- Will publish procedural requirements and associated forms in upcoming newsletter.

New Mandatory Preconstruction Meeting

 Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Pre-Construction Meeting – Project Information Form

This form must be completed by the contractor and uploaded to the Pre-Construction Meeting Hold on the Building Permit when requesting the Pre-Construction Meeting Inspection.

Residential New Construction with Impact on Adjacent Property

Permit Information
Provide the address of the project location, building permit number, and project number (if applicable).

A Project Address: _____
Building Permit Number: RP-_____ Project number (if applicable): PR-_____

Contact Information
Provide the contact information of the Licensed Contractor, Company and Design Professional in Responsible Charge for the project and special inspections.

B Project Contacts

A. Contractor Name: _____
B. Company Name: _____
Site Supervisor Name: _____
Phone No.: _____ Email: _____
Site Safety Manager Name: _____ OSHA 30 No.: _____
Phone No.: _____ Email: _____
C. Design Professional in Responsible Charge
DPRC Name: _____ Company Name: _____
Phone No.: _____ Email: _____
D. Design Professional in Responsible Charge of Special Inspections Check box if same as DPRC
DPRC-SI Name: _____ Company Name: _____
Phone No.: _____ Email: _____

Project Information
Provide the project information including permit numbers, issued dates, contractor and subcontractor contact information.

C Construction Permits

	Permit No.	Issue Date	Contractor			Subcontractor	
			Company	License No.	Contact Name	Contact No.	Company/ License No./ Scope
Building Permit							
Excavation*							
Plumbing							
Interior							
Exterior							

*Building Permit and Excavation Permit, if applicable, must be issued prior to the Pre-Construction meeting may be scheduled.

 Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Attachment A – Responsibilities and Requirements

SUMMARY OF BULLETIN CHANGES

Date of Change	Section Affected	Revision

1. Construction Permits and Conditions

- Obtain all required permits prior to commencement of the work, including:
 - Excavation, if applicable. Necessary for initial inspection
 - Electrical
 - Plumbing
 - Mechanical/Fuel Gas
 - Fire Suppression
 - Right-of-Way permits (when applicable)

Ensure permits are active and posted at the job site at all times. A copy of the approved plans and approved documents must be available on site.

If work is following the complete demolition of a building, the demolition permit must be closed and any exposed party walls permanently protected prior to the start of work.

- Perform work strictly in accordance with approved plans, permits, and conditions of approval.
 - Refer to [Amended Permit Information Sheet](#) for work that is eligible for permit amendment. Ensure that amended approvals are secured prior to performing work.
 - Only the design professional that signed and sealed the plans may modify the approved design. Please refer to our website for information on design professional changes.

 Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Pre-Construction Meeting Agenda

Roll Call and Sign-in

Verify Contractor, Site Safety Manager, Special Inspection Agencies, and DPRC-SI are in attendance. If any key parties are absent, meeting must be rescheduled.

Date: _____ Time: _____

Attendees:

Role	Mandatory	Name	Company	Email	Phone Number	Signature
Building Inspector	Yes					
General Contractor	Yes					
Site Safety Manager	Yes					
DPRC-SI	Yes					
Special Inspection Agency	Yes					

1. Construction Permits & Conditions

- Review construction plans
- Review permit inventory from Project Information Form
- Confirm that any required Excavation Permit has been issued and any associated Demolition Permit has been closed out.
- Review of contractor and subcontractor list
- Review required inspections, required coordination of trade inspections and identify any additional



New Insurance Requirements

New Insurance Requirements

- Bill No. 240304-A, enacted January 20, 2026, establishes new insurance submission requirements for new construction and complete demolition projects.
- Under the ordinance, developers and contractors must name adjacent property owners as additional insureds on the project's general liability insurance policy.
- This coverage protects neighboring properties from claims arising from the named insured's actions or operations.

City of Philadelphia



(Bill No. 240304-A)

AN ORDINANCE

Amending Subcode "A" (The Philadelphia Administrative Code) of Title 4 of The Philadelphia Code (The Building, Construction and Occupancy Code), to require proof of certain insurance certificates; all under certain terms and conditions.

THE COUNCIL OF THE CITY OF PHILADELPHIA HEREBY ORDAINS:

SECTION 1. Subcode A of Title 4 of The Philadelphia Code is hereby amended to read as follows:

SUBCODE A. THE PHILADELPHIA ADMINISTRATIVE CODE

* * *

SECTION A-302. PERMITS

* * *

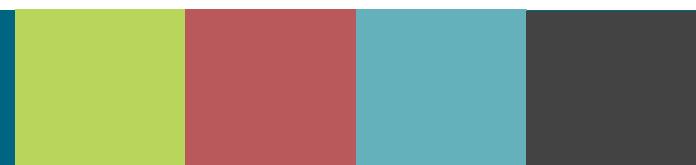
A-302.8.1 Insurance certificates: *An applicant, developer, and/or contractor who obtains a permit for new construction or demolition operations shall procure and maintain, in full force and effect for the duration of the operations, at applicant's own expense, an insurance policy also naming the adjoining or adjacent address as an additional insured, and submit such certificate of insurance to the Department, which shall make this information publicly available and shall include such certificate of insurance in any notifications to adjacent or adjoining property owners pursuant to requirements under A-305.2.2.6. The policy shall afford comprehensive general liability insurance in accordance with insurance limits based on license types as determined by the Department, including products and completed operations coverage and contractual liability insurance covering any indemnification and hold harmless obligations.*

The holder of any permit authorizing any new construction activity shall maintain a true copy of the developer or contractor's certificate of insurance on the site of the operations open to public inspection upon request during the entire time that the construction permit or notice of permit issued by the Department is to be posted[,] and shall supply a copy of the certificate of insurance to the adjoining or adjacent address(es). The applicant, developer and/or contractor shall notify the adjoining or adjacent address(es) in writing upon the expiration of coverage for any reason within ten (10) days.



L&I Permit Requirements (April 1)

- No new construction or complete demolition permit will be issued unless a COI meeting the following criteria is uploaded under Hold Permit Issuance – COI:
 - Minimum general liability coverage of \$1,000,000 for new construction operations
 - Minimum general liability coverage of \$2,000,000 for complete demolition operations
- The Description of Operations section must explicitly state: “*Covers operations of the named insured*”
- Contractors and developers are required to maintain this insurance for the duration of the construction or demolition project and must provide adjacent property owners with a current copy of the COI throughout the operation.



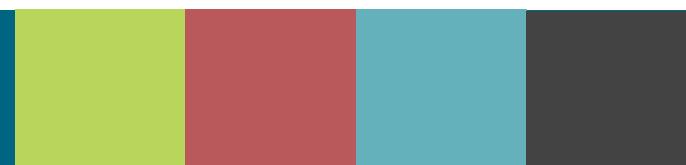


Summary



Summary

- The International Building Code was not written with Rowhouse Cities like Philadelphia in mind as there are major gaps regarding protecting adjacent or adjoining buildings or structures during construction and/or demolition projects.
- Our Department has been partnering with local consulting firms and engineering organizations to improve safeguards that will limit the financial loss of property, and in some cases the unfortunate loss of life.
- There are other cities with a large amount of rowhouses (e.g., Baltimore and Washington D.C.) that face similar obstacles, hopefully the City of Philadelphia can lead the charge towards a change of culture where the protection of adjacent properties to construction projects becomes a main consideration rather than an afterthought.





Questions?

Thank you!