

# Pre-Construction Survey Information Sheet

## Overview

Pursuant to [Section 4-A-3307 of the Philadelphia Code](#), a preconstruction inspection and summary plan or report is required to document the existing conditions of all adjoining and adjacent buildings and identify any potential hazards where proposed construction or demolition may impact buildings on an adjacent or adjoining property.

The survey must be prepared by a licensed professional engineer. At a minimum, the survey shall be based upon a physical inspection of the property and supplemented with available records and reports. The engineer shall determine the means and methods required to determine the character and condition of surrounding structures. Supplemental records and reports may include a soils investigation report, aerial imagery, and permit and violation records. All permit applications filed **on or after April 1, 2026**, must complete the [Preconstruction Survey Summary](#) form.

## Applicability

[Section 4-A-3307](#) requires that a preconstruction survey be performed when the project scope includes any of the following conditions:

1. 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.
2. 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 and geotechnical exploration.
3. Modification to a wall which is used for joint service between two buildings on separate lots, including demolition. Modifications shall include, but are not limited to, exposure of the party wall, joist removal, additional loading placed upon the wall, and loading imposed by abutting construction. Applicable modifications shall exclude the removal and replacement of up to 10% of floor joists.
4. 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.

The site survey plan required for a complete demolition permit shall satisfy this requirement, provided that it is prepared by a licensed professional engineer whenever any of the above conditions are present.

## Required Contents

The preconstruction survey must be provided in the form of a plan or report and include the following information:

1. Documentation of adjoining or adjacent buildings, including:
  - height, number of stories, construction type.
  - identification of any elements that may be impacted by construction or demolition operations, including but not limited to identification of any visible structural, roof, or wall covering elements extending continuously across the property line.
  - If the work included in the application for permit includes demolition or construction above the roof line of any building or structure on adjoining property, include identification of locations of any visible bulkheads, chimneys, mechanical equipment, parapets, skylights, or vertical extensions of fire walls on the roof of any adjoining or adjacent building.

2. Documentation of the existing conditions of all adjacent or adjoining buildings, which shall include the location extent and dimension of any visible cracks or pronounced deformations or misalignment of the building or structure's entire exterior envelope.
3. Photographs of the adjoining or adjacent building or structure that reflect the elevation as visible from any public right-of-way and any specific building elements or defects that may be impacted or exacerbated by construction or demolition operations.

If the subject or adjacent property is included on the historic registry but there are no designated buildings within 90 ft of the construction, demolition, or excavation, a signed statement from the design professional, contractor, or owner indicating the distance to the nearest building on an adjacent lot must be uploaded with the permit application.

## Application

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

1. Conditions that must be monitored during the construction or demolition operation, as outlined in the Monitoring Plan.
2. Temporary protections, such as roof covering or bracing, that must be identified in the construction documents.
3. 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.

The licensed professional engineer is responsible for identifying all potential hazards. The table below provides an example of potential conditions and associated action and is to be used for illustrative purposes only.

<u>Condition</u>	<u>Documentation</u>		
	<b>Monitoring Plan</b>	<b>Construction Plan<sub>1</sub></b>	<b>Separate Permit<sub>2</sub></b>
Cracks or Deformations	x		
Demolition, resulting in modification of lateral support	x	x (if temporary bracing is required)	x (if permanent support is required)
Demolition abutting an independent structure	x	x (if temporary bracing or protection is required)	x (if permanent restoration is required)
Historic Structure within 90' on same or adjacent lot	x		
Adjacent building or pedestrian area requiring protection		x (if temporary protection is required)	
Severing shared component (i.e., porch roof, or balcony)	x	x (if temporary bracing is required)	x (if permanent support is required)
Roof being raised above adjacent chimney			x

1. Required protections must be identified on the construction plan or in permit documents. The issuance of a permit does not grant the contractor the right to access an adjacent owner's property without required permission.
2. A separate permit is required to perform work on an adjacent property and requires the authorization of the adjacent owner. The required remediation must be indicated on the construction plan or permit documents, and the Department may withhold the permit or the certificate of approval until the condition is remediated.

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

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 preconstruction survey will be monitored throughout the construction or demolition operation.