



EZ PERMIT STANDARD
LIMITED COMMERCIAL ALTERATIONS &
REPAIRS (NON-RESIDENTIAL)

Revised 7/26 (IBC-2021 / IEBC-2018)

EZ Permit Standard: Limited Commercial Alterations & Repairs (NON-RESIDENTIAL)

Obtain permits for limited demolition and commercial alterations without submitting plans by meeting the Conditions and Design Limitations below. Any deviations from this permit standard will result in permit revocation.

Special Flood Hazard Area: If subject property is located within a Special Flood Hazard Area (Floodplain), additional documentation may be required.

Note: As per the Philadelphia Administrative Code, Section A-301.2.1, the following activities will not require a building permit, including but not limited to:

- Ordinary Repairs
- Painting, papering and similar wall and ceiling finishes that do not exceed 0.036 inches (0.9 mm) in thickness.
- Insulation installed
- Traditional floor coverings such as wood, vinyl, linoleum, terrazzo and resilient floor coverings that are not comprised of fibers
- Carpeting and similar floor coverings that are not installed in exit access corridors, exit passageways or vertical exits.
- Cabinets, countertops, and similar finishing work.
- Movable cases, counters, and partitions that are not over 5'-9" in height.

Conditions

- EZ Permit Standard for Limited Commercial Alterations may be applied to applications meeting all the following conditions:
 - **Property is for commercial use only, this permit shall not apply to residential dwellings**
 - **Applications of new interior wall, ceiling and floor finishings only.**
 - **Proposed area of work not exceeding 2000 ft² located within a single tenant space**
 - **Contract cost not exceeding \$25,000**
 - **Existing use and occupancy classification, as defined by the International Building Code, Ch. 3, to be maintained. A valid zoning/use permit shall be provided for proposed work area.**
- EZ permit process **shall not** be applicable to buildings listed as historic as established by the Philadelphia Historical Commission without prior approval, contact the staff at preservation@phila.gov in the planning stages of your project.
- **Structural work or installation of new walls shall not be performed under this Permit Standard.**
- Installation of service counters resulting in the creation of a new employee work area shall not exceed 1,000 ft².
- Work performed **shall not** make the building **less conforming** than it was before the repair was undertaken.

Construction Requirements General Requirements

- Alterations shall be done in a manner that maintains:
 - The level of fire protection provided.
 - The level of protection provided for the means of egress.
 - The level of accessibility provided.
- Combustible materials shall not be utilized for Type I or II Construction as defined by the 2021 International Building Code (IBC), Section 602.2.
- Materials permitted by the 2021 IBC for new construction shall be used. Like materials shall be permitted for repairs, provided no dangerous or unsafe conditions are created.
- Materials already in use in a building in conformance with requirements or approvals in effect at the time of their erection or installation shall be permitted to remain in use unless determined by L&I to render the building or structure unsafe or dangerous.
- All textile or expanded vinyl materials tested in accordance with ASTM E84 or UL 723 are not permitted unless protected with an automatic sprinkler system and maintained with a Class A flame spread index. Test specimen shall be mounted and prepared in accordance with ASTM E 2404.



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Required Fire-Rated Construction

- All areas of ceiling assembly alterations shall be provided with 5/8" Type X or Type C Gypsum Board coverings.
- The application of interior finish material shall be applied directly against rated construction or furring strips not exceeding 1.75 inches applied directly against such surfaces, with intervening spaces between furring strips to comply with one of the following:
 - To be filled with inorganic or noncombustible material
 - Filled with Class A material
 - Fire blocked at a maximum spacing of 8'-0" in any direction
- Dropped ceilings and set-out walls shall meet the criteria for Class A flame spread material
 - Hangers & assembly members located below the horizontal fire-resistance-rated floor or roof assemblies shall be of non-combustible materials. In Type III or V construction, fire retardant-treated wood shall be permitted.
 - Ceiling and wall finishes of not more than 1/4" thickness shall be applied directly onto the wall, ceiling, or structural element without the use of furring strips, unless noncombustible materials are used.

Wall and Ceiling Coverings

- All wall covering, and ceiling finish materials shall be classified in accordance with NFPA 286.
- Textile and expanded vinyl wall coverings shall meet the criteria of 2021 IBC, Section 803.5.1.1 when tested in a manner intended for use in accordance with the Method B protocol of NFPA 265.

Interior Floor Coverings

- All floor coverings shall be tested in accordance with ASTM E648 or NFPA 253.
- A Class I material shall be used in occupancy classifications I-1, I-2, and I-3. Class II materials shall be permitted in all other occupancy classifications.
- Carpet pile shall be 1/2 inch maximum in height, with exposed edges fastened to the floor, and trim along the entire length of the exposed edge.
- Vertical changes in level of 1/4 inch maximum in height shall be permitted to be vertical
- Beveled edges greater than 1/4 inch in height and not more than 1/2 inch maximum in height shall not exceed a slope of 1:2
- Running slope of walking surfaces shall not be steeper than 1:20. Cross slope of a walking surface shall not be steeper than 1:48

Method of Accessibility Compliance

- Per the International 2018 Existing Building Code (IEBC), Section 305.7, the proposed alteration work area containing the primary function area shall be provided an accessible route, to include toilet facilities or drinking fountains serving the area of primary function.
- See figures on the following pages detailing a selection of accessibility requirements from A117.1-2009.

Please identify method of accessibility compliance:

- ☐ Work is not being performed within the primary function area.
- ☐ Accessible entrance (no steps) and accessible bathroom to conform to the 2018 IEBC, and the ICC A117.1-2009 Standards.
- ☐ Exception 1: 20% of contract costs allocated to providing an accessible route to the area of primary function (Cost of contract and accessible element(s) to be provided shall be identified below.)

List of Alterations to Provide Accessible Route

Accessible Element	Contract Item Cost (\$)

Total Contract Cost: \$ _____ Cost of Accessible Improvements \$ _____
% of Contract Cost Dedicated to Accessible Improvements _____ %



- Clear Width of Accessible Routes
 - Shall be 36 inches minimum, however the clear width shall be permitted to be reduced to 32 inches minimum for a length of 24 inches maximum, provided the reduced width segments are separated by segments that are 48 inches minimum in length and 36 inches minimum in width, as shown in Figure 403.5:

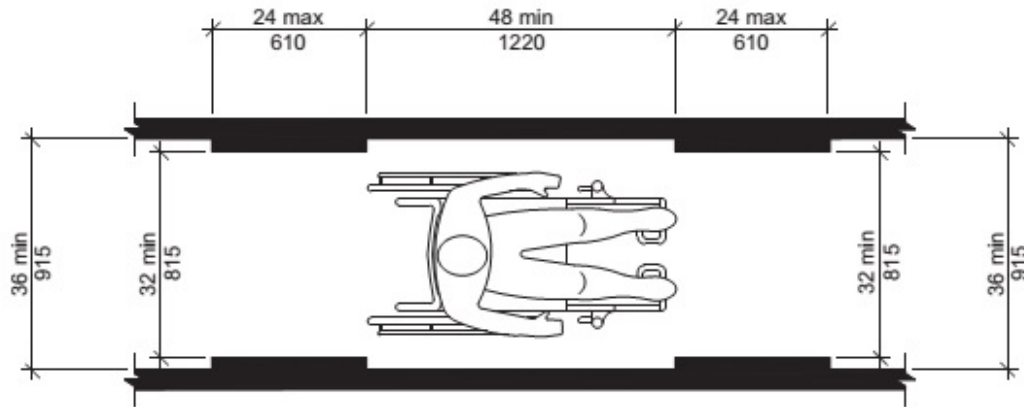


FIG. 403.5 CLEAR WIDTH OF AN ACCESSIBLE ROUTE

- Service Counters
 - A portion of the counter surface, 36 inches minimum in length and 36 inches maximum in height above the floor shall be provided.
 - Clear floor space shall be 48 inches minimum in length and 30 inches minimum in width, as shown in Figure 305.5:

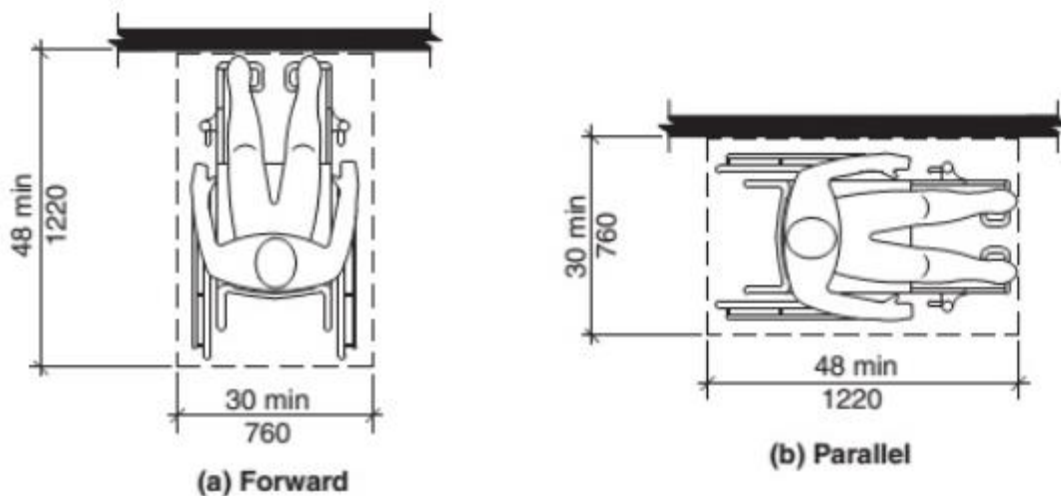


FIG. 305.5 POSITION OF CLEAR FLOOR SPACE

- Door Hardware
 - Handles, pulls, latches, locks, and other operable parts on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, pinching, or twisting the wrist to operate.
 - Operable parts of such hardware shall be 34 inches minimum and 48 inches maximum above the floor.
 - Where sliding doors are in the fully open position, operating hardware shall be exposed and usable from both sides.
- The force for pushing or pulling open doors other than fire doors shall be 5.0 pounds maximum for interior hinged doors and sliding or folding doors.



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- Accessible Entrances
 - Doorways shall have a 36 inch minimum opening width, and permitted to be 32 inches if depth of opening is less than 24 inches.
 - Maneuvering clearances for manual swinging doors shall conform with ANSI A117.1-2009, Table 404.2.3.2:

TABLE 404.2.3.2—MANEUVERING CLEARANCES AT MANUAL SWINGING DOORS

TYPE OF USE		MANEUVERING CLEARANCES AT MANUAL SWINGING DOORS	
Approach Direction	Door Side	Perpendicular to Doorway	Parallel to Doorway (beyond latch unless noted)
From front	Pull	60 inches (1525 mm)	18 inches (455 mm)
From front	Push	48 inches (1220 mm)	0 inches (0 mm) ³
From hinge side	Pull	60 inches (1525 mm)	36 inches (915 mm)
From hinge side	Pull	54 inches (1370 mm)	42 inches (1065 mm)
From hinge side	Push	42 inches (1065 mm) ¹	22 inches (560 mm) ^{3 & 4}
From latch side	Pull	48 inches (1220 mm) ²	24 inches (610 mm)
From latch side	Push	42 inches (1065 mm) ²	24 inches (610 mm)

¹Add 6 inches (150 mm) if closer and latch provided.

²Add 6 inches (150 mm) if closer provided.

³Add 12 inches (305 mm) beyond latch if closer and latch provided.

⁴Beyond hinge side.

- Ramps
 - Ramps provided along accessible routes shall comply with ANSI A117.1-2009, and the slopes in Table 405.2:

TABLE 405.2—ALLOWABLE RAMP DIMENSIONS FOR CONSTRUCTION IN EXISTING SITES, BUILDINGS AND FACILITIES

Slope ¹	Maximum Rise
Steeper than 1:10 but not steeper than 1:8	3 inches (75 mm)
Steeper than 1:12 but not steeper than 1:10	6 inches (150 mm)

¹A slope steeper than 1:8 shall not be permitted.

- Grab Bars
 - Shall be provided on the rear wall and on the side wall closest to the water closet.
 - Shall comply with ANSI A117.1-2009, Section 609 and be placed in accordance with Section 604 figures below:

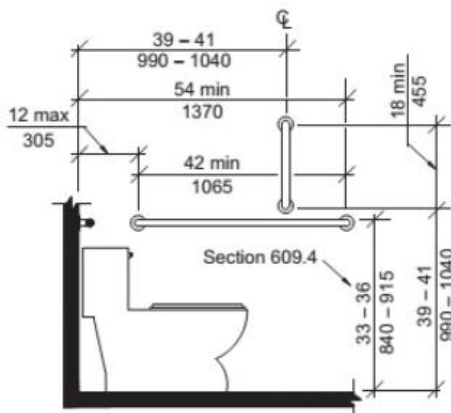


FIG. 604.5.1 SIDE WALL GRAB BAR FOR WATER CLOSET

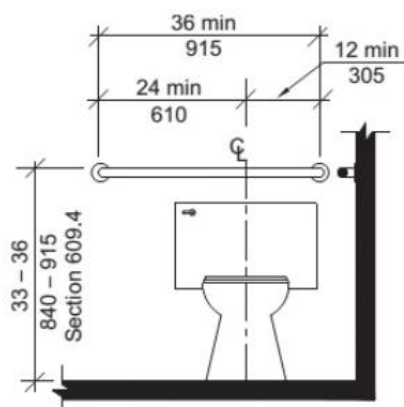


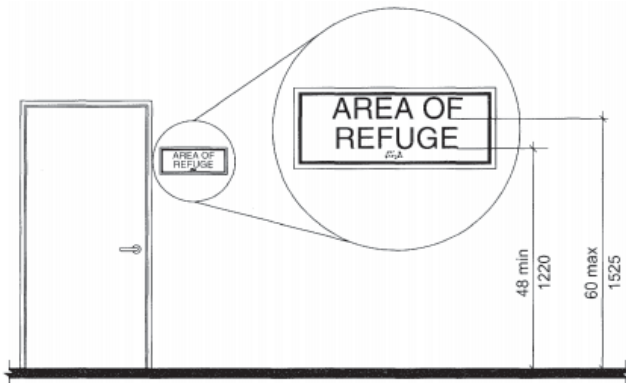
FIG. 604.5.2 REAR WALL GRAB BAR FOR WATER CLOSET



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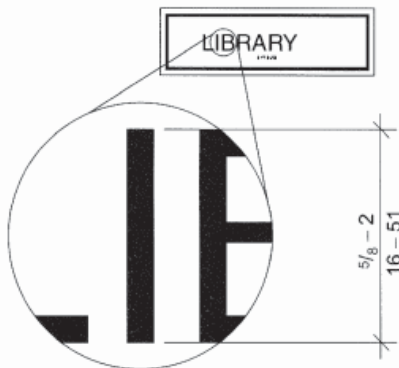
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- Signage
 - Accessible signs to be provided shall comply with ANSI A117.1-2009, Section 703, where tactile signs shall contain both raised characters and Braille.
 - Either one sign with both visual and raised characters, or two separate signs, one with visual, and one with raised characters, shall be provided.
 - Locations for signs shall be placed at locations identified in the 2021 International Building Code, Section 1110.

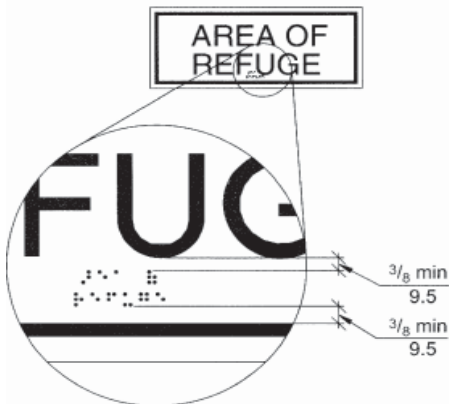


Note: For braille character mounting height see Section 703.4.5

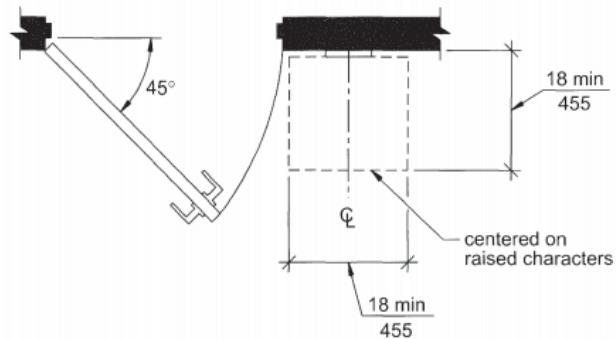
**FIG. 703.3.10
HEIGHT OF RAISED CHARACTERS ABOVE FLOOR**



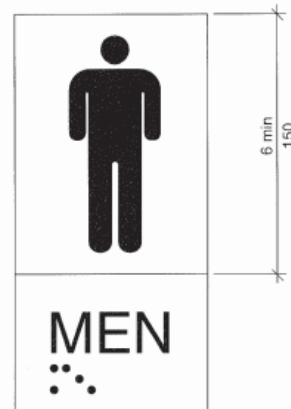
**FIG. 703.3.5
CHARACTER HEIGHT**



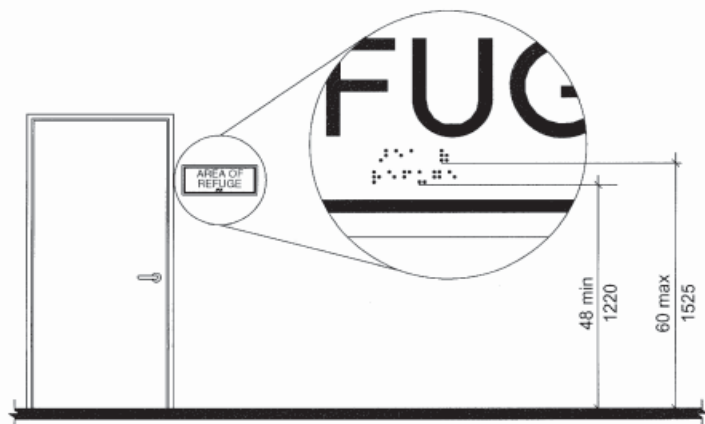
**FIG. 703.4.4
POSITION OF BRAILLE**



**FIG. 703.3.11
LOCATION OF SIGNS AT DOORS**



**FIG. 703.5
PICTOGRAM FIELD**



Note: For raised character mounting height see Section 703.3.10

**FIG. 703.4.5
HEIGHT OF BRAILLE CHARACTERS ABOVE FLOOR**

AP# _____

Applicant's Signature _____