

Attachment A – Responsibilities and Requirements

This document is provided for guidance purposes only. It summarizes key responsibilities and requirements associated with construction projects in the City of Philadelphia but does not replace or supersede applicable laws, codes, regulations, permit conditions, or Department requirements.

The Contractor is responsible for complying with all applicable City of Philadelphia laws, regulations, codes, permit conditions, and Department 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:
 - Residential Building Permit
 - Excavation, if applicable. Note: Required prior to the start of work.
 - Plumbing (exterior drainage, exterior water distribution, interior)
 - Electrical
 - 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.
 - Review changes that may be approved by the Building Inspector directly with the Inspector.
- Permit expiration and extension - Work must commence within 6 months and may not stall for a period exceeding 6 months. Refer to the [Permit Expiration FAQ](#) for more information on expirations, allowable extensions, and effect of stalled or abandoned operations.



- All subcontractors must be licensed. The contractor must maintain a list of all subcontractors and furnish to the Department upon request.

Visit our website for [instructions on listing sub-contractors](#) on your permit job.

- Schedule and coordinate all required L&I inspections, including:
 - Initial Site - If work is starting, the initial can be completed at the pre-construction meeting.
 - Foundation Footing
 - Damproofing & Backfill - This may be completed virtually by the Department.
 - Underslab
 - Exterior Framing
 - Interior Framing - *May not schedule this inspection until rough work for all trades is completed, complete MEP and Fire Suppression permit approvals are obtained, and the electrical rough work approval sticker is obtained.*
 - Insulation
 - Wallboard
 - Final inspection - May not schedule a final until all required certifications are submitted and approved, including those on trade permits.

The inspector may require additional inspections, as reviewed during the preconstruction meeting or identified as conditions arise.

Trades:

- Rough-in and Final Inspections required on each permit.
- Coordinate electrical inspection directly with the electrical inspection agency.
- Coordinate the rough inspections for plumbing, mechanical, and fire suppression with the interior framing inspection.

Reference our [website](#) for expectations for each inspection.

- If a Rough-in Permit was obtained for fire suppression, no work may be concealed until full approval is obtained and work inspected. A Rough-in Permit is only valid for 60 days.
- Contractors must maintain current comprehensive general liability, workman's compensation, and automobile insurance in amounts required for their license.

Contractor must ensure that current insurance is uploaded to the contractor's license record. Review instructions on [uploading insurance records](#) on our website.

- Correct all violations and unsafe conditions cited by L&I within required timeframes.
- If an inspection is failed, the contractor must make any corrections and remit payment of the failed inspection fee before the inspection may be rescheduled.

2. Site Safety Conditions

- The contractor is responsible for maintaining a safe construction site at all times.
- Construction equipment shall be stored and placed as to prevent danger to the public, workers, and adjoining property.
 - Storage on an adjoining property is not permitted unless the owner has obtained a Zoning Permit for the storage of materials and the stockpile does not violate any other provisions of the Philadelphia Code.



- Storage in the public right-of-way is not permitted for any period of time unless a Street Closure Permit is obtained from the Streets Department.
- Excavation shall be protected with safety fencing. Excavation within 5 feet of the roadway must be protected by barriers, a minimum of 6 feet in height and compliant with Section 3306.6 of the Philadelphia Building Code.
- Pedestrian walkways shall be protected by fencing, railings or barriers or coverings, as required by Section 3306.1 of the Philadelphia Building Code.
 - Encroachments into the public right-of-way for any period of time require a Streets Department Street Closure Permit or are otherwise not permitted. This includes the temporary placement of materials.
 - Where the Streets Department authorizes the sidewalk to be fenced or closed, the fence shall be a minimum of 6 feet in height.
 - Covered walkways require a separate shelter platform permit.
 - An accessible pedestrian walkway, a minimum of 4 feet, must be provided, unless otherwise approved by the Streets Department and L&I.
 - An approved pedestrian walkway extending into the street must be protected by a directional barricade.
 - Maintenance and protection of traffic shall be provided as required by the Streets Department.
- Where construction exceeds 40 feet in height, a fire watch compliant with [Code Bulletin F-2001](#) shall be provided during non-working hours and a temporary or permanent stair shall be provided.
- At least one fire extinguisher shall be provided onsite, and placement shall comply with Section 3309.
- Means of egress shall be maintained at all times during construction.
- All temporary construction, scaffolding, and encroachments shall be removed from a construction site before the final inspection is made.

3. Dust, Noise, and Environmental Controls

- Dust must be controlled so that no visible dust leaves the property line through watering, dust control fabric or other acceptable means.
 - Where the area of earth disturbance exceeds 5,000 square feet, a Department of Public Health AMS Dust Control Permit is required.
- Control noise in accordance with City regulations - Noise restrictions are in place Monday through Friday, 8 p.m. – 7 a.m., and Saturday through Sunday, 8 p.m. – 8 a.m. Construction noise affecting residences should not be louder than five decibels above the background sound level during these hours, unless there is an emergency. Any questions may be directed to Department of Public Health AMS Unit at (215) 685-7580.
- Erosion and sediment controls shall be maintained to prevent run-off, as detailed in [PWD's E&S FAQ](#).
- Where the area of earth disturbance exceeds 5,000 square feet, an E&S Plan must be submitted to PWD.
 - Where the area of earth disturbance exceeds 1 acre, an NPDES Permit is required from the Pennsylvania Department of Environmental Protection. Permit is required to discharge groundwater or accumulated stormwater to PWD's combined and sanitary sewers. Discharge is NOT permitted to PWD's storm-only sewers. For permit requirements visit [PWD's Industrial Waste Website](#).
- Waste materials shall be stored in dumpsters, removed by the designated waste hauler, and disposed of at an authorized waste collection site.
 - Construction dumpsters must have a valid license.



- Construction dumpsters may only be placed in the public way if authorized by a Streets Department Temporary Construction Dumpster Permit.
- Waste disposal records must be maintained by the contractor for a minimum of 3 years and furnished upon request.
- A Rodent Control Management Plan must be developed and implemented at least 15 days before the start of the project.
 - The plan must be prepared by a PA-licensed pest control company. Refer to [L&I website](#) for plan requirements.
 - The Rodent Control Management Plan, inspection reports, and abatement records must be kept on site for the duration of the project and provided to the Department upon request.

4. Protection of Adjacent Property & Public Right-of-Way

- The owner and contractor are responsible for protecting all adjacent buildings, foundations, party walls, utilities, sidewalks, streets, and public infrastructure.
- Construction must comply with Section 3307 of the Philadelphia Building Code, including:
 - Construction must not undermine or remove lateral support of adjacent properties.
 - Shoring, underpinning, or other approved support is required where excavation is deeper than adjacent foundations. This must be detailed on approved permit drawings.
 - Party walls, chimneys, and exposed structural elements must be permanently protected from weather and damage.
 - Required chimney extensions must be performed in accordance with [Chimney and Vent Clearance Information Sheet](#).
 - Falling debris hazards must be controlled using fencing, netting, platforms, or covered walkways.
 - Where construction extends more than 4 feet above an adjacent roof, the adjacent roof must be protected in accordance with Section 3307.8. The permission of the adjacent owner is required.
 - A pre-construction condition survey is required and must be maintained on site.
 - The contractor must proceed in accordance with the approved Monitoring Plan and Schedule of Special Inspections.
 - The owner or their designee must send a final notice of work with any updates from the initial notice to impacted property owners at least 10 days prior to the start of work. Review the [Notification to Adjacent Owner Information Sheet](#).
- Immediately report damage or unsafe conditions to L&I. Call 911 in the event of an emergency.
- Must secure the permission of the adjacent owner to enter their property.
- Must restore public right-of-way and adjacent property to pre-construction condition

5. Worker Health, Safety, and Training

- All workers must carry a physical or digital copy of their OSHA 10 card.
 - Alternatively, a foreman on site may provide proof of OSHA 10 training for all workers under their supervision. The identity of each worker will be validated.
 - Each contractor shall be responsible for their workers; however, the general contractor will be held responsible if the worker's employer cannot be identified or is unlicensed.



- If construction exceeds 40 feet in height or 3 stories, a designated site safety must be present on site. They must carry proof of OSHA 30 Construction and Safety or better.
- Contractors must comply fully with all OSHA requirements, including fall protection, excavation safety, confined space procedures, and hazard communication.
- Temporary toilet facilities shall be installed and maintained in accordance with Section 311 of the Philadelphia Plumbing Code.
 - Temporary facilities shall only be utilized until the building drain and a permanent floor necessary to accommodate a water closet are installed. The contractor shall ensure main drain is installed as rapidly as possible.
 - Toilets may only be installed in the public right-of-way if permitted by the Streets Department.

6. Third Party Inspections

Special Inspections

- The contractor is responsible for coordinating all required special inspections. The contractor shall notify the special inspection agency of the construction schedule and provide a minimum of forty-eight (48) hours advance notice to the special inspector prior to the need for field inspections.
- Work requiring inspection may not commence until required inspections are scheduled. Where continuous inspections are required (i.e. excavation), the inspector MUST be present at the start and for the duration of the operation.
- Special inspection reports must be maintained on site.
- A Special Inspector and DPRC-SI are prohibited from signing off a special inspection report or final compliance form where work was not witnessed or verified. The DPRC-SI shall contact the Department immediately if the contractor failed to arrange for inspections.
- A change in special inspection agency requires an amended permit.
- All parties shall carefully review the signed Special Inspections Duties and Responsibilities Agreement to fully understand their respective roles and responsibilities.

Air Leakage

- Certified RESNET HERS rater or BPI Envelope Professional must conduct envelope testing and any required duct leakage testing.
- Air Barrier Installation Checklist must be uploaded prior to close-in. A failure to do imposes significant risk.

Electrical

- Identify Electrical Inspection Agency associated with the permit.
- Any change in Electrical Inspection Agency shall require an Amended Permit.

7. Utilities

Must contact PA One Call for utility mark out at least three (3) business days before beginning any digging or excavation.

- Maintain all minimum clearances established by utilities, including:
 - Those set forth in [PECO safety guidelines](#). If the contractors or equipment will be within 10 feet of a power line during the work, contractors must contact PECO.
 - Clearance from PWD infrastructure, as outlined on [PWD Utility Plan Review Checklist](#).



- 12 inches of horizontal and vertical clearance from PGW mains and 9 inches from service.
- Contact SEPTA for guidance where excavation occurs within 10 feet of a SEPTA tunnel, bridge, or track structure.
- Electrical Permit required for temporary power during construction.
- Hydrant Permit required for construction use.
 - Install approved backflow preventer prior to opening hydrants
 - See [PWD's Hydrant Permit](#) webpage for requirements.

8. Certifications, Documentation & Close-Out

- Prior to scheduling the final inspection, all certifications must be submitted and approved by the building inspector:
 - Special Inspections Final Compliance
 - Duct and Envelope Testing Certificate
 - Residential HVAC Equipment Certification
 - Electrical Inspection Certification (submitted directly by Electrical Inspection Agency)
 - Fire Suppression Systems Certification
 - Plumbing Systems Certification
 - Flood Elevation Certificate, if applicable
- Prior to scheduling the final inspection, any temporary parcels must be resolved by filing deeds and notifying L&I.
- Immediately following the passing of the final inspection, any remaining Development Impact Tax must be paid before the CO can be issued.

9. Enforcement & Liability

- Failure to comply may result in:
 - Stop Work Orders
 - Permit Revocation
 - Fines and Violations
 - Requirement to obtain professional engineering remediation
 - Liability for damages to persons, property, or public infrastructure
- A FAILURE TO COOPERATE WITH ANY INVESTIGATION OF THE DEPARTMENT SHALL RESULT IN \$1,000 FINE AGAINST THE PRIMARY CONTRACTOR.