

THE CITY OF PHILADELPHIA

# DEVELOPMENT CHECKLIST



Available electronically at:

<https://www.phila.gov/documents/development-services-checklist/>

# ABOUT THIS GUIDE

The following permit and review checklist is intended as an overview of the requirements for real estate development projects in the City of Philadelphia. For additional information on fees, submission requirements, and specific issues, please refer to the departmental websites or contacts provided.

Development Services  
One Parkway Building, 13th Floor  
1515 Arch Street, Philadelphia, PA 19102  
[Department of Planning and Development](#) | [Division of Development Services](#)  
Email to: [developmentservices@phila.gov](mailto:developmentservices@phila.gov) OR [planning.development@phila.gov](mailto:planning.development@phila.gov)

## ABBREVIATIONS

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L&I	Department of Licenses & Inspections
PWD	Philadelphia Water Department
PCPC	Philadelphia City Planning Commission
CDR	Civic Design Review
ZBA	Zoning Board of Adjustment
AMS	Air Management Services
OPA	Office of Property Assessment
ERSA	Existing Resource Site Analysis
ROW	Right of Way
TIS	Traffic Impact Statement
RCO	Registered Community Organization
PCSMP	Post Construction Stormwater Management Plan
E&S	Erosion and Sediment (Control Plan)
NPDES	National Pollutant Discharge Elimination System
GSI	Green Stormwater Infrastructure
PADEP	PA Department of Environmental Protection
TES	Temporary Evacuation Support
AIR	Asbestos Inspection Report
EOP	Economic Opportunity Plan

*This Development Checklist is intended to provide guidance and act as an overview of the requirements for real estate development in the City of Philadelphia. If this guide conflicts with any regulation or review procedure adopted by individual departments or agencies, the requirements of the individual department shall govern.*

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# TABLE OF CONTENTS

## 1 PRE-ZONING AND ZONING PERMIT REVIEWS

<input type="checkbox"/> Conceptual Review	Philadelphia Water Department (PWD)	<a href="#">6</a>
<input type="checkbox"/> Streets Zoning Plan Review	Streets Department	<a href="#">8</a>
<input type="checkbox"/> Application for City Plan Change	Streets Department	<a href="#">10</a>
<input type="checkbox"/> Development Plan Review	Philadelphia City Planning Commission (PCPC)	<a href="#">12</a>
<input type="checkbox"/> Civic Design Review	Philadelphia City Planning Commission (PCPC)	<a href="#">13</a>
<input type="checkbox"/> Art Commission Review	Art Commission	<a href="#">15</a>
<input type="checkbox"/> Historical Commission Review	Historical Commission	<a href="#">16</a>
<input type="checkbox"/> Zoning Permit	Department of Licenses & Inspections (L&I)	<a href="#">17</a>

## 2 PRE-BUILDING PERMIT REVIEWS

<input type="checkbox"/> Utility Plan Review	Philadelphia Water Department (PWD)	<a href="#">20</a>
<input type="checkbox"/> Post Construction Stormwater Management Plan Review	Philadelphia Water Department (PWD)	<a href="#">21</a>
<input type="checkbox"/> Private Cost Review	Philadelphia Water Department (PWD)	<a href="#">22</a>
<input type="checkbox"/> Act 537 Sewage Facilities Review	Philadelphia Water Department (PWD)	<a href="#">23</a>
<input type="checkbox"/> Façade Control Review	Philadelphia City Planning Commission (PCPC)	<a href="#">24</a>
<input type="checkbox"/> NCO/NCA Review	Philadelphia City Planning Commission (PCPC)	<a href="#">25</a>
<input type="checkbox"/> Public Space Review	Philadelphia City Planning Commission (PCPC)	<a href="#">25</a>
<input type="checkbox"/> Landscape and Tree Review	Multiple Departments	<a href="#">26</a>
<input type="checkbox"/> Streets Building Plan Review	Streets Department	<a href="#">27</a>
<input type="checkbox"/> Foundation Permit Review	Streets Department	<a href="#">30</a>
<input type="checkbox"/> Encroachment Legislation	Streets Department	<a href="#">31</a>
<input type="checkbox"/> Art Commission Review	Art Commission	<a href="#">32</a>
<input type="checkbox"/> Historical Commission Review	Historical Commission	<a href="#">33</a>
<input type="checkbox"/> Asbestos Abatement Notification & Permit	Department of Public Health	<a href="#">34</a>
<input type="checkbox"/> Air Pollution Permit	Department of Public Health	<a href="#">35</a>
<input type="checkbox"/> Dust Control Permit	Department of Public Health	<a href="#">36</a>

## 3. CONSTRUCTION PERMITS

<input type="checkbox"/> Groundwater Discharge Permit	Philadelphia Water Department (PWD)	<a href="#">38</a>
<input type="checkbox"/> Water and Sewer Connection Review	Philadelphia Water Department (PWD)	<a href="#">38</a>
<input type="checkbox"/> Water Service Permit	Philadelphia Water Department (PWD)	<a href="#">39</a>
<input type="checkbox"/> Sewer Connection Permit	Philadelphia Water Department (PWD)	<a href="#">39</a>
<input type="checkbox"/> Meter Installation Permit	Philadelphia Water Department (PWD)	<a href="#">40</a>

<input type="checkbox"/> Significant Industrial User Wastewater Discharge Permit	Philadelphia Water Department (PWD)	<a href="#">40</a>
<input type="checkbox"/> Hauled Wastewater Discharge Permit	Philadelphia Water Department (PWD)	<a href="#">41</a>
<input type="checkbox"/> Wastewater Discharge Permit	Philadelphia Water Department (PWD)	<a href="#">41</a>
<input type="checkbox"/> Backflow Permit	Philadelphia Water Department (PWD)	<a href="#">42</a>
<input type="checkbox"/> Water Discontinuance Permit	Philadelphia Water Department (PWD)	<a href="#">42</a>
<input type="checkbox"/> Hydrant Permit	Philadelphia Water Department (PWD)	<a href="#">43</a>
<input checked="" type="checkbox"/> Building Permit - All Types	Department of Licenses & Inspections (L&I)	<a href="#">44</a>
<input checked="" type="checkbox"/> New Construction and Additions Permit	Department of Licenses & Inspections (L&I)	<a href="#">45</a>
<input checked="" type="checkbox"/> Alterations Permit	Department of Licenses & Inspections (L&I)	<a href="#">46</a>
<input checked="" type="checkbox"/> Complete Demolition Permit	Department of Licenses & Inspections (L&I)	<a href="#">46</a>
<input checked="" type="checkbox"/> Excavation Permit	Department of Licenses & Inspections (L&I)	<a href="#">47</a>
<input checked="" type="checkbox"/> Foundation Only Permit	Department of Licenses & Inspections (L&I)	<a href="#">48</a>
<input checked="" type="checkbox"/> Mechanical Permit	Department of Licenses & Inspections (L&I)	<a href="#">48</a>
<input checked="" type="checkbox"/> Fire Suppression Permit	Department of Licenses & Inspections (L&I)	<a href="#">49</a>
<input checked="" type="checkbox"/> Electrical Permit	Department of Licenses & Inspections (L&I)	<a href="#">49</a>
<input checked="" type="checkbox"/> Plumbing Permit	Department of Licenses & Inspections (L&I)	<a href="#">50</a>
<input checked="" type="checkbox"/> Certificate of Occupancy Permit	Department of Licenses & Inspections (L&I)	<a href="#">51</a>
<input checked="" type="checkbox"/> Street Opening Permit	Streets Department	<a href="#">52</a>
<input checked="" type="checkbox"/> Street Closure Permit	Streets Department	<a href="#">52</a>
<input checked="" type="checkbox"/> Legislation for Changes to Parking Regulations or Roadway Direction	Streets Department	<a href="#">54</a>
<input checked="" type="checkbox"/> Bollard Installation Permit	Streets Department	<a href="#">54</a>
<input checked="" type="checkbox"/> Curb and Footway Permit	Streets Department	<a href="#">55</a>
<input checked="" type="checkbox"/> Special Hauling Permit	Streets Department	<a href="#">55</a>
<input checked="" type="checkbox"/> Fire Department Approval	Philadelphia Fire Department	<a href="#">57</a>

## 4 OTHER REVIEWS

---

<input type="checkbox"/> Subdivisions, Consolidations, and Lot Line Adjustments	Various Departments	<a href="#">59</a>
<input checked="" type="checkbox"/> Preliminary Plan Review	Department of Licenses & Inspections (L&I)	<a href="#">62</a>
<input checked="" type="checkbox"/> Zoning Variance, Special Exception, or Appeal	Zoning Board of Adjustment (ZBA)	<a href="#">63</a>
<input type="checkbox"/> Electric Service and Meter Application	PECO	<a href="#">65</a>
<input checked="" type="checkbox"/> Office of Food Protection	Department of Public Health	<a href="#">66</a>
<input type="checkbox"/> Economic Opportunity Plan	Office of Economic Opportunity (OEO)	<a href="#">67</a>
<input type="checkbox"/> Tax Abatement	Office of Property Assessment (OPA)	<a href="#">68</a>
<input type="checkbox"/> Mixed Income Housing Review	Department of Planning and Development (DPD)	<a href="#">69</a>



# 1 PRE-ZONING PERMIT REVIEWS

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A Zoning Permit from the Department of Licenses and Inspections (L&I) authorizes a particular use of a building or land. It ensures that a proposed project meets the standards of the Zoning Code.

In order to apply for a Zoning Permit from L&I, applicants may need to obtain one or more of the Pre-Zoning Permits described in this section. The applicant is encouraged to obtain approvals for necessary Pre-Zoning Permits in advance of submitting a Zoning Permit application to L&I to ensure a quick turnaround time for Zoning Permit approval.

Projects that do not meet the standards of the Zoning Code will be issued a Notice of Refusal by L&I. The applicant has 30 days to file an appeal to the Zoning Board of Adjustment (ZBA) to request a variance from the requirements of the Zoning Code. In some situations, the proposed use meets the minimum requirements of the Zoning Code but requires a Special Exception from the ZBA as described in the Zoning Code. When applicable, L&I will issue a Referral to the ZBA, and in these cases, the applicant would be seeking a Special Exception for the proposed use.

# PWD Conceptual Review Phase

## Philadelphia Water Department (PWD)

### **REQUIRED FOR:**

- Projects proposing earth disturbances 5,000 sq. ft. or more.
- Projects subject to the Wissahickon Watershed Overlay District Ordinance.
- Projects applying for a Green Roof or Stormwater Management Bonus as specified in [Section 14-702](#) of the Philadelphia Zoning Code.

Applications are submitted using PWD's [Project Dashboard](#). The [Project Dashboard](#) guides applicants through the ERSA Application (Existing Resource Site Analysis) submission process and allows applicants to upload all necessary digital files. More information can be found at the [PWD Plan Review website](#).

 **REVIEW TIME:** 5 Calendar Days

### **CONTACT:**

PWD, Stormwater Plan Review Unit  
Jefferson Center, 1101 Market Street, 5th Floor  
Philadelphia, PA 19107  
215.685.6387  
[pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov)

Pre-Application Meetings can be requested in the dashboard. Other appointments may be requested through phone or email. Walk-Ins are not permitted at this time.

### **FORMS AND DOCUMENTS:**

The Conceptual Review is initiated through the online [ERSA Application](#). The [Philadelphia Stormwater Management Guidance Manual](#) provides more information on preparing this submission. Projects will fall into one of four [Project Review Paths](#) depending on the Development Type, Watershed, and Earth Disturbance. The Project Review Path will determine what plans need to be attached to the ERSA Application.

### **TIPS:**

[Design One Call Requests](#) can be used to identify right-of-way issues and avoid interference with facilities in the proposed construction area.

- Applicants should consider contacting PWD's Stormwater Plan Review unit prior to purchasing real estate to confirm site conditions.
- Projects located in the Wissahickon Watershed Overlay are encouraged to meet with the development division of the Philadelphia City Planning Commission prior to

completing an ESRA application with PWD. Applicants can email [planning@phila.gov](mailto:planning@phila.gov) or [schedule an in-person appointment](#).

#### ADDITIONAL INFORMATION:

PWD Conceptual Approval is required before a [Zoning Permit](#). PWD does not review Conceptual Stormwater Management Plans for compliance with the Zoning Code; it is the applicant's responsibility to make sure all plans submitted to PWD are code-compliant.



# **Streets Zoning Plan Reviews**

## **Streets Department**

### **INFORMATION REQUIRED FOR ALL ZONING PLAN REVIEWS:**

Streets Department Zoning Review includes review of the following:

- Curb changes or curb cuts.
- Surface parking lots for three or more vehicles.
- Parking facilities.
- Driveways.
- Bicycle parking facilities in right-of-way.
- Encroachments or projections into the right-of-way, including overhangs, bays, etc.
- Signs that encroach into the right-of-way.
- Sidewalks.
- Street lighting.
- Street paving.
- Adding, striking, or adjusting streets on the official City Plan (See [Application for City Plan Action](#)).
- The ROW (Right of Way) Unit Plan Review Group also identifies projects that impact City-owned utilities and real estate, are subject to Complete Streets Review (Philadelphia Code [Section 11-600](#)), and regulations related to pavement restoration and ADA ramp replacement.
- Plans that receive zoning approval will require further review prior to building permit.
- Any sidewalk construction that impacts the curb will require a Curb and Footway Permit and must be completed by a contractor with a valid Curb Setters License from L&I.
- Curb cuts or driveways larger than 24 ft. wide will trigger a refusal from L&I and require a variance granted by the Zoning Board of Adjustment (ZBA). They will also trigger a [Complete Streets Review](#) and may require an additional impact study and/or enhancements to the pedestrian and furnishing zones.

### **TIPS:**

- Streets Department Zoning Plan Reviews are classified as simple or complex. The following sections provide descriptions of projects that inform the classification. Should

the applicant have questions about this, they should contact the ROW Unit to confirm the project's classification.

- The Streets Department offers Developer Services Meetings to provide preliminary guidance and help projects through the Streets review process. To schedule a meeting, email [StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov).
- During the Zoning Plan Review, the Streets Department may indicate that a Developer Services Meeting is required.
- Should a Traffic Impact Study (TIS)/Traffic Impact Assessment (TIA) be required by the ROW Unit, you will be notified during the Developer Services Meeting.

## Simple Zoning Review

### REQUIRED FOR:

Any plans that include:

- Existing and proposed encroachments.
- Existing and proposed driveways.
- Forty-nine residential units or fewer.
- Small mixed-use corner properties.
- Building access ramps.

### SUBMISSION REQUIREMENTS:

- Proposed site plan only

### REVIEW TIME:

Completeness Review: 1 Business Day  
Technical Review: 5 Business Days

### CONTACT:

Streets Department, Right of Way Unit  
[StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov)

Plans must be submitted through [eCLIPSE](#). Staff will review the plans for completeness and may request additional materials.

### REQUIREMENTS AND RELEVANT DOCUMENTS:

[Streets Department Pre-Approval Process](#), [ROW Improvement Standards and Plan Review Checklists](#).

### TIP:

Streets Developer Services meetings for simple developments are held via appointments (1/2 hour each, 9 AM-2 PM).

# Complex Zoning Review

## REQUIRED FOR:

Any plans that include:

- Greater than 50 residential units.
- Any commercial or industrial use.
- Non-residential developments with a total property frontage of 100 linear feet or greater
- Projects located on a state route.
- Projects involving a City Plan Action, impacts an intersection, or requires a traffic impact study.

## SUBMISSION REQUIREMENTS:

- Existing conditions plan.
- Proposed site plan



### REVIEW TIME:

Completeness Review: 1 Business Day

Technical Review: 14 Business Days



### CONTACT:

Streets Department, Right of Way Unit [StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov)

Plans must be submitted through eCLIPSE. Staff will review the plans for completeness and may request additional materials.

## REQUIREMENTS AND RELEVANT DOCUMENTS:

[Streets Department Pre-Approval Process](#), [ROW Improvement Standards and Plan Review Checklists](#).

## TIP:

Streets Developer Services meetings for complex developments are held on Wednesdays (10-11 AM or 11-12 PM).

# Application for City Plan Action

## REQUIRED FOR:

Any change to the official City Plan including:

- Placing a new street.
- Striking an existing street.

- Revising lines and/or grades of an existing street.
- Relocating curb lines and changing roadway widths.
- Placing, modifying, or striking a City utility right-of-way on the City Plan.

#### **REVIEW TIME:**

City Council ordinance is required for placing, modifying, or striking a street, which adds a minimum several months.

#### **CONTACT:**

Streets Department, Survey Unit  
Municipal Services Building, Room 880  
1401 John F. Kennedy Blvd.  
Philadelphia, PA 19102  
215.686.5636, [Tom.Marro@phila.gov](mailto:Tom.Marro@phila.gov)

#### **REQUIREMENTS AND RELEVANT DOCUMENTS:**

Application is a two-part process. Step 1: Send a formal request letter explaining the changes and reasons for the request along with any relevant blueprints, plans, sketches, or supporting documentation to the Streets Commissioner. Step 2: Submit a completed [City Plan Application Form](#) along with relevant fees.

# Development Plan Review

## Philadelphia City Planning Commission (PCPC)

### REQUIRED FOR:

Any Zoning Permits that involve:

- Base Zoning Districts and Overlay Districts
  - CMX-4 and CMX-5 lots subject to compliance with the sky plane controls of the Zoning Code.
  - Locations in the Wissahickon Watershed Overlay District, Mixed Income Neighborhood Overlay, and steep slope protection area.
  - Parking garages in RMX-3, CMX-3, CMX-4, and CMX-5 districts or parking garages with 250 or more spaces located on lots adjacent to any other residential or commercial district.
  - Amendments to master plan districts (SP-INS, RMX-2, etc.).
- Development Standards
  - Lot adjustments.
  - Construction along watercourses subject to flooding.
  - Multiple street frontage properties.
  - Certain height and density bonuses (Mixed Income Housing Bonus, Public Art, Green Building, Public Space). See Section 14-702 of the Zoning Code for more information.
- Landscaping
  - Landscaping around telecommunication towers.
  - On-site landscaping and trees for open air parking lots.
- Signs
  - Signs in the Market Street East Advertising District.

## **REVIEW TIME:**

1-5 Days, based on complexity and review type

## **CONTACT:**

PCPC, Development Planning Division  
One Parkway Building, 13th Floor,  
1515 Arch Street  
Philadelphia, PA 19102  
215.683.4615, [planning@phila.gov](mailto:planning@phila.gov)

The Planning Commission offices are not open for walk-ins. Applicants can [schedule in-person appointments](#). Meetings can be requested as early as a conceptual plan stage to get feedback from PCPC staff. The Planning Commission meets the third Thursday of the month.

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Plan Submission Requirements](#),

## **ADDITIONAL INFORMATION:**

Visit [PCPC's website](#) for more information. Plan review and approval is required before a [Zoning Permit](#) application will be reviewed by L&I.

# **Civic Design Review (CDR)**

## **REQUIRED FOR:**

- Projects that meet certain [thresholds](#), including most projects exceeding 50,000 sq. ft. or more than 50 units.

The CDR Committee reviews the public realm impacts of proposed development. These impacts include street design and street safety considerations based on Vision Zero data. L&I determines if the project is subject to CDR when a [Zoning Permit](#) application is submitted. The developer must then arrange to present the project at a public community meeting in conjunction with the designated RCO of the project area. The developer must also submit a CDR application with supporting materials to the PCPC to schedule a presentation to the CDR Committee.

## **REVIEW TIME:**

CDR Committee meetings are typically held the first Tuesday of every month. A complete application with supporting materials, including the [Complete Streets Design Handbook](#) and [Complete Streets Checklist](#), must be received two weeks prior to a meeting date.

## **CONTACT:**

Philadelphia City Planning Commission  
One Parkway Building, 13th Floor  
1515 Arch Street  
Philadelphia, PA 19102  
215.683.4658, [CDR@phila.gov](mailto:CDR@phila.gov)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

CDR Application Form, CDR Submission Requirements, CDR Brochure, Complete Streets Checklist, Vision Zero Data.

### **TIP:**

Advance meetings or communications with PCPC staff are encouraged prior to the CDR Committee meeting. A follow-up presentation to the CDR Committee may be required before the process is complete.

### **ADDITIONAL INFORMATION:**

The CDR process must be completed before a Zoning Permit can be issued by L&I or a Zoning Variance or Special Exception will be issued by the ZBA. Visit the CDR Committee's website for more information.

# Art Commission Review

## Art Commission

### REQUIRED FOR:

- Construction and alterations paid for wholly or in part by City funds.
- Construction or alterations that are on publicly owned land or in the right-of-way (e.g. projections above sidewalks or streets, streetery structures, etc.).
- Construction and signs on private property in certain special control areas (see [Section 14-502](#) of the Zoning Code for specific boundaries).
- Building Identification Signs ([Section 14-904\(3\)](#) of the Zoning Code).
- Public Art building height or floor area bonus ([Section 14-702\(5\)](#) of the Zoning Code).
- Acquisition of new works of public art by the City and conservation and maintenance of the City's existing collection that are executed by the Public Art Office.

### REVIEW TIME:

The Art Commission typically meets the second Wednesday of every month. The Sign Committee typically meets the fourth Wednesday of every month. Applicants must submit a written request to staff at least two weeks prior to a meeting date to be added to the agenda.

### CONTACT

Philadelphia Art Commission  
One Parkway Building, 13th Floor  
1515 Arch Street  
Philadelphia, PA 19102  
215.683.4674  
[artcommission@phila.gov](mailto:artcommission@phila.gov)

### REQUIREMENTS AND RELEVANT DOCUMENTS:

[Submission Procedures for Signs, Awnings, Streetery Structures, or Canopies](#), [Submission Procedures for City Construction Projects](#)

### TIP:

Pre-zoning approval from the Art Commission is required only for signs subject to Art Commission review and for proposals seeking the Public Art Bonus. All other Art Commission approvals will be required prior to building permit issuance. For some projects, seeking Art Commission approval prior to zoning approval may be beneficial as recommended changes may impact project scope or cost.

# Historical Commission Review

## Historical Commission

### REQUIRED FOR:

- All building permit or demolition permit applications for properties on the Philadelphia Register of Historic Places.

The Historical Commission identifies and designates historical landmarks, maintains the Philadelphia Register of Historical Places, works with property owners to protect landmarks, and gives advice to developers on preservation techniques. They also review building permit applications and nominations to the Philadelphia Register for Historical Places.

The Architectural Committee reviews all applications that exceed the staff's authority and offers non-binding recommendations to the Historical Commission. [Section 6.10.c of the Historic Commission Rules and Regulations](#) details what the Historical Commission staff can and cannot review for approval. However, the Historical Commission makes the final decisions.



### REVIEW TIME:

Historical Commission meets the second Friday of every month to review applications and recommendations and to render a decision. Submissions are due one month prior to meeting dates. The Architectural Committee, an advisory committee, reviews applications at a meeting approximately two weeks prior to the full Historical Commission.



### CONTACT:

Historical Commission  
One Parkway Building, 13th Floor  
1515 Arch Street  
Philadelphia, PA 19102  
215.686.7660  
[preservation@phila.gov](mailto:preservation@phila.gov)

### REQUIREMENTS AND RELEVANT DOCUMENTS:

The Historical Commission welcomes consultation with applicants prior to filing an L&I [Building Permit Application](#).

### TIP:

For some projects, seeking Historical Commission approval prior to zoning approval may be beneficial as recommended changes may impact project scope or cost.

### ADDITIONAL INFORMATION:

You can visit [Historical Commission website](#) for lists of Philadelphia's historic properties and districts.

# Zoning / Use Permit

## Department of Licenses & Inspections (L&I)

### **REQUIRED FOR:**

- New construction.
- Additions.
- Changes in the gross floor area of a structure.
- Demolition (partial or complete).
- Signage (accessory and non-accessory).
- New use or changes in use.
- Decks/roof decks.
- Creation or reconfiguration of parking.
- Relocation of lot lines.
- Fences that exceed the allowable limits of the Zoning Code.

Applicants can submit their zoning permit applications, all required documents, and pay the filing fees in person at the Permit and License Center with an [appointment](#) or through the City's online [eCLIPSE](#) system.

### **REVIEW TIME:**

5-20 Business Days based on scope. An accelerated review is available (except for sign review) for a \$1,050 fee. Accelerated review times are 5 Business Days.

### **CONTACT:**

Department of L&I, Permit Services  
Municipal Services Building, Concourse Level  
1401 John F. Kennedy Blvd.  
Philadelphia, PA 19102  
Call 311  
[L&I Online Inquiry Submission Form](#)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

Zoning Permit Application, Zoning Permit Processing Times and Filing Fees.

## **PREREQUISITES:**

Prior review and approval from the Philadelphia Water Department, Streets Department, Philadelphia City Planning Commission, Historic Commission, and Art Commission may be required. Applications reviewed in five Business Days or fewer are not eligible for accelerated review.

## **ADDITIONAL INFORMATION:**

Visit the Zoning Map, Zoning Code, and Office of Business Services Zoning Basics for more information.





## 2 PRE-BUILDING PERMIT REVIEWS

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This section includes the most common permits and reviews that may be required prior to issuance of a building permit for various construction-related permits, including those described in Section 3.

# Pre-Building Permit Reviews

## Philadelphia Water Department (PWD)

### Utility Plan Review (UPR)

#### **REQUIRED FOR:**

- Projects that require a building permit for new construction.
- Projects that require a site permit that includes a foundation activity.
- Projects that are proposing new water or sewer connections to PWD infrastructure, including changes in service size.
- Projects that are proposing impacts to PWD infrastructure or an encroachment into PWD's ROW.

Before PWD signs off on a building permit application, applicants must submit a Utility Plan for review through the [Project Dashboard](#). The Utility Plan Review looks for utility conflicts, ROW conflicts, connection location and size, and other potential issues.

#### **REVIEW TIME:**

21 Business Days

#### **CONTACT:**

PWD, Utility Plan Review  
Jefferson Center  
1101 Market Street, 4th Floor  
Philadelphia, PA 19107  
215.685.6339, [pwdur@phila.gov](mailto:pwdur@phila.gov)

#### **REQUIREMENTS AND RELEVANT DOCUMENTS:**

Utility Plan Review submissions are initiated through the [Project Dashboard](#) and must include a Utility Plan and PWD Water Service Line Sizing Model. Refer to [PWD Development Services website](#) for resources such as the PWD Water Service Line Sizing Model, Utility Plan Checklist, Sample Utility Plan, PWD Water Meter Installation Standards and more information.

#### **PREREQUISITES:**

Where existing data is not available, the applicant must request a PWD Flow Test to obtain accurate flow test data when completing the PWD Water Service Line Sizing Model.

#### **TIPS:**

- For the most up to date utility information, submit a [Design One Call Request](#) within two years of preparing a Utility Plan.

- Applicants proposing septic installations must obtain Department of Health approval before Utility Plan Approval will be issued.
- If PWD Stormwater Plan Review is required, then the PWD Stormwater Tracking Number must be listed on the Utility Plan.
- If PWD Private Cost Review is required, then the PWD Work Number must be listed on the Utility Plan.

#### **ADDITIONAL INFORMATION:**

Utility Plan Review is a prerequisite for PWD Pre-Permits and L&I Plumbing Permits.

## **Post-Construction Stormwater Management Plan (PCSMP) Review**

#### **REQUIRED FOR:**

- Any projects proposing earth disturbances of 15,000 sq. ft. or more.
- Projects located in the Darby and Cobbs Creek Watershed proposing earth disturbances of 5,000 sq. ft. or more.
- Projects subject to the Wissahickon Watershed Overlay District Ordinance.

Depending on the Development Type, Watershed, and Earth Disturbance of the project. Projects will fall into one of [four Project Review Paths](#)

1. Development Compliance,
2. Development Exemption,
3. Demolition, or
4. Stormwater Retrofit

Only projects that fall into the [Development Compliance Review Path](#) need to submit for PCSMP (Post Construction Stormwater Management Plan) Review.

Applicants will submit their PCSMP Review Phase Submission Package to PWD through the [Project Dashboard](#).

#### **REVIEW TIME:**

21 Calendar Days

#### **CONTACT:**

PWD, Stormwater Plan Review  
Jefferson Center  
1101 Market Street, 5th Floor  
Philadelphia, PA 19107  
215.685.6387  
[pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov)

Applicants should contact their assigned PCSMP Reviewer with questions related to the review.

## REQUIREMENTS AND RELEVANT DOCUMENTS:

The [Philadelphia Stormwater Management Guidance Manual](#) provides information and detail on preparing this submission.

## PREREQUISITES:

PWD Conceptual Approval is a prerequisite for PWD PCSMP Review.

## TIPS:

- For projects that propose green stormwater strategies, PWD offers a [5-day expedited review](#).
- Projects proposing earth disturbances of 1 acre (43,560 sq. ft.) or more must also obtain a National Pollutant Discharge Elimination System (NPDES) Permit from PADEP before PCSMP Approval will be issued. PWD recommends that NPDES Permit Application submissions are made concurrently to facilitate a joint review between PADEP and PWD.
- After PCSMP approval is issued, a pre-construction meeting must be held with PWD's District Inspector to discuss Erosion & Sediment (E&S) controls, stormwater management practice installation, and sequencing during construction.
- After construction is complete the applicant must submit a compliant Record Drawing to obtain a Certificate of Occupancy. Record Drawings are also submitted through the project dashboard.

## Private Cost Review

### REQUIRED FOR:

- Projects that involve relocating, abandoning, or constructing new PWD infrastructure. This includes new public water main and sewer extensions and relocating existing fire hydrants or inlets.
- Projects that propose to construct new Green Stormwater Infrastructure (GSI) or modify existing GSI.

### REVIEW TIME:

Approximately 15 Calendar Days dependent upon complexity of project and quality of design

### CONTACT:

PWD, Design Unit Jefferson Center  
1101 Market Street, 2nd Floor, Philadelphia, PA 19107  
215.685.6309, [PWD.EDR@phila.gov](mailto:PWD.EDR@phila.gov)

A meeting may be requested to review the proposed plans.

## REQUIREMENTS AND RELEVANT DOCUMENTS:

See the [Water and Sewer Design Manual](#) and [Private Cost Contract Requirements](#) for information about applying for a Private Cost Review. Philadelphia Streets Department Paving and Restoration Requirements may be required if applicable.

## ADDITIONAL INFORMATION:

Visit [PWD's Design Unit](#) website for more information.

# Sewage Facilities Act 537 Review

## REQUIRED FOR:

- All Building Permits.
- Projects that propose a new connection to a PWD Sewer.
- Projects that require an NPDES Permit from PADEP.
- Projects proposing an On-Lot Disposal (septic) system, or any development on a lot with an existing septic system.



## REVIEW TIME:

10 Business Days



## CONTACT:

PWD, Projects Control Jefferson Center  
1101 Market Street, 2nd Floor  
Philadelphia, PA 19102  
215.683.6353, [PWDACT537@phila.gov](mailto:PWDACT537@phila.gov)

## REQUIREMENTS AND RELEVANT DOCUMENTS:

Applicants should complete a PA DEP Sewage Facilities Planning Module Application Mailer (Act 537) that can be found on the [Sewer Facilities Planning website](#). Email the completed application to [PWDACT537@phila.gov](mailto:PWDACT537@phila.gov). Applicants that apply for a commercial building permit will be required to upload the mailer with their application in [eCLIPSE](#).

## TIPS:

Most projects will only need to complete the mailer to close out their Act 537 review. Large projects that will result in significant sanitary sewage discharge need to prepare a full Sewage Facilities Planning Module with PADEP, which can take several months to complete.

## ADDITIONAL INFORMATION:

Projects that involve new septic systems, or modifications to existing ones, must be approved by the Department of Health before Act 537 Approval will be issued

# Pre-Building Permit Reviews

## Philadelphia City Planning Commission (PCPC)

### Façade Control Review

#### **REQUIRED FOR:**

- Locations in the /CAO City Avenue Overlay ([Section 14-509](#) of the Zoning Code) regarding site layout and landscape plans.
- The following locations for façade review only:
  - Certain subareas of the /CTR Center City Overlay ([Section 14-502](#) of the Zoning Code)
  - Chestnut Street (Blocks 100-2400)
  - Walnut Street (Blocks 100-2400)
  - South Broad Street (Blocks 001 to 1000)
  - East Market (Blocks 100 to 400)
  - Society Hill, Northeast
- Locations in the Ridge Avenue /NCA Commercial Overlay ([Section 14-503\(6\)](#)) of the Zoning Code).

PCPC Façade Review determines whether the project respects the historic and pedestrian environment.

#### **REVIEW TIME:**

0 to 60 days to reach agreement on proposed design changes. [Appointments](#) are required for virtual plan reviews.

#### **CONTACT:**

PCPC, Urban Design Unit  
One Parkway Building, 13th Floor  
1515 Arch Street  
Philadelphia, PA 19102  
215.683.4658

#### **ADDITIONAL INFORMATION:**

After PCPC issues and approval, L&I will continue the permitting process. Additional information is available on [PCPC's website](#).

## NCO/NCA Review

### REQUIRED FOR:

- Building alterations or new construction in Neighborhood Conservation Overlays (NCOs) ([Section 14-504\(3\)](#) of the Zoning Code) and Neighborhood Commercial Areas (NCAs) ([Section 14-503](#) of the Zoning Code).

PCPC will review design standards that include building setbacks, cornice lines, landscape features, vehicle access, retail visibility, and façade composition and materials.

### REVIEW TIME:

0 to 60 Days to reach agreement on proposed design changes. [Appointments](#) are required for virtual plan reviews.

### CONTACT:

PCPC, Urban Design Unit  
One Parkway Building, 13th Floor  
1515 Arch Street | Philadelphia, PA 19102  
215.683.4658

### REQUIREMENTS AND RELEVANT DOCUMENTS:

[NCO/NCA Review Overview](#), [Neighborhood Conservation Overlays Fact Sheet](#).

## Public Space Review

### REQUIRED FOR:

- Projects that include public open spaces, including parks, plazas, and public lobbies.

Public Space Review considers a proposed development's benefit to the public. It assesses the site's design, amenities, and pedestrian access.

If a project qualifies, it may receive a development bonus of additional floor area or height ([Section 14-702\(6\)](#) of the Zoning Code).

### REVIEW TIME:

0 to 60 Days to reach agreement on proposed design changes. [Appointments](#) are required for virtual plan reviews.

### CONTACT:

PCPC, Urban Design Unit  
One Parkway Building, 13th Floor  
1515 Arch Street | Philadelphia, PA 19102  
215.683.4658

### REQUIREMENTS AND RELEVANT DOCUMENTS:

[Public Space Review Overview](#), [PCPC Regulation Section 10.6.6](#).

# Pre-Building Permit Reviews

Philadelphia Parks & Recreation (PPR)

Philadelphia City Planning Commission (PCPC)

## Landscape and Tree Review

### REQUIRED FOR:

- All development on lots greater than 5,000 sq. ft. except lots with a principle single-family, two-family, parks and open space, or urban agriculture use.
- Subdivisions of 3 or more lots.

Section 14-705 of the Zoning Code provides specific requirements for landscape buffers between zoning districts, parking lot landscape and screening, yard trees, the preservation of heritage trees, and tree replacement requirements for trees removed during development or site clearing

### REVIEW TIME:

Recreation PCPC Review of On-Site Landscape and Trees: 5 Business Days

PPR Review of Street Trees: 3-4 Weeks

### CONTACT:

Philadelphia Parks & Recreation

Urban Forestry Unit

One Parkway Building

1515 Arch St, 10th Floor | Philadelphia, PA 19102

216-685-4363

[parksandrecreation@phila.gov](mailto:parksandrecreation@phila.gov) | [planning.development@phila.gov](mailto:planning.development@phila.gov)

### REQUIREMENTS AND RELEVANT DOCUMENTS:

- Zoning Permit applications must include a landscape and tree preservation plan. See Section 14-705(1)(c) of the Zoning Code for general standards.
- PPR reviews the species of the street trees during the building phase.
- If compliance with landscaping requirements is impractical or impossible, the applicant may request a full or partial waiver from the Planning Commission, which will be reviewed in accordance with Section 9.4 of the Planning Commission Regulations.
- Instead, the applicant must provide an in-lieu fee. The calculation can be found in Section 14-705(1)(c)(.9) of the Zoning Code. The process for making an in-lieu fee payment can be found [here](#).
- Streets trees are not eligible for a waiver or in-lieu fee payment. See Section 14-705(2) of the Zoning Code for more information about street tree requirements.
- All tree-related forms and documents can be found [here](#).

# Pre-Building Permit Reviews

## Streets Department

### Streets Building Plan Review

#### INFORMATION FOR ALL BUILDING PLAN REVIEWS:

Please review [Right-of-Way Improvement Standards](#) for complete details. Review is coordinated by the Right-of-Way Unit for distribution to the various transportation divisions of City and other Agencies such as SEPTA and PennDOT. Development proposals to change the curb line and projects with encroachments in the right-of-way require submission of a [checklist](#) demonstrating conformance with the City's Complete Streets Policy. Applicants must provide a PA One Call reference number in the application. Applicants proposing curb cuts onto a [state-owned road](#) will also need to complete a [Highway Occupancy Permit \(HOP\) Application](#).

A Final Approval of Site Plan stamp is required from the Streets Department before obtaining Building Permits; Curb, Sidewalk, and Bollard Permits; Lane Closure Permits; Private Paving Agreements; and changes to the City Plan. Final approval does not grant utility or encroachment approval.

Streets Department Building Plan Reviews are classified as simple, standard, or complex. Applicants should CONTACT the ROW Unit by emailing [StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov) to confirm the project's classification.

The Streets Department offers Developer Services Meetings to provide preliminary guidance and help projects through the Streets review process. CONTACT the ROW Unit Plan Review Group at [StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov) for scheduling.

### SIMPLE BUILDING REVIEW

#### REQUIRED FOR:

Any plans that include:

- Less than six residential units (excluding corner properties).
- Infill residential (single family, duplex, or triplex that are located mid-block)
- Wheelchair lifts.
- Egress wells.
- Areaways and cellar doors/steps.
- Bicycle racks (sidewalk).
- Pedestrian enhancements.
- All other items from the Simple Zoning on [page 7](#).

## **SUBMISSION REQUIREMENTS:**

- Existing conditions plan.
- Proposed site plan.



### **REVIEW TIME:**

Completeness Review: 1 Business Day  
Technical Review: 5 Business Days



### **CONTACT:**

Streets Department, Right of Way Unit  
[StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov)

Plans must be submitted through [eCLIPSE](#). Staff will review the plans for completeness and may request additional materials.

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Streets Plan Review Checklist No. 1](#) and [Streets Plan Review Checklist No. 2](#) for [ROW Improvement Standards](#).

### **TIP:**

Streets Developer Services meetings may be held for simple developments, held via appointments (1/2 hour each, 9 AM-2 PM). Email [StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov) if you think a meeting is necessary or would like guidance.

## **STANDARD BUILDING REVIEW**

### **REQUIRED FOR:**

Any plans that include:

- Six < 50 Residential units.
- Commercial or Industrial projects.
- Sidewalk cafes.
- Shelter platforms.
- Retaining walls.
- Corner properties.
- Properties not located on a state route.

## **SUBMISSION REQUIREMENTS:**

- Existing conditions plan.
- Proposed site plan.
- Grading plan.
- Utility plan.

## **REVIEW TIME:**

Completeness Review: 1 Business Day  
Technical Review: 7 Business Days

## **CONTACT:**

Streets Department, Right of Way Unit  
[StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov)

Plans must be submitted through eCLIPSE. Staff will review the plans for completeness and may request additional materials.

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

Streets Plan Review Checklist No. 1 and Streets Plan Review Checklist No. 2 for ROW Improvement Standards.

## **TIP:**

Streets Developer Services meetings may be held for standard developments, held via appointments (1/2 hour each, 9 AM-2 PM). Email [StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov) if you would like guidance.

## **COMPLEX BUILDING REVIEW**

### **REQUIRED FOR:**

Any plan that includes:

- 50 or greater residential units.
- GFA exceeding 50,000 sq. ft.
- Curb cut or driveways greater than 24' wide.
- Street lighting (private cost).
- Projects located on a state route with more than 5 residential units.
- Projects that involve City Plan Action, impact intersections, or require a traffic impact study are typically considered complex developments.

### **SUBMISSION REQUIREMENTS:**

- Existing conditions plan.
- Proposed site plan.
- Grading plan.
- Utility plan.

## **REVIEW TIME:**

Completeness Review: 1 Business Day  
Technical Review: 28 Business Days

## **CONTACT:**

Streets Department, Right of Way Unit  
[StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov)

Plans must be submitted through [eCLIPSE](#). Staff will review the plans for completeness and may request additional materials.

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Streets Plan Review Checklist No. 2](#) for [ROW Improvement Standards](#).

## **TIP:**

Streets Developer Services meetings for complex developments are held on Wednesdays (10-11 AM or 11 AM -12 PM). Email [StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov) if you would like guidance.

## **ADDITIONAL INFORMATION:**

Curb cuts and driveways greater than 24 ft. wide require a variance granted by the ZBA.

# **Foundation and Temporary Evacuation Support Permits**

## **REQUIRED FOR:**

- All projects seeking L&I Foundations-Only Building Permits that have Temporary Evacuation Support (TES) systems or foundations which encroach into the public right-of-way.

## **REVIEW TIME:**

Completeness Review: 1 Business Day  
Technical Review: 28 Business Days

## **CONTACT:**

Streets Department  
Right of Way Unit  
[StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Streets Review Checklist No. 3](#) for [ROW Improvement Standards](#).

## **PREREQUISITES:**

Utility approval—the applicant must distribute sheeting and shoring plans to utilities for review and approval. Copies of approvals from utility companies are required for plan review approval from the Streets Department.

## **ADDITIONAL INFORMATION:**

Other application requirements include advanced identification of all crane placement on sheeting and shoring plans (as applicable), and concurrent application of lane closure and roadway opening permits.

## **Encroachment Legislation**

### **REQUIRED FOR:**

- Any structure, fixture, excavation, obstruction or projection erected or maintained over, in, or under a street that is not permitted by [Section 11-600](#) of the Code will require approval by ordinance of City Council. Legislation can be prepared by the Streets Department or by the developer, City Council, or other party.



### **REVIEW TIME:**

Completeness Review: 1 Business Day

Technical Review: 28 Business Days

Additional time as required by the City's Law Department and City Councilmember supporting the legislation.



### **CONTACT:**

Streets Department, Right of Way Unit

[StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Streets Review Checklist No. 4 for ROW Improvement Standards.](#)

### **TIPS:**

Encroachments shown on any plan that requires legislation or an Encroachment Agreement cannot be approved prior to the approval of legislation and license documents. This may cause a delay in the applicant's Building Permit review process.

# Pre-Building Permit Reviews

## Art Commission

### Art Commission Review

#### **REQUIRED FOR:**

Please see the Art Commission section on [page 15](#) in the Pre-Zoning Permit Reviews.

#### **CONTACT:**

Philadelphia Art Commission  
One Parkway Building, 13th Floor  
1515 Arch Street, Philadelphia, PA 19102  
215.683.4674  
[artcommission@phila.gov](mailto:artcommission@phila.gov)

# Pre-Building Permit Reviews

## Historical Commission

### Historical Commission Review

#### REQUIRED FOR:

Please see the Historical Commission section on [page 16](#) in the Pre-Zoning Permit Reviews.

#### ► CONTACT:

Historical Commission  
One Parkway Building, 13th Floor  
1515 Arch Street, Philadelphia, PA 19102  
215.686.7660  
[preservation@phila.gov](mailto:preservation@phila.gov)

# Pre-Building Permit Reviews

## Department of Public Health

### Asbestos Abatement Notification & Permit

#### **APPLICABILITY:**

- Notification only — Must be submitted at least 24 hours prior to projects that involve the removal, clean-up, or encapsulation of less than 40 linear or 80 sq. ft. of asbestos.
- Asbestos Permit — Required prior to the encapsulation or removal of greater than or equal to 40 linear or 80 sq. ft. of asbestos. Permits are only granted to City of Philadelphia Licensed Asbestos Abatement Contractors. An independent certified Asbestos Project Inspector (API) must be hired as well.

Applicants may use the Air Management Services online portal to submit notifications; apply for or renew licenses; view notifications by date and address; view licensed asbestos professionals' listings; and submit complaints about air pollution, asbestos, noise, or vibration.

#### **REVIEW TIME:**

Permit applications must be submitted 10 Calendar Days prior to the start of abatement activity. Notification forms must be submitted prior to the start of work.

#### **CONTACT:**

Department of Public Health  
Asbestos Control Unit  
Air Management Services  
7801 Essington Avenue  
Philadelphia, PA 19153  
215.685.7576  
[dphams\\_service\\_requests@phila.gov](mailto:dphams_service_requests@phila.gov)

#### **REQUIREMENTS AND RELEVANT DOCUMENTS:**

Applicants can find the Asbestos Abatement Notification Form, Permit Application, List of Certified Asbestos Investigators, and more on the Asbestos Document and Forms resource webpage. Visit the Air Management Services website for more information.

#### **ADDITIONAL INFORMATION:**

An Asbestos Inspection Report (AIR) must be included with the permit application for any new building or demolition that will cost more than \$50,000 (single residences with three or fewer dwelling units and buildings for which a building permit was issued after December 31, 1980 are exempt from the AIR requirement). The asbestos inspection must be performed by a City of Philadelphia Certified Asbestos Investigators. All friable asbestos

and any non-friable asbestos material that may be rendered friable by the demolition and/or implosion activity must be removed prior to demolition. More information on completing an AIR can be found [here](#). The fee for major projects is determined by the abatement cost. The minimum permit fee is \$150 with a \$45 filing fee. For smaller projects, a \$45 filing fee may apply.

## Air Pollution Permit

### REQUIRED FOR:

- Equipment that causes or controls air pollution, such as equipment that burns fuel, uses paint or solvent, emits particles outdoors, or is used to control emissions from these sources.
- Any mechanical ventilation system used in underground or enclosed parking garages. In addition to an Air Permit, a [Complex Source Permit](#) is required for large parking garages or lots with a capacity of 250 vehicles or more in Center City Philadelphia and 500 vehicles or more in the rest of the city.

Applicants may submit their permit or license applications and fees using the [Air Management Services online portal](#) or by mail to Source Registration at the office of Air Management Services.

### REVIEW TIME:

Installation and Mechanical Ventilation Permits: 60 Calendar Days to 6 months.

Plan Approval and Complex Source Permits: 6 months to a year for more complicated applications that require public notice and a 30-Day comment period

### CONTACT:

Department of Public Health  
Air Management Services  
321 University Avenue, 2nd Floor, Philadelphia, PA 19104  
215.685.7572  
[dphams\\_service\\_requests@phila.gov](mailto:dphams_service_requests@phila.gov)

### REQUIREMENTS AND RELEVANT DOCUMENTS:

[Air Permit Applications](#), [Air Management Services Regulations & Guidelines](#), [Guide to Air Pollution and Asbestos Abatement Permits and Licenses](#), [Air Management Regulation X \(AMR X\) Complex Source Permit Application](#), [Air Management Regulation XII \(AMR XII\) Procedures & Guidelines](#), [Mechanical Ventilation Systems for Enclosed Parking Garages Permit](#).

### TIP:

Although it is not required, Air Management Services recommends applicants obtain any necessary Air Pollution Permits prior to applying for an L&I Building Permit.

### ADDITIONAL INFORMATION:

More information can be found on the [Public Health Department website](#).

# Dust Control Permit

## REQUIRED FOR:

- Completely demolishing any building or structure that is more than three stories, greater than 40 ft. tall, or encompasses more than 10,000 sq. ft.
- Completely or partially demolishing a building or structure by implosion.
- Engaging in the clearing, grubbing, or earth disturbance of any land in excess of 5,000 sq. ft.

Applicants may submit permit applications and fees by mail to Source Registration at the Office of Air Management Services or through the [Air Management Services online portal](#).

## REVIEW TIME:

At least 60 Calendar Days All permit applications must be approved prior to starting demolition.

## CONTACT:

Department of Public Health  
Air Management Services  
321 University Avenue, 2nd Floor, Philadelphia, PA 19104  
215.685.7572,  
[dphams\\_service\\_requests@phila.gov](mailto:dphams_service_requests@phila.gov)

## REQUIREMENTS AND RELEVANT DOCUMENTS:

[Dust Control Permit Overview](#) and [Application](#), [Dust Notification Form](#) and more on the [Dust Control Forms and Regulations webpage](#). Visit the [Air Management Services website](#) for more information.

## TIP:

In addition to obtaining a Dust Control Permit for Demolition, you may also be required to submit an [Asbestos Abatement and Demolition/Renovation Form](#) to AMS's Asbestos Control Unit, and the U.S. Environmental Protection Agency, even if no asbestos is present at the site of proposed demolition.

## ADDITIONAL INFORMATION:

The fee for a dust control permit is \$645.



## 3 CONSTRUCTION PERMIT AND REVIEWS

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This section includes the most common construction-related permits from the Department of Licenses and Inspections, Philadelphia Water Department, Philadelphia Streets Department, and Philadelphia Fire Department.

# Construction-Related Permit Reviews

## Philadelphia Water Department (PWD)

### Groundwater Discharge Permit

#### **REQUIRED FOR:**

- Diversion of stormwater from a site into the City sewers during construction or environmental remediation.
- Removal of groundwater from a site into the City sewers during construction or environmental remediation.

#### **CONTACT:**

PWD, Industrial Waste & Backflow Compliance Jefferson Center  
1101 Market Street, 6th Floor, Philadelphia, PA 19107  
215.685.6085,  
[Jennifer.L.Moore@phila.gov](mailto:Jennifer.L.Moore@phila.gov)

#### **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Groundwater Discharge Permit Guidance and Application](#), [Signatory Designation Form](#), and [Closure Form](#), [Industrial Waste Resources](#), [PCB Minimization Survey](#), [PCB Information Sheet](#). If your site has any liquid cooled electrical equipment that is currently installed or was previously removed, you should complete the [PCB Minimization Survey](#).

### Water and Sewer Connection Review (Pre-Permit Application)

#### **REQUIRED FOR:**

- Water and sewer connections to existing PWD infrastructure, including modifications to existing connections.

#### **REVIEW TIME:**

Small connections (<6 inches in diameter): 1-2 Business Days  
Large connections (>6 inches in diameter): 7-10 Business Days  
Special Review: Additional 5 Business Days

#### **CONTACT:**

PWD, Water Transport Records  
Jefferson Center  
1101 Market Street, 2nd Floor, Philadelphia, PA 19107  
215.685.6271,  
[wrt@phila.gov](mailto:wrt@phila.gov)

## REQUIREMENTS AND RELEVANT DOCUMENTS:

- Information and requirements are located on the [PWD Development Services website](#).
- For Sewer Connections: The Sewer and Connections Repair Manual can be accessed [here](#).
- For more information, please visit the [Water Transport Records website](#).

## PREREQUISITES:

Utility Plan Approval is a prerequisite for pre-permit applications for new connections.

## ADDITIONAL INFORMATION:

Once Pre-Permit Applications are approved, the applicant may apply for a Sewer Connection or Water Service Permit.

# Water Service Permit

## REQUIRED FOR:

- Any project that proposes to add or modify water main connections or services.

## REVIEW TIME:

20 Business Days. An accelerated review is available for a \$1,050 fee. Accelerated applications are reviewed within 5 Business Days.

## CONTACT:

PWD, Water Desk at L&I  
Municipal Services Building  
Concourse Level  
1401 John F. Kennedy Blvd., Philadelphia, PA 19107  
215.686.2577,  
[Jason.Pezzetti@phila.gov](mailto:Jason.Pezzetti@phila.gov)

## PREREQUISITES:

- Applicant must first obtain a pre-permit application through the PWD Water Transport Records ([wtr@phila.gov](mailto:wtr@phila.gov)).
- Where existing data is not available, the applicant must request a PWD Flow Test to obtain accurate flow test data before applying for a Fire Suppression Permit.

## ADDITIONAL INFORMATION:

Instructions to obtain the water connection permit(s) can be found [here](#).

# Sewer Connection Permit

## REQUIRED FOR:

- Any project that proposes to add or modify sewer connections or laterals.



#### **REVIEW TIME:**

20 Business Days. An accelerated review is available for a \$1,050 fee. Accelerated applications are reviewed within 5 Business Days.



#### **CONTACT:**

PWD, Water Desk at L&I  
Municipal Services Building, Concourse Level  
1401 John F. Kennedy Blvd., Philadelphia, PA 19107  
215.686.2577,  
[Jason.Pezzetti@phila.gov](mailto:Jason.Pezzetti@phila.gov)

#### **PREREQUISITES:**

Applicant must first obtain a pre-permit application through the PWD Water Transport Records ([WTR@phila.gov](mailto:WTR@phila.gov)).

#### **ADDITIONAL INFORMATION:**

Instructions to obtain the sewer connection permit(s) can be found [here](#).

## **Meter Installation Permit**

#### **REQUIRED FOR:**

- Installing or replacing a water meter in residential and commercial properties.



#### **CONTACT:**

PWD, Water Desk at L&I  
Municipal Services Building, Concourse Level  
1401 John F. Kennedy Blvd. Philadelphia, PA 19107  
215.686.2577,  
[Jason.Pezzetti@phila.gov](mailto:Jason.Pezzetti@phila.gov)

#### **REQUIREMENTS AND RELEVANT DOCUMENTS:**

- Instructions on how to install a meter can be found [here](#).

#### **PREREQUISITES:**

A valid PWD Water Service Permit.

## **Significant Industrial User (SIU) Wastewater Discharge Permit**

#### **REQUIRED FOR:**

- Any Significant Industrial User (defined on [page 66](#) of the PWD Regulations).
- Proposals to use the City sewer for the disposal of wastewater from production processes that will connect or contribute to the City's Water Pollution Control Plants.

## **CONTACT:**

PWD, Industrial Waste & Backflow Compliance Jefferson Center  
1101 Market Street, 6th Floor  
Philadelphia, PA 19107  
215.685.6085,  
[Jennifer.L.Moore@phila.gov](mailto:Jennifer.L.Moore@phila.gov)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

- [Industrial Wastewater Discharge Permit Application](#), [Industrial Wastewater Discharge Signatory Designation Form](#), [Industrial Wastewater Discharge Permit Closure Form](#), [Industrial Waste Resources](#), [PCB Minimization Survey](#), [PCB Information Sheet](#)
- If your site has any liquid cooled electrical equipment that is currently installed or was previously removed, you should complete the [PCB Minimization Survey](#).

## **Hauled Wastewater Discharge Permit**

### **REQUIRED FOR:**

- Discharge hauled wastewater at the PWD's Southwest Water Pollution Control Plant. Currently, the PWD only allows discharge of hauled septage.

## **CONTACT:**

PWD, Industrial Waste & Backflow Compliance Jefferson Center  
1101 Market Street, 6th Floor  
Philadelphia, PA 19107  
215.685.6085,  
[Jennifer.L.Moore@phila.gov](mailto:Jennifer.L.Moore@phila.gov)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

- [Hauled Wastewater Discharge Permit Application](#), [PCB Minimization Survey](#), [PCB Information Sheet](#).
- If your site has any liquid cooled electrical equipment that is currently installed or was previously removed, you should complete the [PCB Minimization Survey](#).

## **Wastewater Discharge Permit**

### **REQUIRED FOR:**

- Any Significant Industrial User (defined in the PWD Regulations on page 66).
- Proposals to use the City sewer for the disposal of wastewater from production processes that will connect or contribute to the City's Water Pollution Control Plants.

 **CONTACT:**

PWD, Industrial Waste & Backflow Compliance Jefferson Center  
1101 Market Street, 6th Floor  
Philadelphia, PA 19107  
215.685.6085  
[Jennifer.L.Moore@phila.gov](mailto:Jennifer.L.Moore@phila.gov)

**REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Wastewater Discharge Permit Application](#), [Discharge Permit Closure Form](#).

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## Backflow Permit

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**REQUIRED FOR:**

- Installation of an approved backflow prevention assembly on new or existing domestic and fire services.

 **CONTACT:**

PWD  
Industrial Waste & Backflow Compliance  
Attention: Backflow Compliance  
Baxter Water Treatment Plant  
9001 State Road, 2nd Floor  
Philadelphia, PA 19107  
215.685.8068,  
[ccc.bls@phila.gov](mailto:ccc.bls@phila.gov)

**REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Backflow Prevention Assembly Installation Permit Application](#). Other relevant information found on the [Cross Connection Control Program website](#).

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## Water Discontinuance Permit

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**REQUIRED FOR:**

- Complete demolition of a building

 **REVIEW TIME:**

24 hours from the time of request

 **CONTACT:**

PWD, Water Desk at L&I  
Municipal Services Building, Concourse Level  
1401 John F. Kennedy Blvd  
Philadelphia, PA 19107  
215.686.2577,  
[Jason.Pezzetti@phila.gov](mailto:Jason.Pezzetti@phila.gov)

## REQUIREMENTS AND RELEVANT DOCUMENTS:

- A Water Discontinuance Permit is required prior to the issuance of a demolition permit.
- Instructions on how to stop water service permanently can be found [here](#).

## ADDITIONAL INFORMATION:

The fee is \$100 per discontinuance regardless of service size.

# Hydrant Permit

## REQUIRED FOR:

- Construction and demolition projects proposing use of a hydrant, where no adequate water source is available.

## REVIEW TIME:

7-10 Business Days

## CONTACT:

PWD, Water Desk at L&I  
Municipal Services Building  
Concourse Level  
1401 John F. Kennedy Blvd.  
Philadelphia, PA 19107  
215.685.9655,  
[Joseph.Yeager@phila.gov](mailto:Joseph.Yeager@phila.gov)

## REQUIREMENTS AND RELEVANT DOCUMENTS:

### [Hydrant Permit Guide](#)

- Applicants must contact Joseph Yeager at [Joseph.Yeager@phila.gov](mailto:Joseph.Yeager@phila.gov) or 215.685.9655 with the location of the hydrant they are requesting to utilize during construction. After initiating contact the hydraulic conditions will be examined at the particular location, and the permit will be approved or denied. If approved, PWD will generate a list of approved backflow prevention equipment. Upon approval, the permit will be available for pickup at the Municipal Services Building. Additionally, the applicant will be required to show proof of acquisition of the backflow prevention equipment to the PWD agent before being issued the permit.
- Certain uses of hydrants are expressly prohibited, including recreational activities, cleaning streets, and potable use.

## ADDITIONAL INFORMATION:

The fee of using a standard pressure hydrant for one week is \$1,205 and \$6,295 for 6 months.

# Building Permits - All Types

## Department of Licenses & Inspections (L&I)

### **REQUIRED FOR:**

- New Construction.
- Alterations to existing structures.
- Demolitions.
- Foundations.
- Mechanical work (HVAC, refrigeration, etc.).
- Fire suppression systems.
- Sign installation.
- Excavation.
- Electrical work.
- Plumbing.
- Site work.

Applicants can submit their building permit applications, all required documents, and pay the filing fees in person at the Permit and License Center with an appointment or through the City's online [eCLIPSE](#) system.

### **REVIEW TIME:**

15 Business Days for one- and two-family residential; 20 Business Days for all other applications. An accelerated review is available (except for sign review) for new construction and alterations for a \$2,000 fee. All other projects have a \$1,050 fee for accelerated review. Accelerated review times are 5 Business Days.

### **CONTACT:**

Department of L&I, Permit Services  
Municipal Services Building  
Concourse Level  
1401 John F. Kennedy Blvd.  
Philadelphia, PA 19102  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Building Permits Overview](#), [Application](#), [Building Permit Fees](#).

- No building permits will be released unless the property and contractor are current on all City of Philadelphia taxes and the contractor has current insurance on file with L&I.
- All work must be performed by a Licensed Philadelphia Contractor, except when work is performed on an existing one- or two-family dwelling by a registered PA Home Improvement Contractor maintaining a Philadelphia Commercial Activity License.

## **PREREQUISITES:**

A Zoning Permit is required as a prerequisite for most Building Permit types. Some projects may also need prerequisite review from the Streets Department, Water Department, Historical Commission, Planning Commission, and Art Commission. Certain conditions, as described in this manual, may require review from Parks & Recreation, Fire Department, Air Management, or Pennsylvania's Health Department.

## **ADDITIONAL INFORMATION:**

- Some activities, detailed in Section A-302.1.2.1 of the City's Administrative Code, are exempt from Building Permit review.
- Project information signs are required for all construction, demolition, addition, or alteration projects. Please see the Major Building Requirements and all Other Building Requirements documents for more details.
- Some Building Permits, called EZ Permits, may be obtained without the submission of plans.
- The work associated with a Building Permit is required to begin within six months after the date of issuance.

# **New Construction and Additions Permit**

## **REQUIRED FOR:**

- Construction or erection of a structure.

## **CONTACT:**

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## **PREREQUISITES:**

A Zoning Permit is required as a prerequisite for any changes in the use of the property, gross floor area, or height of the building. Review by the Water Department, Streets Department, Historical Commission, and Art Commission may also be required. Approval of street trees for residential subdivisions is required from the Department of Parks and Recreation. Approval of septic installations is required from the Philadelphia Health Department's Environmental Unit. New high-rise buildings must obtain approval from the Fire Department.

## **ADDITIONAL INFORMATION:**

Information on how to apply for a New Construction and Additions Permit can be found [here](#).

# **Alterations Permit**

## **REQUIRED FOR:**

- Altering, modifying, repairing or improving a structure. Includes projects that dramatically change an existing structure, such as altering load-bearing portions of the structure, changing the opening size for doors and windows, relocating interior walks, etc.

## **CONTACT:**

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## **PREREQUISITES:**

A [Zoning Permit](#) is required for any change in the use of the property or changes in the gross floor area or height of the building. Review by the Water Department, Streets Department, Historical Commission, or Art Commission may also be required. Applicants for work performed in a hospital, nursing care, or other care facility regulated by the PA Department of Health should contact the PA Department of Public Health. New high-rise buildings or those undergoing a complete change in occupancy will require approval from the Fire Department. An Asbestos Inspection Report may be required for alterations that cost more than \$50,000 or involve more than three residential dwelling units or a structure that was built prior to 1980.

## **ADDITIONAL INFORMATION:**

Some alterations are eligible to receive permits without submitting plans; these are called EZ Permits.

# **Complete Demolition Permit**

## **REQUIRED FOR:**

- Removal of 2/3 or more of structural framing members, coupled with the modification of the exterior envelope.

All other demolitions must comply with the requirements of an [Alterations Permit](#).

## **CONTACT:**

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

Demolition Permit Checklist, Guidelines, and Application. Additional requirements for a Complete Demolition Permit.

## **PREREQUISITES:**

A Zoning Permit is required as a prerequisite. Approval from the Philadelphia Water Department (if the earth disturbance is over 5,000 sq. ft.) and the Asbestos Control Unit of the Philadelphia Health Department is also required. Historical Commission approval may be required as well. A licensed demolition contractor of the appropriate class must be named on the application.

# **Excavation Permit**

## **REQUIRED FOR:**

- Excavations more than 5 ft. below grade, including basement dig-outs.

## **CONTACT:**

Department of L&I, Permit Services  
Call 311,  
L&I Online Inquiry Submission Form

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

Excavation Plan Requirements, Protection of Property Documentation, Special Inspections Documentation.

- Engineering Design Calculations and a Geotechnical Investigation Report are required.
- The applicant will need to get a Zoning Permit for Site Clearing for earth disturbance in the Steep Slope Protection Area, exceeding 1,400 sq. ft. with slopes greater than 15% or in the /WWO Wissahickon Watershed Overlay, exceeding 500 sq. ft., except sites designated as Category 5 on the Impervious Coverage Map.
- There are additional requirements for pre-construction survey, special inspections, and notification when the excavation is within 10 ft. of an existing building or within 90 ft. of a historic structure on the same or adjacent lot.

## **PREREQUISITES:**

- Approval from the Philadelphia Water Department is required for earth disturbances over 5,000 sq. ft.
- Street Department approval is required if the excavation extends more than 3 ft. into the City's right-of-way or more than 12 ft. deep and within a distance of the City's right-of-way that is equal to or less than the excavation depth.

# Foundation Only Permit

## REQUIRED FOR:

- Construction of a foundation only.

## 🚩 CONTACT:

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## PREREQUISITES:

A [Zoning Permit](#) is required as a prerequisite. Review by the Philadelphia Water Department is also required for a Foundation Only Permit if earth disturbance is over 5,000 sq. ft. Additionally, the owner must submit a letter of responsibility agreeing to all necessary changes that may result from all pending or future building permit reviews.

## ADDITIONAL INFORMATION:

- This is an optional Building Permit that authorizes the construction of only the foundation of the structure. These are most often used to jumpstart projects before building plans for the entire structure are finalized.
- When applying for this permit, the owner must assume the risk that further permits may not be approved.
- Additional requirements for a Foundation Only Permit can be found [here](#).

# Mechanical Permit

## REQUIRED FOR:

- Mechanical work such as heating, ventilation, air conditioning, fuel gas piping, and refrigeration equipment

## 🚩 CONTACT:

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## PREREQUISITES:

- The applicant will need approval from Streets Department for encroachment in the City's right-of-way and Historical Commission for historic properties.
- All work performed in a hospital, nursing care, or other care facility regulated by the PA Department of Health Division of Safety Inspection should contact the PA Department of Public Health.
- For exhaust systems for enclosed or underground parking garages with more than 10 vehicles, approval from the Department of Public Health – Air Management Services (AMS) is required.

## **ADDITIONAL INFORMATION:**

Additional requirements for a Mechanical Permit can be found [here](#).

# **Fire Suppression Permit**

## **REQUIRED FOR:**

- Construction, alteration, or removal of sprinkler piping and heads, standpipes, fire pumps, fire hydrants, backflow prevention devices, Fire Department connections, and associated valves and other controls.

## **CONTACT:**

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## **PREREQUISITES:**

Prerequisite approval is required from the Philadelphia Water Department for flow and pressure availability. Review from the Historical Commission, Streets Department, or the PA Department of Health may also be required.

## **ADDITIONAL INFORMATION:**

Additional requirements for a Fire Suppression Permit can be found [here](#).

# **Electrical Permit**

## **REQUIRED FOR:**

Most projects that involve the installation, alteration, renewal, replacement, or repair of the following systems:

- Electrical.
- Fire alarm.
- Communication wiring.

Electrical Permits ensure that work adheres to City and State Codes and is performed by an Electrical Contractor licensed with the City of Philadelphia.

## **CONTACT:**

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Electrical Permit Overview](#) and [Application](#). Permit applications must be submitted with 1) a Tax Clearance Form from the Revenue Department for the Contractor, and 2) a current, valid Certificate of Insurance for the Contractor.

## **ADDITIONAL INFORMATION:**

- According to [A-301.2.3](#) of the Philadelphia Code, some types of electrical work are exempt from Electrical Permits, such as minor repair and maintenance work.
- The owner is responsible for selecting a third-party agency to perform the required inspection.

## **Plumbing Permit**

### **REQUIRED FOR:**

- Installation, alteration, renewal, replacement, or repair of plumbing.

Plumbing plans are also required, except for:

- New construction and additions for a one-or-two-family dwelling, up to four stories.
- Alterations in buildings with four or fewer dwellings, up to four stories high.
- Alterations in commercial buildings involving seven or fewer new fixtures, excluding food equipment.
- Replacement of any number of fixtures with fixtures of the same kind.
- Pipe repair.
- New or replacement water service, with service to a single building.
- New or replacement house drain, with service to a single building.
- New or replacement curb trap or fresh air inlet.
- Sealing a lateral.
- Installing of a backflow device.

### **CONTACT:**

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Plumbing Permit Overview](#), [Checklist](#), and [Application](#). Private water or sewer servicing more than one building must be submitted using the site permit application with indication of plumbing work.

## **PREREQUISITES:**

Any plumbing installation requiring PWD approval must be obtained prior to submission of a Plumbing Permit Application. Prerequisite approval from the Health Department is required for a connection to any private on-lot sewage disposal system, connection to any well, and installations involving commercial food preparation areas.

## ADDITIONAL INFORMATION:

Philadelphia [Plumbing Code](#). Some types of plumbing work are [exempt](#), such as minor repair and replacement of faucets or valves, removal or reinstallation of toilets, and repair of pipe leaks.

## Certificate of Occupancy Permit

### REQUIRED FOR:

- Any change in the use and occupancy of a space in which a separate L&I Building Permit is not required for the project.

Most projects that require an L&I Building Permit will receive a Certificate of Occupancy with an approved Building Permit and these projects will not typically require a separate Certificate of Occupancy Permit.



### REVIEW TIME:

20 Business Days



### CONTACT:

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## REQUIREMENTS AND RELEVANT DOCUMENTS:

[Certificate of Occupancy Overview](#). A Zoning Permit is required for any change in the use of the property.

## ADDITIONAL INFORMATION:

Building owners and tenants can [request copies](#) of a previously issued Certificate of Occupancy.

# Street Construction Related Permits

## Streets Department

### Street Opening Permit

**REQUIRED FOR:**

- Excavation above or below City streets/sidewalks, including opening, sheeting/shoring, vaults, or areaways.

**EXCEPTION:**

- L&I Plumbing Permits do not need to obtain a separate Street Opening Permit.

 **CONTACT:**

Streets Department  
Right of Way Unit  
[streetclosure@phila.gov](mailto:streetclosure@phila.gov)

**REQUIREMENTS AND RELEVANT DOCUMENTS:**

For more information about the specific requirements and application process for a Street Opening Permit, please see the Streets Department's [Street Opening Permit Policy](#) and [Regulations for Opening Streets](#).

**PREREQUISITES:**

Philadelphia Water Department approval is required. Historical Commission review is required for work on historical streets.

**ADDITIONAL INFORMATION:**

Street Opening permits exclude opening permits for sidewalk post/bollard installation, and curb/footway demolition and construction.

### Street Closure Permit

**REQUIRED FOR:**

- Projects where streets (including bike lanes) or sidewalks need to be fully or partially closed for reasons such as utility work, equipment placement, crane placement, banner installation, and helicopter lifts.

Applications must be submitted online through the [Street Closure Permit System](#) at least 10 Business Days in advance of the start date.

## **CONTACT:**

Streets Department  
Right-of-Way Unit  
[streetclosure@phila.gov](mailto:streetclosure@phila.gov)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

Street Closure Permit Overview. Due to the varied nature of site development, there is not one single Street Closure Permit Type, and in some cases, multiple permits will be required for a project. See the Street Closure Permit Policy and Street Closure Online Permit Application User Guide to help determine which of these applications your project will require:

- Application for Street Closure for Equipment Placement - Used to identify the location of all equipment (including dumpsters, scaffolding, shelter platforms, etc.) and supplies that will be used at the site to determine if lanes/footway must be closed.
- Application for Street Closure for Utility Work - Used for any type of utility, telecommunication, or plumbing work that would involve excavation and pull-through activities.
- Application for Street Closure for Crane Placement - Required for the placement of a crane on the public right of way.
- Application for Street Closure for Banner Installation with Approval Letter from Art Commission.

## **PREREQUISITES:**

Approval from the Streets Department's Transportation Engineering Unit. For crane placement, additional review may be needed from SEPTA, PATCO, PA One Call, or the Philadelphia Highway Patrol.

## **ADDITIONAL INFORMATION:**

- Temporary Traffic Control (TTC)/ Maintenance & Protection of Traffic (MPT) Plans are required for all full lane closures (footway, bike lanes, or travel lanes) or any partial lane closure in excess of one week. For more information on TTC/MPT Plans, see Chapter 3 of the ROW Improvement Standard.
- You can apply to close a residential street for a block party or other small event, including birthday celebrations, serenades, weddings, and more. Arterial streets cannot be closed for these kinds of events. See the Street Event Overview for more information.

# Legislation for Changes to Parking Regulations or Roadway Direction

## REQUIRED FOR:

- Changes to parking or roadway direction that require City Council legislation are defined within [Title 12 of the Philadelphia Code](#).

Applicants must use the online [eCLIPSE](#) system and select “Streets Plan Review” to initiate the submission process.

## ► CONTACT

Streets Department  
Traffic Engineering Division  
[streetclosure@phila.gov](mailto:streetclosure@phila.gov)

## REQUIREMENTS AND RELEVANT DOCUMENTS:

[Streets Plan Review Checklist No. 4](#)

## ADDITIONAL INFORMATION:

Extensive coordination between multiple City agencies and the community may be required. Final legislation authorizes the Streets Department's Traffic and Street Lighting Division to implement an eight to nine month trial period.

# Bollard Installation Permit

## REQUIRED FOR:

- The installation of any type of post or bollard on a paved footway.

## ► CONTACT

Streets Department, Highway District

Permits are issued by the Highway District where work is proposed. The district map with contact information is in [Appendix G](#) of the Right of **PREREQUISITES:**

## PREREQUISITES:

Art Commission approval. For any property that is designated historic, approval from the Historical Commission and a Building Permit from L&I are required prior to commencing any bollard installation.

## ADDITIONAL INFORMATION:

Pipe posts must comply with the requirements of Philadelphia City Code [Section 11-604\(8\)](#). Bollards not conforming to these standards may only be approved by ordinance of City Council.

# Curb and Footway Permit

## REQUIRED FOR:

- Any alteration, reconstruction, or repair of sidewalks in the City of Philadelphia.

## CONTACT:

Streets Department, Highway District

Permits are issued by the Highway District where work is proposed. A district map with contact information is in [Appendix G](#) of the Right of Way Standards.

## REQUIREMENTS AND RELEVANT DOCUMENTS:

Plans not approved by the Right of Way Unit, in accordance with the [Right of Way Standards Chapter 2](#), must conform to the requirements within [Streets Plan Review Checklist No. 1](#) or [Streets Plan Review Checklist No. 2](#).

## ADDITIONAL INFORMATION:

Applications must be made by a contractor with a valid [Curb Setter License](#) from the Department of L&I and must include a plot plan. Applicants seeking permits for projects with 30 ft. of curb or more will also be required to obtain the services of the district survey office where the work is performed.

# Special Hauling Permit

## APPLICABILITY:

- Standard Special Hauling Permit is required for any of the following:
  - Over 40' long as a single vehicle.
  - Over 60' long as a combination vehicle.
  - Over 70' long as a combination transporting articles that are non-divisible as to length.
  - Over 8' wide.
  - Over 13'-6" high.
  - Over 80,000 pounds or the max gross vehicle weight.
- A Super Load Special Hauling Permit is required for any vehicle over 160' long, over 16' wide, over 16' high, or over 201,000 pounds.

## **CONTACT:**

Streets Department, Bridge Division  
Municipal Services Building, Room 830  
1401 John F. Kennedy Blvd.  
Philadelphia, PA 19102  
215.686.5524,  
[hauling.permits@phila.gov](mailto:hauling.permits@phila.gov)

## **REQUIREMENTS AND RELEVANT DOCUMENTS:**

[Special Hauling Permit Application](#). Fees are based on load and number of trips. In many cases, a Commonwealth of Pennsylvania Special Hauling Permit may also be required. See the department's [requirements](#) for additional information and applicability.



# Fire Department Approval

## Philadelphia Fire Department

### REQUIRED FOR:

- Fire hydrants on private property.
- Fire Department connections.
- Fire Safety and Evacuation Plans.
- Fire Command Centers.
- Emergency Responder Radio Coverage Systems.
- Other required emergency information and systems.



### REVIEW TIME:

30 Days



### CONTACT:

Philadelphia Fire Department, Fire Code Unit  
240 Spring Garden Street  
Philadelphia, PA 19123  
215.686.1356

### REQUIREMENTS AND RELEVANT DOCUMENTS:

[Fire Command Center Requirements](#)



## 4 OTHER REVIEWS AND APPROVALS

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This section provides information for other types of approvals a project may need, including:

- Adjusting lot lines and subdividing or consolidating lots.
- Zoning Variances, Special Exceptions, and Appeals to the Zoning Board of Adjustment (ZBA).
- PECO Service and Meter Applications.
- Approvals for Food Businesses.
- Economic Opportunity Plans.
- Tax Abatements for real estate development and improvements.
- Mixed Income Housing Bonus.

# **Subdivisions, Consolidations, and Lot Line Adjustments**

## **Multiple Agencies**

### **REQUIRED FOR ALL CHANGES TO LOT BOUNDARIES:**

- Subdividing a recognized lot or lots
- Consolidating multiple lots into one
- Adjusting lot line locations

### **PROCEDURE:**

#### **STEP 1: PREPARE LOT PLANS**

Always start by visiting your local survey district and purchasing a copy of the plan of record. You may then choose to hire a private surveyor, or a City surveyor will prepare your plans for a fee.

##### **PROCESS TIME:**

If using a City surveyor, 6-8 weeks. Complex requests take longer.

##### **CONTACT:**

To find your survey district visit:  
<https://www.phila.gov/departments/board-of-surveyors/>

#### **STEP 2: GET SURVEY DISTRICT APPROVAL**

Completed plans and the legal descriptions of parcels must be reviewed for correctness and stamped by the appropriate Survey District.

##### **PROCESS TIME:**

Typically 3 weeks; Complex requests take longer.

##### **CONTACT:**

To find your survey district visit:  
<http://www.phillystreets.com/survey-and-design-bureau/>

## STEP 3: GET PLANNING COMMISSION APPROVAL

All subdivisions, consolidations, and lot adjustments must be approved by Planning Commission staff.

Subdivisions which create lots with no connection to a legally open street must first complete a [PWD Conceptual Stormwater Management Review](#) and be reviewed by the full Planning Commission.



### PROCESS TIME:

Staff approval only: Immediately (reviewed during scheduled in-person appointments). PWD Conceptual approval: 5 Days. Full Planning Commission approval: Typically less than 5 weeks.

Applicants can [schedule in-person appointments](#).



### CONTACT:

PCPC  
Development Planning Division  
One Parkway Building, 13th Floor  
1515 Arch Street  
Philadelphia, PA 19102  
215.683.4600,  
[planning@phila.gov](mailto:planning@phila.gov)

## STEP 4: OBTAIN A ZONING PERMIT

Take all copies of your site plans, a completed [Zoning Permit Application](#) and filing fee to L&I for review. An examiner will then issue a Zoning Permit if the plans comply with all applicable regulations. Or Apply online through [eCLIPSE](#).



### PROCESS TIME:

20 Business Days. An accelerated review is available for a \$1,050 fee. Accelerated applications are reviewed within 5 Business Days.



### CONTACT:

Department of L&I, Permit Services  
Municipal Services Building  
Concourse Level  
1401 John F. Kennedy Blvd.  
Philadelphia, PA 19102  
Call 311,  
[L&I Online Inquiry Submission Form](#)

## **STEP 5: SUBMIT PLANS TO OPA**

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Immediately after obtaining your approved plans from L&I, electronic copies can be submitted to [opaaddressing@phila.gov](mailto:opaaddressing@phila.gov) or drop off a copy to OPA. OPA will review the documents and then issue an Address Notice to you by mail or email.

 **PROCESS TIME:**

7 Business Days if materials are correct

 **CONTACT:**

Office of Property Assessment  
601 Walnut St., 300 W  
Philadelphia, PA 19106  
215.686.9255,  
[opaaddressing@phila.gov](mailto:opaaddressing@phila.gov)

## **STEP 6: RECORD DEED**

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Record your deed with the Department of Records using the OPA-assigned address. A Title Company usually prepares your deed for you.

 **PROCESS TIME:**

0 days, once the deed has been prepared

 **CONTACT:**

Department of Records  
Recorder of Deeds  
Room 111, City Hall  
Philadelphia, PA 19107  
215.686.1483

## **STEP 7: FINALIZE ADDRESS WITH OPA**

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Once your deed is recorded, inform OPA using the instructions on the Address Notice that was provided by OPA. OPA will finalize the new addressing process.

 **PROCESS TIME:**

Approximately 90 days for the new address to appear in public records

 **CONTACT:**

Office of Property Assessment  
601 Walnut St., 300 W  
Philadelphia, PA 19106  
215.686.9255,  
[opaaddressing@phila.gov](mailto:opaaddressing@phila.gov)

# Preliminary Review Process

## Department of Licenses & Inspections (L&I)

### OPTIONAL:

- Applicants may request a Preliminary Plan Review prior to submitting an application to L&I for a Zoning Permit or Building Permit to:
  - Identify potential code issues.
  - Attain code interpretations.
  - Seek a variance from the Building Code during the initial design phase of the project.

Applicants can submit their application using the [eCLIPSE](#) system or in person to the L&I Permit and License Center.

### REVIEW TIME:

20 Business Days

### CONTACT:

Department of L&I, Permit Services  
Call 311,  
[L&I Online Inquiry Submission Form](#)

### REQUIREMENTS AND RELEVANT DOCUMENTS:

A [Building Permit Application](#) and a [Preliminary Plan Review Application](#), to identify any code topics of interest, can be submitted along with a copy of preliminary drawings to the address above. If the applicant is submitting hard copies, they need to include two copies of the preliminary drawings.

### ADDITIONAL INFORMATION:

A Plans Examiner will provide results in writing. Upon receipt of results, the applicant may request one consultation session with the examiner. Additional information regarding the Preliminary Plans Review process can be found [here](#).

# Zoning Variances, Special Exceptions and Appeals

## Zoning Board of Adjustment

### OPTIONAL:

- If a use or proposed plan does not meet the requirements of the Zoning Code, a Notice of Refusal of Permit will be issued by L&I. Within 30 days, an applicant can seek one of the following from the Zoning Board of Adjustment (ZBA):
  - Variance: A relief from the provisions of the Zoning Code that allows a use or development of a lot outside the zoning provisions applicable to that lot.
  - Special Exception: The proposed use meets the minimum requirements of the Zoning Code but requires special review and approval by the ZBA.
  - Appeal Against L&I: A petition to have the decision of L&I overturned due to an error made by L&I.

### REVIEW TIME:

Dependent on availability for a ZBA hearing date. Accelerated hearings are available for an additional fee of \$750 per property.

### CONTACT:

Zoning Board of Adjustment  
1515 Arch Street, 18th Floor, Rm. 18-004  
Philadelphia, PA 19102  
215.686.2429

### REQUIREMENTS AND RELEVANT DOCUMENTS:

- Applications ([Variance and Appeals application](#) and [Special Exception application](#)) must be submitted along with (1) the required filing fee, (2) a copy of your completed [Project Information Form \(PIF\)](#), and (3) one signed copy of the Notice of Refusal or Referral to the ZBA or a copy of the decision rendered by L&I. This can be done in person or via [eCLIPSE](#). Appeals against L&I may only be filed in person.
- Following the submission of a complete application, the ZBA staff will schedule a hearing and the appellant will receive an RCO Notification message, with information about the public meeting and notice requirements, and a "Notice of Appeal," with the date and time of the hearing. Appellants will also receive orange Zoning Notice Posters to be posted on the subject property.

### ZBA HEARING PREREQUISITES:

- Appellants must prove to be tax-compliant. Required hearing exhibits, including tax documentation must be submitted in advance.
- Prior to a hearing, appellants must provide notice of and attend a public meeting with the local Registered Community Organization(s) (RCOs). If one does not exist, the District City Councilmember will assist in facilitating a public meeting.

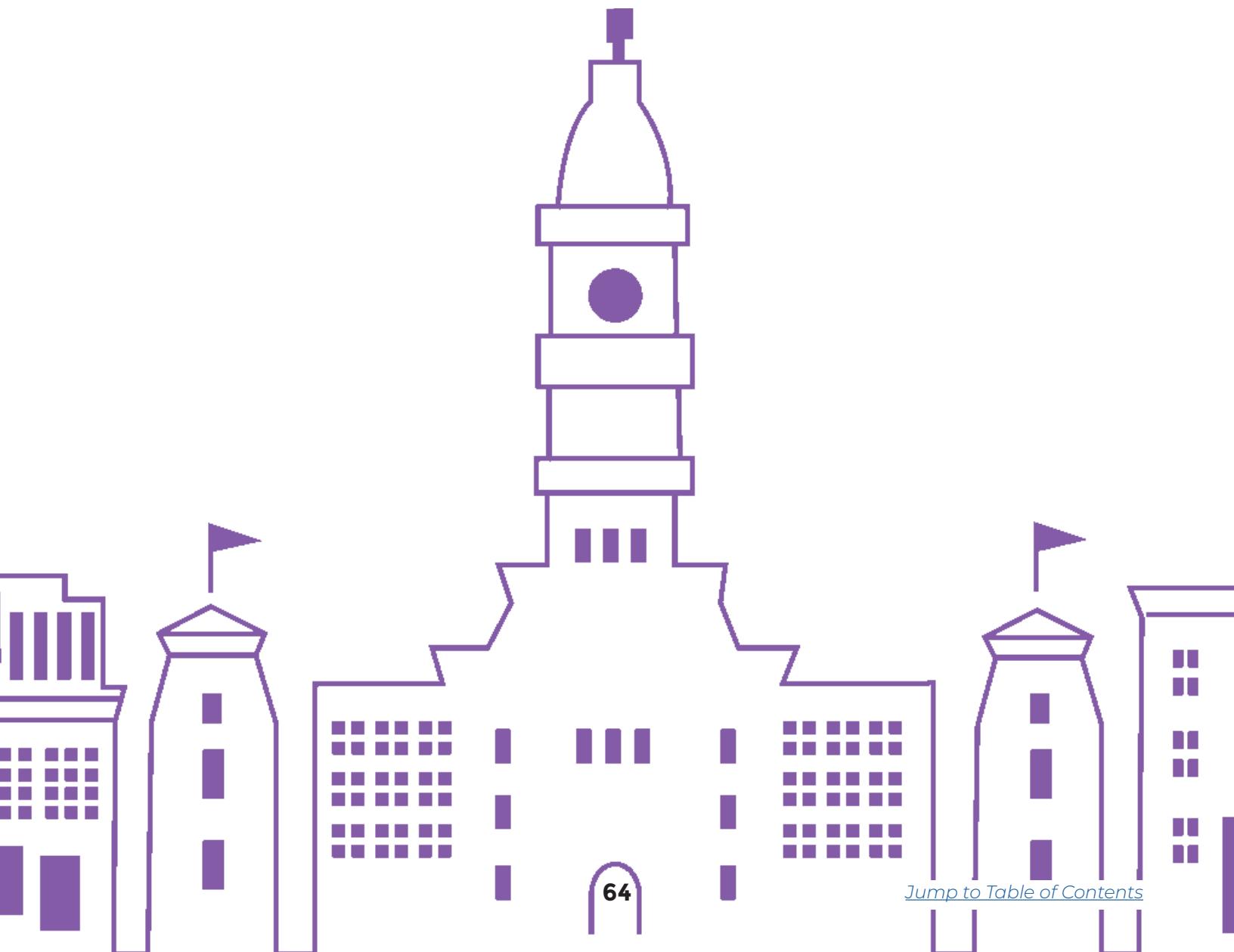
- One orange Zoning Notice Poster must be posted on each street frontage of the subject property at least 21 days prior to the hearing.

#### TIP:

- The ZBA meets weekly, on Wednesdays at 9:30 AM, 2 PM, and 3:30 PM, and once a month on a Tuesday at 9:30 AM ([appeals calendar](#)). Appellants may have to wait several months between the application submission and a hearing due to the high number of applications received and hearings requested. Appellants are encouraged to submit the ZBA application as soon as possible following a refusal by L&I through the [eCLIPSE](#) system.

#### ADDITIONAL INFORMATION:

- Businesses and organizations (including religious organizations) are required to have an attorney present at hearings. Individuals are not required to have an attorney.
- Instructions and detailed application information for a Zoning Variance, Special Exception, or Appeal can be found [here](#).



# **Electrical Services & Meter Applications**

## **Philadelphia Electric Company**

### **REQUIRED FOR:**

- The construction or remodeling of electric service lines in a development. This form should be used for installing new electric lines, separating wires, increasing or decreasing loads and any other alterations to electrical output.



#### **REVIEW TIME:**

Small Scope: 2-5 weeks

Large Scope: 14-20 weeks

Broad Plans: 16-25 weeks



#### **CONTACT:**

PECO Energy Company

830 S Schuylkill Ave., Philadelphia, PA 19146

1.800.454.4100

[PhilaNewBusiness@exeloncorp.com](mailto:PhilaNewBusiness@exeloncorp.com)

### **TIP:**

Call PECO Energy at 1.800.454.4100 before you begin any project near their overhead facilities. Submitting your application as early as possible allows PECO time to review your application and determine the extent of work needed to supply your load. A requested service delivery location and plot plan should be included in your application.

### **ADDITIONAL INFORMATION:**

More information about the [Electric Service and Meter Application](#) can be found on the [PECO website](#).

# Office of Food Protection Plan Review

## Department of Public Health

### REQUIRED FOR:

- Any food/beverage business, which includes any retail or wholesale facility whose operation involves preparing, serving, storing, processing, transporting, handling, bottling, baking, and/or selling food/beverage.

### ► CONTACT:

Department of Public Health  
Office of Food Protection  
321 University Avenue, 2nd Floor  
Philadelphia, PA 19104  
215.685.7495

### ADDITIONAL INFORMATION:

For more information, visit the [Office of Food Protection website](#).

# Economic Opportunity Plan

## Office of Economic Opportunity

### **REQUIRED FOR:**

Any development project or contract bid that involves:

- City land.
- City funding.
- The requirement of a City Council ordinance.
- Funds allocated to the City pursuant to the American Recovery and Reinvestment Act and is reasonably anticipated to cost more than \$100,000.
- Requires ZBA action (except for one single family home).

Pursuant to [Section 17-1600](#) of the Zoning Code, an Economic Opportunity Plan (EOP) is a document that provides a written commitment by the contractor to use best and good faith efforts to provide opportunities for Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), and Disabled-Owned Business Enterprises (DSBE) to participate in all phases of the project or contract.

### **CONTACT:**

Commerce Department  
Office of Economic Opportunity  
One Parkway Building, 12th Floor  
1515 Arch Street, Philadelphia, PA 19102  
215.683-2057,  
[oeo.phila@phila.gov](mailto:oeo.phila@phila.gov)

### **ADDITIONAL INFORMATION:**

Visit the [OEO website](#) for more information.

# Tax Abatement

## Office of Property Assessment (OPA)

### AVAILABLE FOR:

- New construction and rehabilitation projects may be eligible for 10-year real estate tax abatements on the value of real estate improvements.



#### CONTACT:

Office of Property Assessment  
Abatement Unit  
Curtis Center, 3rd Floor West  
601 Walnut Street  
Philadelphia, PA 19106  
215.686.4334,  
[opaaddressing@phila.gov](mailto:opaaddressing@phila.gov)

[Online Contact Form](#)

### RELEVANT DOCUMENTS:

Philadelphia City Code [Section 19-1300\(2-5\)](#) authorizes certain exemptions from Real Estate Taxes on new construction or improvements to residential uses and new construction or improvements to certain commercial, industrial, or other business properties. An overview of the types of abatements can be found [here](#).

### PREREQUISITES:

Building Permit issued from the Department of Licenses & Inspections and Tax Clearance through the Department of Revenue.

### ADDITIONAL INFORMATION:

Visit the [OPA website](#) for more information. Applications for Tax Abatements must be submitted within 60 days from the date a Building Permit is issued.

# Mixed Income Housing Approval

Department of Planning and Development (DPD)  
Department of Licenses & Inspections (L&I)

## AVAILABLE FOR:

- Applicants interested in earning additional floor area, height, or dwelling units in exchange for providing affordable housing at the levels of affordability set out in [Section 14-702\(7\)\(a\)](#) of the Zoning Code or entering into a payment-in-lieu agreement.
- Residential Housing Projects located in the /MIN Mixed Income Neighborhoods Overlay (see [Section 14-533](#) of the Zoning Code for details)

### CONTACT:

Department of Planning and Development  
One Parkway Building, 13th Floor  
1515 Arch Street, Philadelphia, PA 19102  
[planning.development@phila.gov](mailto:planning.development@phila.gov)

## RELEVANT DOCUMENTS:

Affordable Housing Bonus Review Overview, [MIHB Resources](#). For procedures for waiver requests in the /MIN Mixed Income Neighborhoods Overlay District, see Section 9.12 of the Planning Commission Regulations.

Obtaining the MIHB requires obtaining a Zoning Permit and Building Permit. Applications are to be submitted in the [eCLIPSE](#) system. To apply, the applicant submits an acknowledgement form with their zoning permit, which must be certified by the Planning Commission prior to zoning permit issuance. To get a Building Permit, the applicant must enter into a legal agreement with the City, either by recording a deed restriction with a PCPC-approved affordable building plan or, in the case of payment-in-lieu, completing a payment agreement and submitting receipt of payment.