



CITY OF PHILADELPHIA

DEPARTMENT OF LICENSES & INSPECTIONS
Municipal Services Building - 11th Floor
Philadelphia, PA 19102-1687
(215) 686-2400

CARLTON WILLIAMS SR.
Commissioner

June 20, 2014

Commissioner Decker
Department of Records
Room 156, City Hall
Philadelphia, PA 19107

Re: Regulations Under Philadelphia Code Provisions A-1001.7 (Work Site Signage)

Dear Commissioner:

Pursuant to section 8-407(a) of the Philadelphia Home Rule Charter, I am submitting regulations governing amendments to the Philadelphia Code; Title 4; Section A-1001.7 pertaining to Work Site Signage.

The proposed regulation has been reviewed by Lewis Rosman, Senior Attorney, Law Department, and found to be legal and in proper form.

Please take all necessary steps to advertise these regulations for formal adoption.

Sincerely,

A handwritten signature in cursive script, reading "Carlton Williams Sr.".

Carlton Williams Sr.
Commissioner

Attachments

cc: Michael E. Fink, Deputy Commissioner

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City of Philadelphia
Law Department

Memorandum

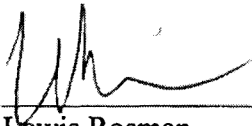
TO: Carlton Williams, Commissioner of Licenses and Inspections

FROM: Lewis Rosman, Senior Attorney

DATE: June 17, 2014

SUBJECT: Regulations Under Philadelphia Code Provision A-1001.7 ("Work Site Signage")

I have reviewed the attached "Regulations Under Philadelphia Code Provision 1001.7 ("Work Site Signage")" that was submitted to the Law Department and find the regulations to be legal and in proper form. In accordance with Section 8-407(a) of The Philadelphia Home Rule Charter, you may forward this Regulation to the Department of Records where it will be made available for public inspection.



Lewis Rosman
Senior Attorney

Attachment

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Department of Licenses and Inspections
Regulations Under Philadelphia Code Provision A-1001.7
(“Work Site Signage”)

The following regulations are adopted under Title 4, Subcode A of The Philadelphia Code, Chapter 10 (“Work Site Public Safety, Worker Training Identification and Signage”).

THE PHILADELPHIA CODE

TITLE 4; SUBCODE A
(THE PHILADELPHIA ADMINISTRATIVE CODE)

* * *

CHAPTER 10. WORK SITE PUBLIC SAFETY, WORKER TRAINING IDENTIFICATION,
AND SIGNAGE

* * *

Current Code Language:

A-1001.1 Definitions. * * *

“Major Building.” A building that is either:

1. More than 3 stories in height; or
2. More than 40 feet (12,192 mm) in height; or
3. Covers 10,000 square feet (929 square meters or more of lot space, regardless of height).

* * *

A-1001.7 Work Site Signage.

A-1001.7.1. Sign Requirements. Signs shall be posted at all construction or demolition sites in accordance with this Section.

A-1001.7.2. Project Information Panel Sign for Major Buildings. The signs required in this Section shall be constructed of ¾ inch plywood or sheet metal. The letters on the required signs shall be black on white background, with lettering of at least 1.5 inches in height. The sign shall be prominently posted onsite in an area reasonably likely to draw the attention of persons passing by. A Project Information Panel sign shall be posted at all sites of new construction, structural alteration or demolition of Major Buildings containing the following information:

- (a) A rendering, elevation drawing, or zoning diagram of the building exterior that does not contain logos or commercially recognizable symbols;

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- (b) A title line stating "Work in Progress" and specifying the intended type(s) of Building Code Occupancy Classification(s);
- (c) Anticipated project completion date;
- (d) The name or corporate name, physical address, and telephone number of the owner of the property;
- (e) Website and telephone number of the project developer or development company, if applicable;
- (f) The corporate name and telephone number of the general contractor, or for a demolition site, the demolition contractor;
- (g) A statement, in both English and Spanish printed as follows: "TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE, CALL 311 or 911."; and
- (h) A copy of the primary project permit, with the accompanying text "To see other permits issued on this property, call 311 or visit www.phila.gov/li." The permit shall be laminated or encased in a plastic covering to protect it from the elements or shall be printed directly onto the project information panel.

EXCEPTION: A rendering, elevation drawing, or zoning diagram of the building exterior is not required for demolition projects.

New Regulations:

A-1001.7.2 (R). Specific Requirements for Project Information Panel Signs for Major Buildings.

1. **General.** Project information panels shall have a professional appearance and shall meet the formatting, material and size requirements set forth in these regulations. Any deviations shall require approval of the Department prior to installation. Hand-written panels shall not be permitted.
2. **Responsibility.** It shall be the responsibility of the contractor listed on the primary building permit and the owner of the property to develop, install and maintain the project information panel.
3. **Alterations and Partial Demolitions of Major Buildings.** In addition to the requirements otherwise set forth in the Code, a project information panel shall be installed where any alteration to the building façade, or any demolition activity which impacts the exterior of the building, is to be performed at a level above the 3rd story or above 40 feet from grade.
4. **Applicability.** The following shall not require project information panels, but shall require project information signs pursuant to Section A-1001.7.3:
 - a. New construction, structural alteration or demolition of 3 story buildings with rooftop access structures.
 - b. New construction, structural alteration or demolition of 3 story buildings with an average roof height less than 40 feet. Parapet walls shall not be included in determining the height of a building.
 - c. Alteration or demolition limited to the interior of buildings of any height, which alteration or demolition does not impact the exterior of the building.
 - d. Alterations or demolition of building façades below the 4th floor level or below 40 feet, whichever is less.
 - e. Additions to existing structures where the addition is constructed to a height of less than 40 feet above grade, regardless of the height of the existing structure.

- f. Specific projects as approved by the Commissioner which, in his or her judgment meet the intent of the Code with respect to requirements for project information signs rather than for project information panels.

5. Alterations and Partial Demolitions of Major Buildings. A project information panel shall be installed where any alteration to the building façade or any demolition activity which impacts the exterior of the building is to be performed at a level above the 3rd story or above 40 feet from grade.

6. Location. The bottom of the panel shall be a minimum of 4 feet above grade and the top of the panel shall be a maximum of 8 feet above grade. The sign shall be visible to the general public at all times. A project information panel shall be required on each street frontage of the building. The primary building permit shall be posted within 6 inches of the project information sign.

7. Installation. The panel shall be securely attached to the building, covered walkway, barrier, construction railing or construction fence, or shall be mounted on posts. The panel shall be properly supported to prevent against wind loads and be free of sharp edges, protruding nails, or similar hazards. The project information panel shall be installed at the site a minimum of 24 hours prior to commencement of any construction or demolition activity and remain visible to the public until all work is completed.

Exception. Where work associated with a major building is started as an emergency to address unsafe conditions, the project information panel shall be installed within 72 hours of the start of such work.

Note: For purposes of ensuring prevention of damage to properties designated historic, the installation of project information panels at properties designated as historic pursuant to Section 14-1000 of the Philadelphia Code shall require prior approval of the Philadelphia Historical Commission."

8. Multiple Buildings. Where multiple major buildings are being constructed, structurally altered or demolished, a single panel on each street frontage shall be required.

9. Material Requirements. The project information panel may be constructed of durable and weatherproof material such as vinyl, plastic, or aluminum, as well as ¾ inch plywood and steel. Other materials shall require the approval of the Department. All material shall be flame retardant material in accordance with NFPA 701 or listed under UL 214.

10. Message Content. The project information panel shall be legible. In addition to the requirements established by Code Section A-1001.7, the message content shall include the property address as listed on the permit. If the information related to the content changes (e.g. new corporate address or telephone number) during the construction or demolition project, the panel must be updated to reflect such changes.

11. Renderings. A rendering or elevation drawing shall not be required for project information panels associated with existing major buildings where the proposed alterations will not alter the appearance of the existing façade.

12. Size Requirements. The project information panel shall be a minimum of 3 feet in height and 5 feet in width and a maximum of 4 feet in height and 6 feet in width.

13. Font Requirements. The project information panel content must be written in the Calibri font or similar sans serif font style, with letters a minimum of 1.5 inches high, as measured by the upper case character.

14. Maintenance and Removal. Panels shall remain legible and in good condition during the construction or demolition. Damaged panels shall be replaced. Relocated panels shall be securely installed. Panels shall be removed upon the earlier of (a) issuance of final approval or Certificate of Occupancy; (b) when all work covered under the various permits has been inspected and approved; or (c) 20 days after completion of work.

Current Code Language:

A-1001.7.3. Project Information Sign for All Other Buildings. The signs required in this Section shall be printed by the Department on paper no smaller than 11in. x 17in. The letters on the required sign shall be black on yellow background. The sign shall be prominently posted onsite in an area reasonably likely to draw the attention of persons passing by. This sign shall be posted at all sites of new construction, structural alteration or demolition of all buildings that are not Major Buildings, and shall contain the following information.

- (a) A title line stating "Work in Progress" and specifying the intended type(s) of Building Code Occupancy Classification(s);
- (b) Anticipated project completion date;
- (c) The name or corporate name, physical address, and telephone number of the owner of the property;
- (d) The corporate name and telephone number of the contractor of record on the primary project permit, or for a demolition site, the demolition contractor;
- (e) A statement, in both English and Spanish printed as follows: "TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE, CALL 311 or 911."; and
- (f) A statement printed as follows: "To see other permits issued on this property, call 311 or visit www.phila.gov/li."

New Regulations:

A-1001.7.3(R) Specific Requirements for Project Information Signs for All Other Buildings.

1. **General.** Project information signs shall be those provided by the Department or printed from the Department's template meeting the formatting, material and size requirements set forth in these regulations. Any deviations shall require approval of the Department.
2. **Responsibility.** It shall be the responsibility of the contractor listed on the primary building permit and the **property** owner to install and maintain the project information sign.
3. **Alterations and Partial Demolitions.** In addition to the requirements otherwise set forth in the Code, a project information sign shall be installed where any alteration to the building façade or any demolition activity impacting the exterior of the building is to be performed.
4. **Exceptions.** Project information signs are not required:
 - a. Where the work is limited to plumbing, electrical, mechanical or fire suppression installations; or
 - b. Where the work is limited to non-structural interior alterations.

5. **Additions and Decks.** The construction of additions or decks shall be considered a structural alteration and shall require installation of a project information sign.
6. **Location.** The bottom of the sign shall be a minimum of 4 feet above grade and the top of the sign shall be a maximum of 7 feet above grade. The sign shall be visible to the general public at all times. A project information sign shall be required on each street frontage of the building. The primary building permit shall be posted within 6 inches of the project information sign.
7. **Installation.** The sign shall be securely attached to the building, covered walkway, barrier, construction railing or construction fence, or shall be mounted on posts. The sign shall be installed at the site prior to commencement of any construction or demolition activity and remain visible to the public until all work is completed.

Exception. Where work is started as an emergency to address unsafe conditions, the sign shall be installed within 24 hours of the start of such work.

8. **Floors Above First Floor.** Where the demolition is limited to the interior of any floor above the first floor, in lieu of the sign at the first floor, the sign may be posted in a common area of the floor(s) where the alteration is to occur, visible to those entering that floor.
9. **Maintenance and Removal.** Signs shall remain legible and in good condition during the construction or demolition. Damaged signs shall be replaced. Signs shall be removed upon completion of work.

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