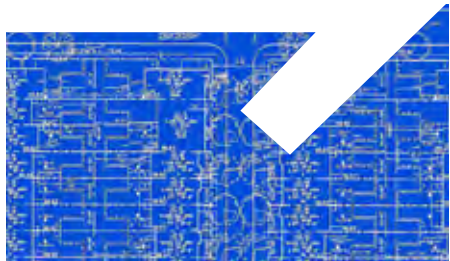


Philadelphia's Development Permit Review Process: Recommendations for Reform



January 2010



City of Philadelphia
Hon. Michael A. Nutter, Mayor



City of Philadelphia

Hon. Michael A. Nutter, Mayor

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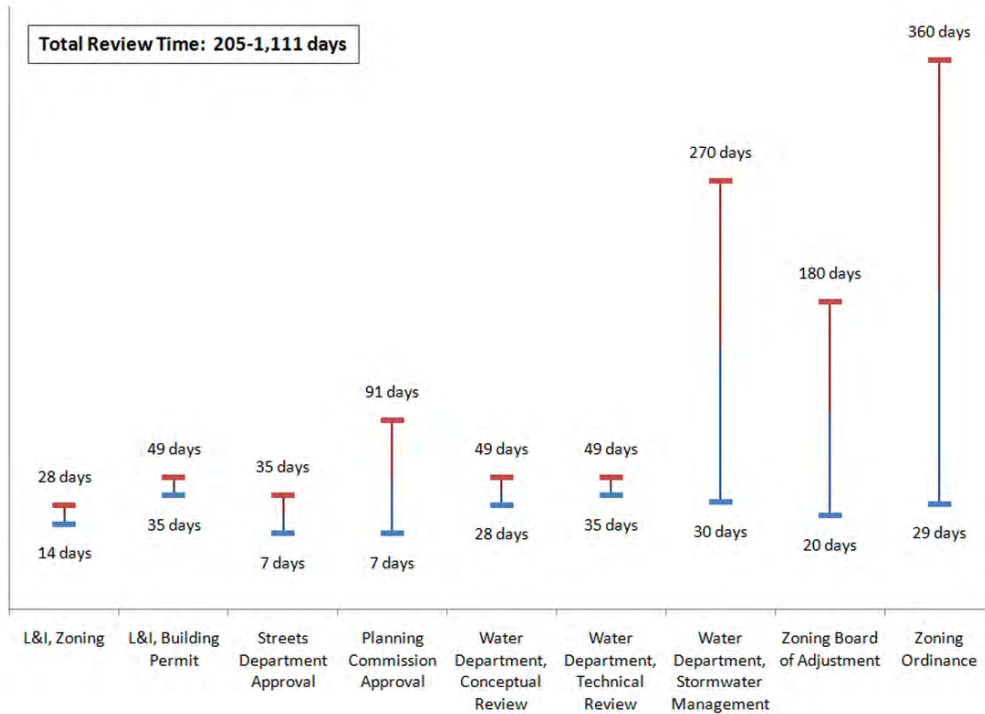
EXECUTIVE SUMMARY

Philadelphia’s development permitting process is confusing, unpredictable, time-consuming and costly for anyone trying to do business in the City of Philadelphia. Up to 14 City agencies may process a single building permit application. Due to the absence of a coordinated permit intake system, customers must physically take their applications, step-by-step, to these approval authorities, each with its own set of procedures and requirements.

Because agencies review applications sequentially, typical cumulative permit processing times range anywhere from 156 to 571 days¹; if a development requires variances or ordinances, the processing time can increase to over 1,000 days. Adding to the unpredictability of the process, the permitting system mixes applications for major developments with those for very simple building upgrades, preventing City agencies from effectively allocating their resources so that they may deliver consistent and prompt services to applicants.

Internal and external stakeholders view the development process as a major barrier to entry for “outsiders” wanting to invest in the Philadelphia marketplace. For investors that elect to navigate the City’s difficult development process, permitting delays can have a demonstrable impact on the cost of development². Given the current economic climate, Philadelphia can no longer afford to allow an inefficient process stifle reinvestment and growth. This document proposes several solutions to transform the development process into a system that is fast, efficient, clear, affordable and predictable. Pursuit of these recommendations will lower the City’s costs of regulating construction, increase private investment, raise tax revenues, and create jobs while still ensuring that buildings meet the highest safety standards.

Figure: Total Permit Processing Times, March 2008



1 Based on data collected in March 2008.

2 Cost increases are attributed to the maximum approval time (571 days) less the minimum approval time (156 days). To be more specific, a 415 day delay can add as much as 2 to 5 percent to the total development cost.

PROJECT HISTORY

Starting with the Building Industry Association (BIA) of Philadelphia's 2004 report "If We Fix It, They Will Come", the City began reviewing the business processes of 10 key areas identified by developers and contractors. One of those areas was better use of technology to make permitting faster, more responsive and more consistent. Working with the BIA, the City identified an opportunity to use technology and software to allow applicants to submit plans electronically through one central system that could then distribute the plans electronically to the appropriate departments.

Although this would create a single point of entry for applicants, many were concerned that without examining and fixing the business process behind how the City reviews applications, the net impact of an electronic submittal system would be minimal. About a year ago, a group of senior representatives from the development line agencies started to meet on a regular basis to determine how we tackle the larger task of reviewing and improving our business process of receiving and processing applications.

With funding from the William Penn Foundation, the City of Philadelphia partnered with Clinton Rubin Management Consulting to undertake the project of improving the development permitting process. The project has five goals:

1. **Yield a quicker and more efficient permitting process;**
2. **Make permitting results predictable;**
3. **Improve customer satisfaction;**
4. **Attract outside developers and investors; and**
5. **Increase investment and development in Philadelphia.**

By achieving these goals, the project will succeed in its purpose is to create a simple, efficient, consistent and cost-effective business process for issuing permits.

THE DEVELOPMENT PERMITTING PROCESS REVIEW PROJECT

There are three major phases of the development permitting process review project. Phase 1 compares Philadelphia's development process to Best Practices in peer cities. Phase I is also a comprehensive analysis of our regulatory structure; the authorities that the City Charter or other applicable regulations grant to each Department; and the business process by which projects secure all of the necessary permits and approvals required for development. Phase 1 was completed in October 2009.

- Best Practices Research: The project surveyed 33 cities, each with a population of at least 500,000, to distill best management practices undertaken by development agencies throughout the country.

Austin, TX	Houston, TX	Sacramento, CA
Baltimore, MD	Indianapolis, IN	Salt Lake City, UT
Boston, MA	Jacksonville, FL	San Antonio, TX
Charlotte, NC	Las Vegas, NV	San Diego, CA
Chicago, IL	Los Angeles, CA	San Francisco, CA
Columbus, OH	Memphis, TN	San Jose, CA
Dallas, TX	Milwaukee, WI	Seattle, WA
Denver, CO	Nashville, TN	Tucson, AZ
Detroit, MI	New York, NY	Washington, DC
El Paso, TX	Phoenix, AZ	
Fort Worth, TX	Portland, OR	
Honolulu, HI	Riverside, CA	

- Process Flow Analysis: The project team conducted interviews and focus groups with the seven agencies that process more than 90% of all municipal permits and approvals: the Department of Licenses and Inspections (L&I), the Streets Department, the Philadelphia Water Department (PWD), the Philadelphia City Planning Commission (PCPC), the Historical Commission, the Art Commission and the Zoning Board of Adjustment (ZBA).

Key staff defined the services and roles provided by each Department, described their daily operating procedures, and examined review times associated with each department review procedure. Using this data, the project team documented the work flows in the form of graphic process flow maps. The process flow maps aided in the identification of key problems and opportunities for improvement in the permitting process.

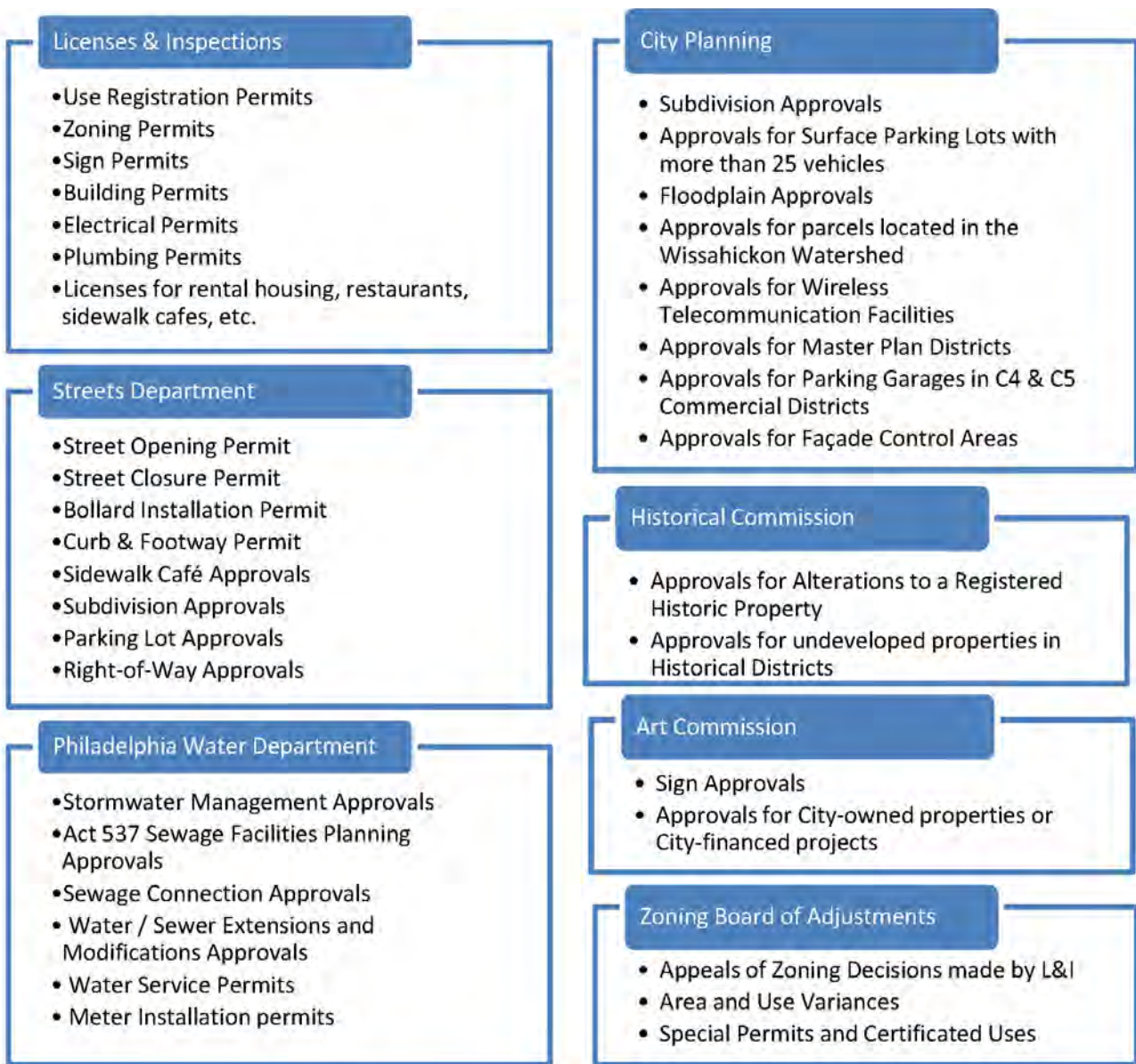


Figure: Department Responsibilities

Phase 2 consists of an evaluation of the permit review process and software development of an electronic permitting system. The process evaluation was completed in October 2009. Software procurement will be completed in December 2009.

- **Process Evaluation:** Under the guidance of Clinton Rubin Management Consulting, departmental focus groups analyzed the process flow maps generated during Phase I in order to identify work flow issues and to brainstorm potential solutions for inter-departmental and system-wide challenges. Based on the focus group sessions, the project team has developed process improvement implementation plans for each department and for the larger city-wide development process.
- **Software Development:** The project team is collaborating with the Department of Technology to evaluate several electronic plan submission software systems and permit wizards. Evaluation criteria include but are not limited to cost; software customization, flexibility and compatibility with existing systems; and ease of web communications. To facilitate software development, the project team is currently translating the data obtained during Phase I into a Rules Engine database. The Rules Engine database is a collection of logical expressions that describe all permit requirements, department approvals and submissions associated with any given project. The rules engine is the logic platform on which the electronic plan submission software will be constructed.

Phase 3 will be the Implementation Phase. The City agencies will implement the recommended process improvements and the City will beta-test and implement the electronic permitting system software. Process improvement implementation will streamline the underlying development permitting process. Meanwhile, the electronic permitting system will give anyone applying for a permit the ability to submit the application online and the City, through this technology, to distribute information to the necessary Departments. Applications will be processed concurrently where available, speeding-up the process and providing applicants with one point of contact and payment. Phase 3 is scheduled for completion in June 2010.



Figure: Project Timeline

KEY FINDINGS

Best Practices Research Results

Very few major cities have a clear development process, make information available on-line or have on-line applications. Notable exceptions include Boston, Chicago, Columbus, Dallas, Detroit, Indianapolis, Los Angeles, Milwaukee, New York, Salt Lake City, Seattle, and Washington, DC. Their experiences served as inspiration during the process evaluation phase. The eight most commonly-implemented best practices were:

1. Gateways & Coordination

Cities that adopt this approach: New York, Chicago, Dallas, Detroit, Milwaukee, Boston, Washington, DC.

There is a single point of entry for development applications and a single agency manages the entire development permitting process. Typically, applicants schedule an intake appointment and the intake officer processes and routes the application to all appropriate departments. The intake agency may assign a case manager to shepherd an application through the process from beginning to end.

2. Electronic Systems

Cities that adopt this approach: Chicago, New York, Columbus, Milwaukee, Washington, DC, Salt Lake City

Information technology that allows for downloading forms, submitting applications, checking plans, issuing permits, scheduling inspections and tracking application progress online.

The Philadelphia Water Department has launched an electronic system for Stormwater Management Conceptual Plan Review that resides on its www.phillyriverinfo.org website. Phillyriverinfo is the first step towards implementing this best practice at all of the City's agencies.

3. Expedited Permit Approval: Over-the-Counter

Cities that adopt this approach: Los Angeles, Chicago, Washington, DC

"Over the counter" or accelerated permit approval for work that does not require plan approval or review.

4. Expedited Permit Approval: Fast Track as an Incentive

Cities that adopt this approach: Chicago, Washington, DC

Cities offer expedited permit review (with no additional fee) as an incentive for developers to undertake projects that will benefit the community-at-large, such as green buildings.

5. Outsourcing

Cities that adopt this approach: Chicago, New York

Agencies streamline the permitting process and reduce the time and effort needed to review plans by City personnel by outsourcing technical review of plans to private firms or allowing self-certification for more routine construction elements, like plumbing systems.

6. Internal Process Tracking

Cities that adopt this approach: New York, Columbus, Milwaukee, Washington, DC

Departments monitor permit volume, types of applications, approval/rejection status, and/or level-of-service data on a regular basis. Cities most commonly conduct monthly tracking.

7. Development Packets

Cities that adopt this approach: Dallas, New York

A full-service guide for developers that details the necessary steps in applying for a permit, contact information, and all application forms.

8. Permitting Training and Information Sessions

Cities that adopt this approach: Boston, Seattle

Regularly-scheduled training or discussion seminars on how permitting works, what reviewers consider when working on a project, how to make incisive and influential comments to the reviewers, and agency responsibilities.

Philadelphia does offer some permitting training through the Department of Licenses & Inspections and the Philadelphia Water Department. To become a City of note in this regard, the City will need to integrate the remaining development agencies into the training program.

Process Flow Analysis

A number of strengths and weaknesses of the development permitting process emerged from the analysis of the process flow maps.

Overall, the City's strengths are:

- **Smooth Internal Processes:** Internal departmental processes are generally streamlined and function well.
- **Improvements to Internal Processes:** Each department is proactive about how to improve their internal processes, with a marked shift of focus from an agency-based perspective to a customer-based perspective. Recent actions taken by departments have reduced the range of permit review times from 156-571 days to 125-400 days¹ and include:

Licenses & Inspections

- Reduced L&I Counter wait times by 50%
- Cross-trained inspectors to provide better customer service
- Reduced review times by 25% to 15-20 days
- Scanned 300,000 zoning files that are now available on-line

Streets

- Instituted a 14-day review standard for partner agencies, which reduced processing times by 14 days
- Reduced processing time at survey districts by 50% to 21 days
- Allow for Letters of Credit instead of Bonding for private paving contracts

Philadelphia Water Department

- Reduced Conceptual and Technical review to under 10 days, representing a 45% reduction
- Published submission requirements on-line and created an on-line submission system for Conceptual Plans
- Outreach to educate the customer about the application process

Zoning Board of Adjustment

- Created FastTrack to allow smaller, uncontested projects to move forward quickly
- Worked with Licenses & Inspections for clear code interpretation

Philadelphia Historical Commission

- Amended its Rules and Regulations to allow Commission approval of non-controversial items via consent agenda (effective February 2010).
- Amended its Rules and Regulations to broaden the jurisdiction of administrative plan review (effective February 2010), which will increase the number of projects that may receive approval within five days or less.

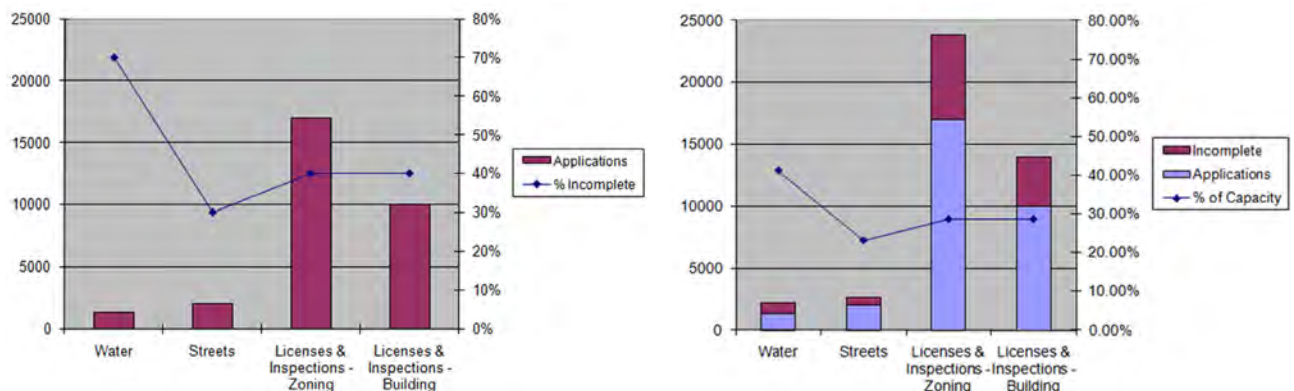
- **Customer Service:** A focus on customer service and being a value-added service to developers. Understanding that the development process in Philadelphia is complex, staff members in each department continually guide applicants through the process, both internally and externally. The City particularly excels in one-in-one customer service for the homeowner and small developer, who may be less familiar with the technical requirements of obtaining a building permit.

3 Based on data collected in July 2009.

Overall, the City's weaknesses are:

- Inefficient Communication and Coordination:** Poor communication and coordination between departments and to the customer causes significant delays in the approval process. The process within departments now takes 125 days, but it may take over 400 days for a customer to obtain all the necessary development permits. Why? The current development permitting system relies on the customer to know the process and to make all the required submissions to each department that must review the application. In reality, the permitting system is incomprehensible to many customers. Moreover, departments tend to operate in their own silos, and the lack of communication between departments causes confusion and often generates conflicting comments. The resulting delays in the approval process represent the bulk of the permitting cost for investors.
- Incomplete Plans:** The receipt of incomplete plans and applications is a frequent and recurring problem shared by all City departments. Up to 70 percent of applications are incomplete. In 2008, the City processed 42,310 applications. Of these, 30,000 permits were issued while 12,310 applications were incomplete, accounting for nearly one-third of the City's capacity. Incomplete plans tie up limited resources and personnel. The delays stack on top of each other and create bottlenecks that slow down the entire system and raise costs for all investors.
- Multiple Points of Contact:** The permitting process suffers from the absence of a single point of entry by which investors can enter the development process. The City's inability to communicate to investors with a single voice exacerbates and amplifies the problems in the business process of receiving and reviewing applications.
- Online Bill Payment Functionality:** At present, customers have no method for paying multiple invoices simultaneously. Rather, customers must visit each department to pay fees. This practice is unnecessarily repetitive for the customer, and results in duplicative services in all the departments.

Figure: Incomplete Plans as Percent of Applications and Percent of Capacity



RECOMMENDATIONS

Four broad principles underscore the issues identified during the focus group sessions.

A ccess.	24/7 access to permits and City resources online will allow the City to maintain efficient services and will save time and money for customers.
C ommunication.	Better communication between departments and the customers is essential for improved operational performance and customer satisfaction.
R eform.	Regulatory and legislative changes can improve outcomes for customers and City agencies.
E fficiency.	Streamlined business processes will yield a simpler and more efficient permitting process.

Building upon the **ACRE** principles, this report makes four sweeping recommendations to improve the development permitting process in Philadelphia:

1 Create and publish clear submission requirements and discourage the submission of incomplete plans:

- Post clear and visible submission requirements;
- Hold training sessions for the public;
- Screen applications for completeness and enforce a zero-acceptance policy for incomplete plans;
- Charge increasing fees for re-submittal of incomplete plans;
- Publish ratings of development professionals.

A significant reduction of incomplete plans could reduce total processing times from 125 days to 91 days, yielding savings for the City and investors.

2 Development of a Rules Engine: A rules engine database is a collection of logical expressions that describe all permit requirements, department approvals, fees and submissions associated with any given project. The rules engine will enable the creation of an electronic permitting system that will facilitate communication and align the processes of various city agencies by:

- Consolidating and streamlining the points of contact with the customer;
- Clearly delineating responsibilities by (1) documenting all of the permits that an applicant must acquire to develop a project; and (2) documenting all of the department approvals and application submissions associated with each permit.
- Creating an application progress- and time-tracking mechanism for both internal and external use.

The conceptual screen shots of the electronic system demonstrate how it can improve communication and coordination between the customer and city departments.

Figure: Conceptual Screenshot – Questionnaire

Question 1: What phase of development are you in?

Design / Pre-Construction
 Construction **Next**

Question 2: Will the proposed project involve new construction or the repair, alteration, or demolition of a structure? YES NO

> **If no**, will the project require:

- > A change the use of / establish a new business at the property? Yes No
- > The installation of a sign or billboard? Yes No

> **If yes**, will the project involve:

- > New Construction? Yes No
- > Relocation of lot lines? Yes No
- > Creation of off-street parking / reconfiguration of existing parking (> 2 spaces)? Yes No
- > Repairs, alterations, additions, demolition, or partial demolition? Yes No
- > Installation of foundations for tanks or equipment? Yes No
- > Construction, alterations, or demolition of a fire suppression system? Yes No
- > Construction, alterations, or demolition of a cooking extinguishment system? Yes No
- > Mechanical work (duct work, fuel gas, HVAC, etc)? Yes No
- > Installation, alteration, renewal, replacement and repair of plumbing? Yes No
- > Installation, alteration, replacement or repair of electrical / communication systems? Yes No
- > The installation of a sign or billboard? Yes No

Question 3: What is the total development area?

Less than or equal to 15,000 square feet
 Greater than 15,000 square feet **Next**

Question 4: What kind of off-street parking?

Surface lot
 Parking garage **Next**

Question 5: Is the parcel(s) located in a: [Click here to look up zoning on City Maps](#)

RC District?
 Within the area bounded by the Schuylkill River, Delaware River, Girard Ave and Spruce **Next**

Question 6: How many parking spaces does the proposed development accommodate?

Less than or equal to 25 spaces
 Greater than 25 spaces **Next**

*Conceptual User Interface – for discussion purposes only

Figure: Conceptual Screenshot – What Permits Do I Need?

Please obtain the following permits prior to construction:

> **ZONING AND USE PERMIT**

Required Documentation:
 Application for Zoning / Use Registration Permit
 Site Plan (6 sets), stamped by:
 Philadelphia Water Department, Stormwater Division
 Planning Commission, Development Planning
 Philadelphia Streets Department, Traffic Engineering

Obtain Application and Submit To:
 Philadelphia Licenses & Inspections
 Permit Services, Zoning Unit
 Municipal Services Building, Concourse
 1401 JFK Blvd, Philadelphia, PA 19102
 Phone: 311

[Download Application Form](#)

* Average L&I Review Time: 2 Hours

Next

*Conceptual User Interface – for discussion purposes only

Figure: Conceptual Screenshot – Plan Approvals

Project Transaction ID: xxx-xxx-xxx
Project description: Surface parking lot

Project Details:

Curb cut > 30 feet? Parcel located within the Schuylkill River, Delaware River, Girard Ave and Spruce
 Parking spaces > 3? Parcel in a RC District?
 Parking spaces > 25?

Plan approvals required by:

City Planning Commission, Development Planning	Review Status: <input type="radio"/> Awaiting info/fees <input checked="" type="radio"/> Under Review <input type="radio"/> Approved <input type="radio"/> Denied	Reviewer Contact: Jane Smith jane.smith@phila.gov 215-xxx-xxxx 1515 Arch Street, 13 th Fir
Streets Department, Traffic Engineering		
Water Department, Stormwater Division		

*Conceptual User Interface – for discussion purposes only

The benefits of the electronic permitting system are many. It will make what should be a 125-day process actually take 125 days. It will allow agencies to review the status of an application, coordinate comments, and resolve issues internally before talking to the customer. For the investor, the rules engine and electronic permitting system will have the biggest impact toward reducing the cost of development permitting.

- 3 Enable a Method for Customers to Submit Payments Online:** Online bill pay will eliminate duplicative services in all City departments and allow a customer to pay multiple invoices at the same time. To achieve the City's goal of creating a simple, efficient, consistent and cost-effective business process for issuing permits, the final step in the development process must be convenient for the customer.
- 4 Establish a Director of Development:** A proposed Director of Development allows for all the various comments and concerns to be coordinated in a single place and communicated clearly to the customer. A Director of Development is a single gateway into the development process that will accelerate the review process, facilitate the movement of applications between departments, resolve conflicting comments, and communicate to the customer with a single voice.

STRUCTURE OF THIS REPORT

This report is organized into seven chapters, one for each department included in this study. Each chapter will describe the department's organizational structure and primary responsibilities, provide the process flow diagrams generated during the first phase of this project, discuss the key strengths and weaknesses of the departmental procedures, and finally make specific recommendations for improving their internal procedures. These detailed recommendations must be implemented in combination with the City-wide recommendations outlined in the executive summary to maximize results.

For reference, the report includes two appendices. Appendix A contains permit guides for permits that L&I, the Streets Department and the Water Department frequently issue to customers. Each permit guide summarizes the permit's applicability and exemptions, lists the required submissions and describes all the pre-requisite approvals. Appendix B is a secondary reference that details the specific requirements for permit submissions, as well as any additional submissions required for pre-requisite approvals. Together, these appendices may be used as an intermediate development permitting process guide until the final software launch of the electronic permitting system.

Chapter 1

Department of Licenses & Inspections

COMMISSIONER FRAN BURNS

Municipal Services Building

1401 JFK Boulevard

Philadelphia, PA 19102

<http://webapps.phila.gov/li/>

DEPARTMENT OF LICENSES & INSPECTIONS

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The Department of Licenses & Inspections (L&I) administers and enforces the City's code requirements for the enhancement of public safety. They include building, plumbing, electrical, mechanical, fire, property maintenance, business, and zoning regulations. **Permit Services** and the **District Offices** are L&I's key permitting divisions and issue most of the permits allowing construction in the City of Philadelphia. Their primary responsibility is to ensure that all development projects comply with the City's code regulations. L&I issues several development permits:

- Use Registration Permit – Authorizes a particular use of a property
- Zoning Permit – Certifies that the development complies with zoning regulations
- Building Permit – Certifies that the development complies with building codes
- Electrical Permit – Certifies that the development complies with electrical codes
- Plumbing Permit – Certifies that the development complies with plumbing codes
- Web/EZ Permit – Certifies that minor construction and alterations complies with building codes

L&I also regulates the conduct of business by issuing licenses, conducting inspections, and enforcing the applicable codes and regulations. **License Issuance** is responsible for issuing licenses for activities conducted in buildings as well as many of the trades that perform construction activities. Two of the most frequently-issued licenses related to property development are:

- Housing Inspection License – Allows an owner to lease residential units to tenants
- Food License, Permanent Locations – Allows an owner to operate a food-service business

In total, there are six permitting units and one licensing unit performing the following functions and responsibilities:

As the enforcer of the City's property development regulations, L&I sees every development project in the City of Philadelphia, whether it is a minor home improvement project requiring a simple online permit, or a large development project that needs to acquire multiple zoning, building, plumbing, and electrical permits. L&I also interacts on a regular basis with several City agencies - such as Streets, the Water Department, the Planning Commission, the Art Commission, the Historical Commission, the Fairmount Park Commission, and the Philadelphia Health department – to verify that a proposed development project complies with the regulations administered by these agencies prior to issuing any permits granting approval for construction.

Unit	Permitting Function	Permits / Licenses Issued	Approvals
Permit Services, Zoning Unit	Administers and enforces the Zoning Code (Chapter 14 of the Philadelphia Code), and issues zoning permits and use registration permits.	<ul style="list-style-type: none"> • Use Registration Permit • Zoning Permits 	
Permit Services, Permit Control Unit	Enforces applicable construction codes and issues building permits for one- and two-family dwellings and minor structural alterations to buildings	<ul style="list-style-type: none"> • Building Permits for 1- and 2-family dwellings and minor structural alterations 	
Permit Services, Mechanical Services	Issues plumbing and electrical permits to licensed / registered contractors	<ul style="list-style-type: none"> • Plumbing Permit • Electrical Permit 	
Permit Services, Engineering Services	Issues building permits for new construction, major structural alterations, fire suppression systems, and certificates of occupancy	<ul style="list-style-type: none"> • Building Permits for new construction, major structural alterations, fire suppression, and certificates of occupancy 	
L&I Website	Issues permits online for work of limited scope ('Web Permits')	<ul style="list-style-type: none"> • Web Permits 	
District Offices	Issue permits for work of limited scope ('EZ Permits') and inspects construction to ensure conformance to plans and codes	<ul style="list-style-type: none"> • EZ Permits 	<ul style="list-style-type: none"> • Building Inspections
License Issuance	Issues original and renewal city business licenses as well as a number of occupational trades licenses	<ul style="list-style-type: none"> • Housing Inspection License • Food Licenses 	

PROCESS FLOW ANALYSIS

Key department staff identified eight primary development permitting process flows during their interviews with the project team: use registration permits; zoning permits; building, plumbing and electrical permits; web permits; EZ permits; inspections; housing inspection licenses; and food licenses for permanent locations.

1. Use Registration Permit Issuing Unit: Zoning Unit

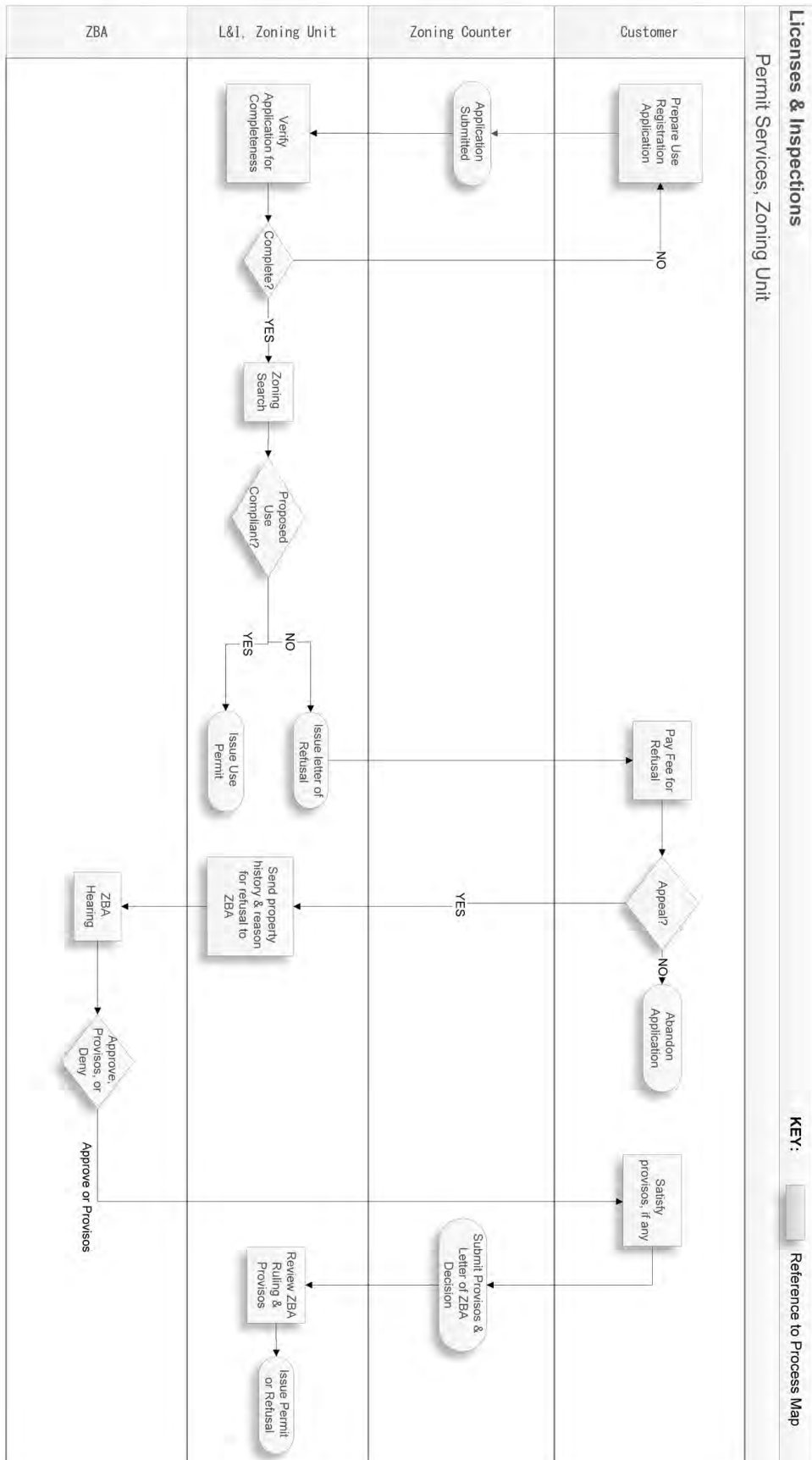
L&I's Zoning Unit issues use registration permits that authorize a particular use of a property. Property owners and developers must obtain use registration permits whenever they propose a new use for a property. The Zoning Unit has a 2-hour service standard from walk-in to final review, with a 99% achievement rate. If the Zoning Unit refuses to issue a permit for a use unauthorized by the Zoning Code, the applicant has the option to appeal before the Zoning Board of Adjustment (ZBA).

Unfortunately, the appeal process is not as efficient as the permitting process. The ZBA hears 35 percent of all permit applications and a much larger percentage of applications for large-scale development¹. As a result, the zoning appeal process can take up to three months. Adding more delays to the system, applicants too frequently return to the Zoning Unit expecting to receive a permit without having satisfied the provisos (special limitations or conditions) attached to a particular application by the ZBA.

For more information, contact:

Permit Services, Zoning Unit
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2576 | permit.services@phila.gov
Permit Application available at: <http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>

1 The Building Industry Association of Philadelphia, *If We Fix It, They Will Come*, October 2004, p. 3.



2. Zoning Permit
Issuing Unit: Zoning Unit

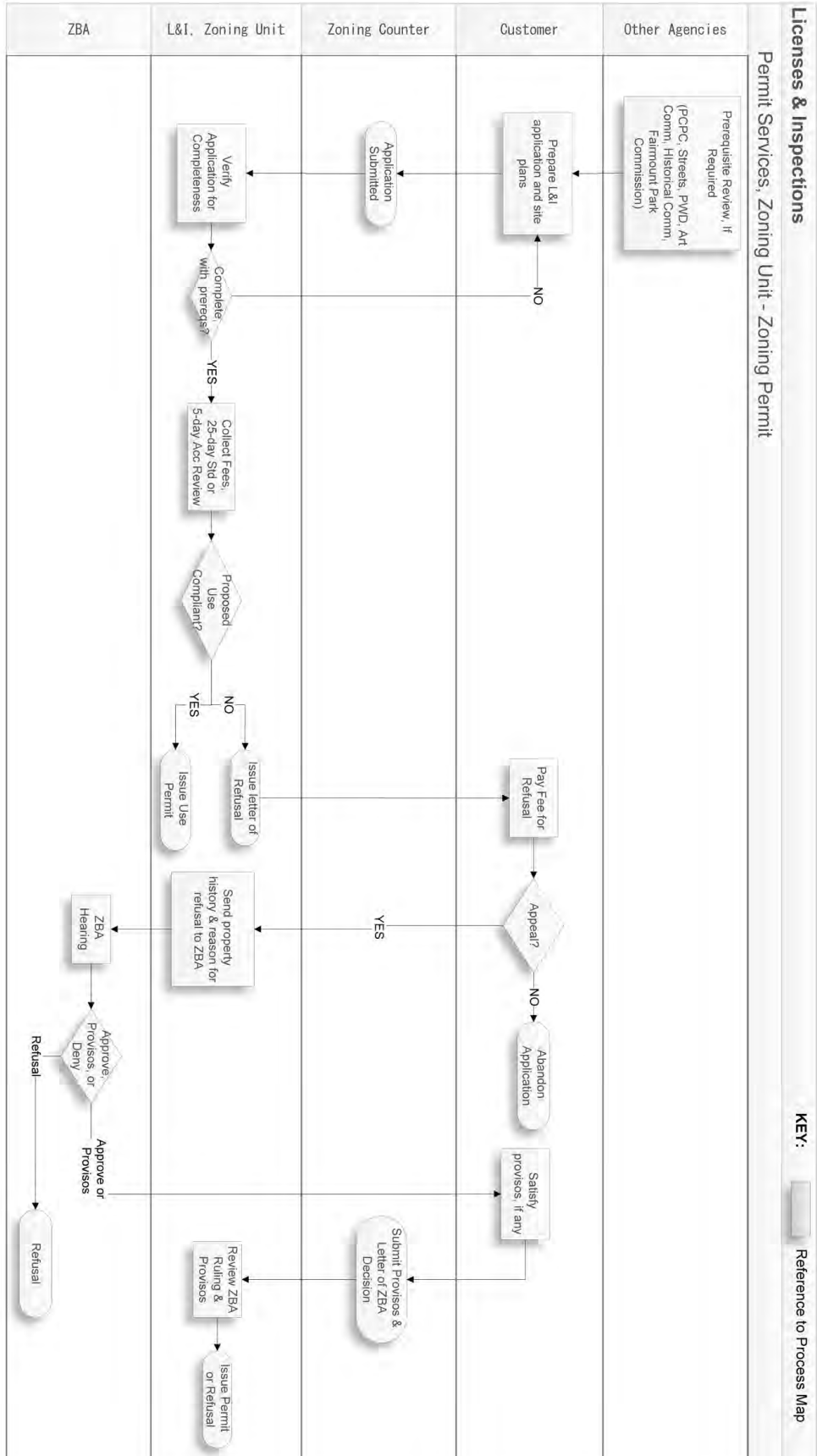
Zoning Permits authorize new construction, building additions and the creation or relocation of lot lines. Zoning permit plans and applications frequently require pre-requisite review from the Planning Commission, Streets Department, Philadelphia Water Department, Art Commission, Historical Commission, and Fairmount Park Commission, among others, before the L&I Zoning Unit can issue the permit. Without pre-requisite approval or complete site plans, the Zoning Unit cannot complete its review of a zoning permit. Therefore, the processing time for application intake is highly variable depending on completeness of site plans and the degree of external plan review.

Once the Zoning Unit is able to accept an application, it will review the plan within 25 business days, or 5 business days if the applicant has paid the additional accelerated review fee. The Zoning Unit achieves the 25-day standard review goal 99% of the time. As was the case with use registration permits, the applicant has the right to appeal the Zoning Unit's refusal of an application to the ZBA. The ZBA process may take up to 3 months.

If the proposed development satisfies the requirements of the Zoning Code, the Zoning Unit will issue an approved zoning permit. The zoning permit signals that the development activity complies with the City's regulations governing the location, size, bulk and height of buildings and other structures, but does not solely authorize construction. The applicant must also demonstrate that the proposed development will comply with the building construction standards enforced by L&I (see item 3).

For more information, contact:

Permit Services, Zoning Unit
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2576 | permit.services@phila.gov
Permit Application available at: <http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>



3. Building, Plumbing and Electrical Permits
Issuing Units: Permit Control Unit, Mechanical Services, Engineering Services

Electrical, plumbing and building permits certify that the development will comply with the Philadelphia Building Construction and Occupancy Code (BCOC), which provides minimum standards for the design, construction, quality of materials, and occupancy of buildings to protect safety, property and public welfare. The BCOC is based on the International Code Council's (ICC) model code with local modifications, in accordance with the Pennsylvania Uniform Construction Code (PA UCC).

Depending on a project's specifications, these construction permits will require pre-requisite review (from the Planning Commission, Streets Department, Philadelphia Water Department, Art Commission, Historical Commission, and Fairmount Park Commission, among others) before L&I can issue the permit. Plans examiners from Permit Control, Mechanical Services and Engineering Services will, however, still accept and begin processing applications without pre-requisite approvals, allowing applicants to obtain the required approvals from external agencies while L&I conducts its technical review of the plans. The processing time for application intake is consequently highly variable. L&I's internal review times vary from 15 to 25 business days depending on the scope of the project (residential, commercial, plumbing or electrical).

For more information, contact:

Permit Services

Municipal Services Building—Concourse Level

1401 John F. Kennedy Boulevard

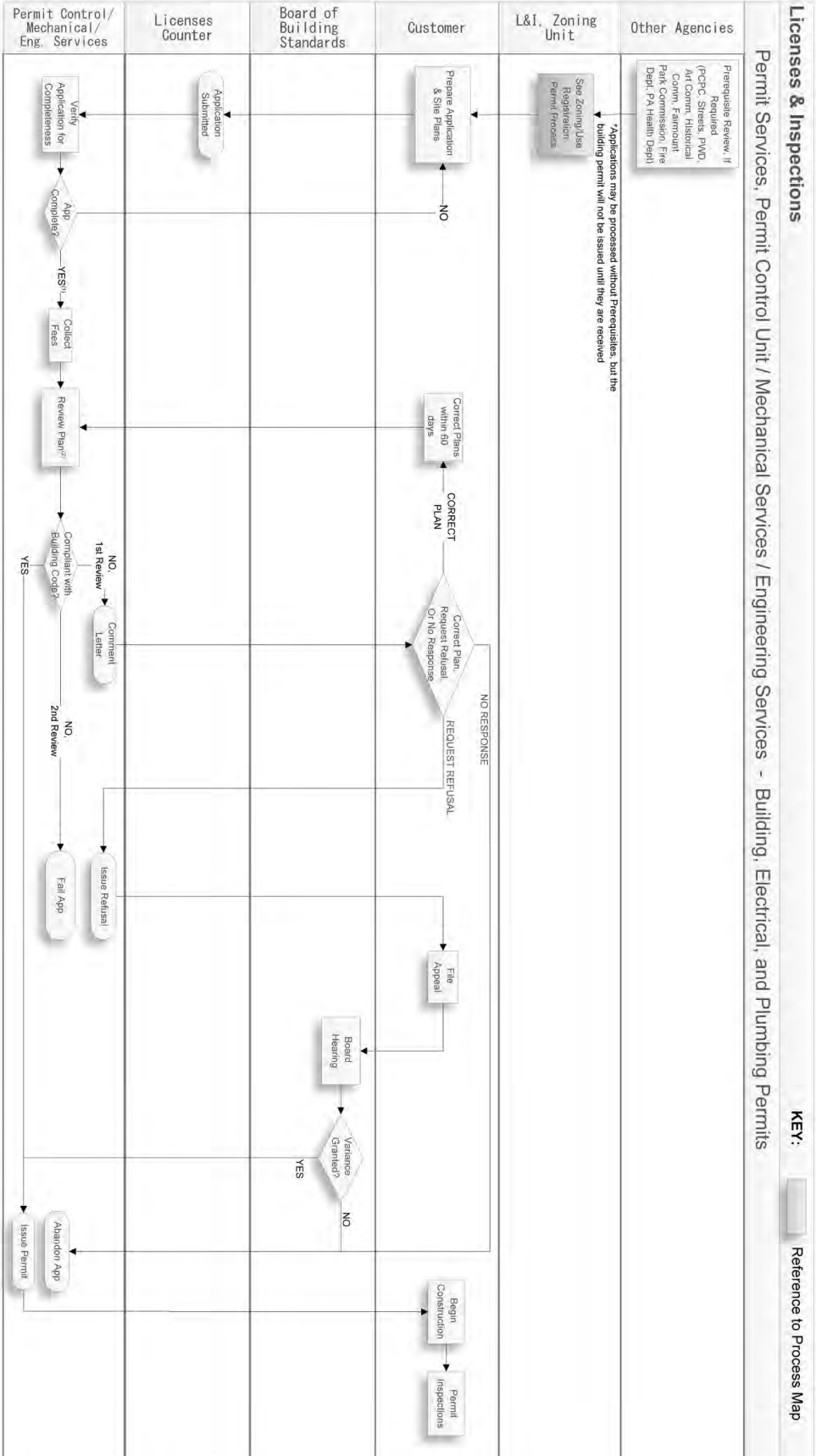
Philadelphia, PA 19102

215.686.2471 | permit.services@phila.gov

Building Permit Application available at: http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

Plumbing Permit Application available at: <http://webapps.phila.gov/li/UpdDocs/81-21A.pdf>

Electrical Permit Application available at: <http://webapps.phila.gov/li/UpdDocs/81-611A.pdf>



NOTES:

(1) Forward to appropriate unit: Permit Control (1- and 2-family dwellings and minor structural alterations), Mechanical Services (plumbing and electrical permits), Engineering Services (new construction, major structural alterations, fire suppression systems, and certificates of occupancy)

(2) Standard review time is 20 business days, but may increase to 30 business days if application volume increases. Accelerated Review time is 5 business days. The goal for reviewing resubmissions is 10 business days.

4. **Web Permits**

Issuing Unit: L&I Web Site

Developers may purchase certain plumbing, electrical and building permits online for work of a limited scope, such as small above-ground pools, duct work, exterior wall coverings, interior demolition, porch floors, relocation of diffusers, relocation of sprinkler heads and replacement of exterior windows and doors. The online permitting system is convenient for customers and reserves L&I personnel for more complicated project reviews. However, current problems exist with the third-party credit card processing system. If there is an error during payment processing, the third-party credit card system voids the entire permit application, not the single credit card transaction, within 48 hours. This issue causes undue confusion, and wastes resources for the customer and for Permit Services staff that must resolve each case-by-case problem.

For more information, contact:

Permit Services

Municipal Services Building—Concourse Level

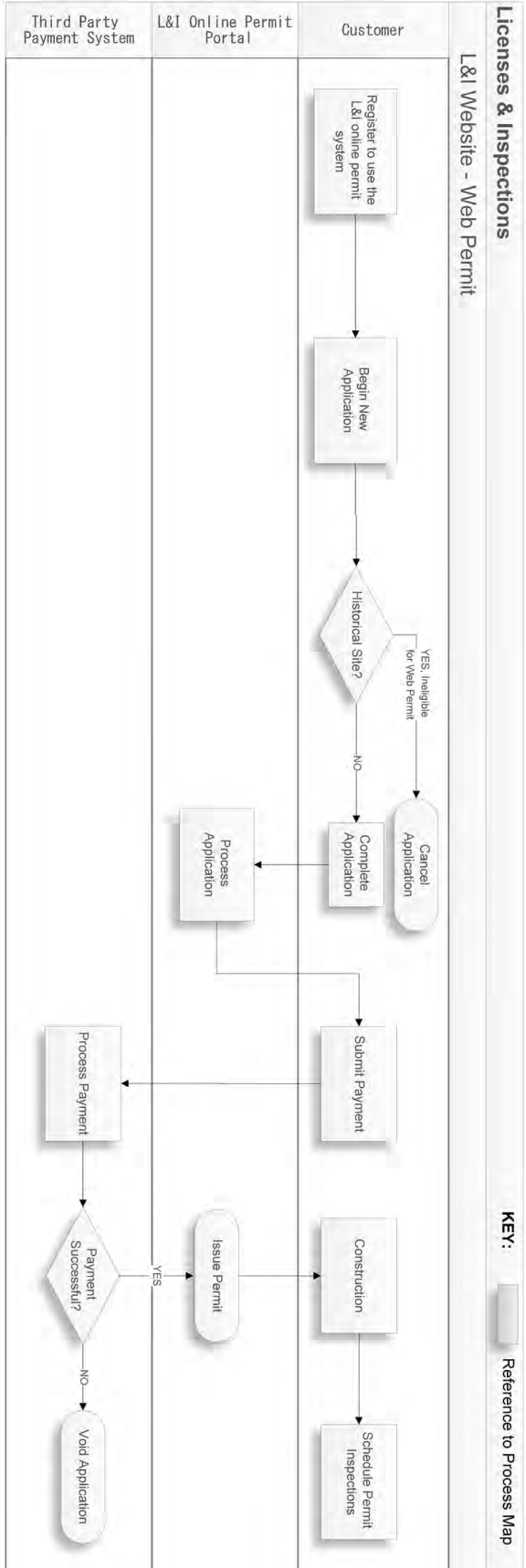
1401 John F. Kennedy Boulevard

Philadelphia, PA 19102

215.686.2471 | permit.services@phila.gov

Access the Web Permit System at:

http://66.179.23.19/DP1/Metroplex/Philadelphia/Permit/WIZ_APWELCOME.asp



5. EZ Permits

Issuing Unit: District Offices

L&I makes the same permits that are available for online purchase accessible to customers in its five District Offices and Permit Control. These EZ Permits are a series of permits with specific parameters that allow the issuance of a permit without submittal of plans for review. These permits are limited to existing single family homes and include decks and interior alterations like kitchen and basement remodels.

For more information, contact:

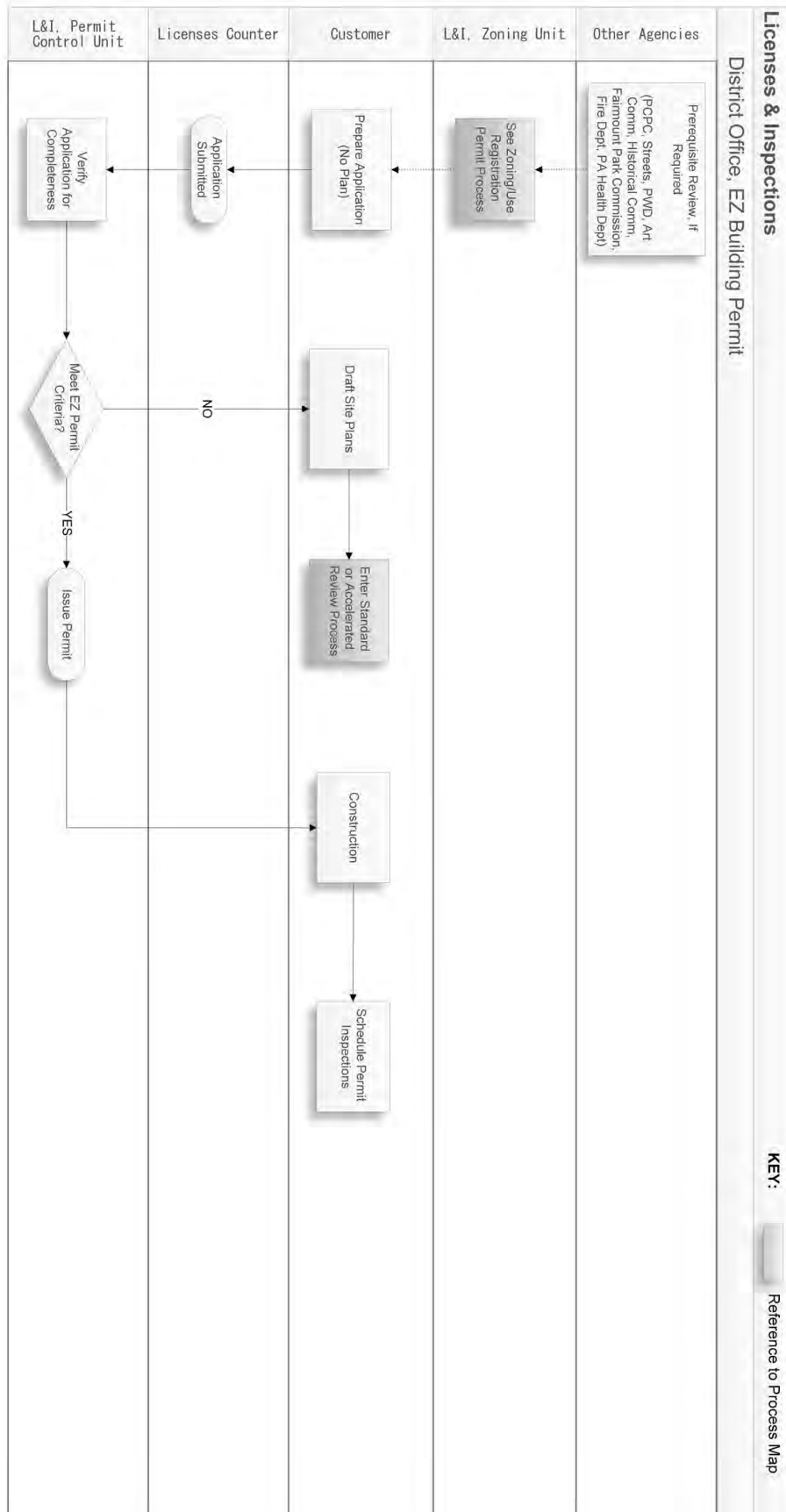
Central District Office
990 Spring Garden Street – 7th Floor
Phone: 215-685-3786, 3783, 3788, 3789
Fax: 215-685-3791
central_inspections@phila.gov


East District Office
Rising Sun Avenue and Benner Street
Phone: 215-685-0582, 0583, 0584
Fax: 215-685-0579
east_inspections@phila.gov

North District Office
217 E Rittenhouse Street
Phone: 215-685-2278
Fax: 215-685-2283
north_inspections@phila.gov

South District Office
11th and Wharton Streets – 2nd Floor
Phone: 215-685-1577, 1578, 1579
Fax: 215-685 1892
south_inspections@phila.gov

West District Office
43rd and Market Streets
Phone: 215-685-7683, 7684, 7685
Fax: 215-685-7685
west_inspections@phila.gov



KEY:  Reference to Process Map

6. Building Inspections

Primary Review Unit: District Offices

L&I district offices conduct building and plumbing permit inspections to ensure construction occurs in accordance with approved plans and the applicable codes. Inspections occur at various stages of construction, such as pre-construction site preparation, foundation installation, light frame construction, sheet rock application, plumbing installation, electrical installation, and pre-occupancy inspection. A frequent problem for inspectors is the inability to contact customers to schedule inspections due to incomplete or inaccurate customer contact information listed on the permit. Customers fail to appear at an estimated 30% of scheduled inspections.

For more information, contact:

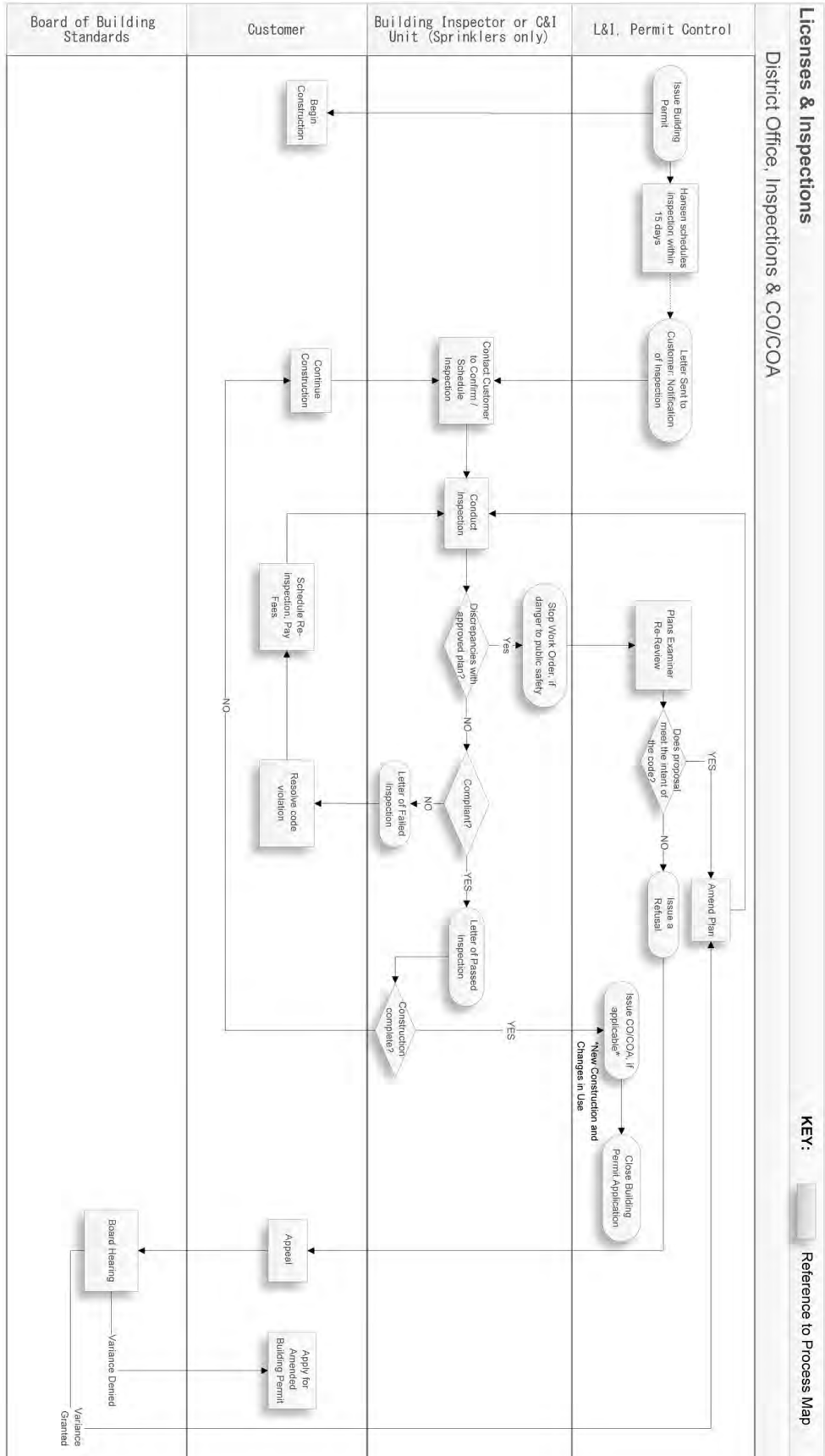
Central District Office
990 Spring Garden Street – 7th Floor
Phone: 215-685-3786, 3783, 3788, 3789
Fax: 215-685-3791
central_inspections@phila.gov

East District Office
Rising Sun Avenue and Benner Street
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Fax: 215-685-0579
east_inspections@phila.gov

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Fax: 215-685-2283
north_inspections@phila.gov

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Fax: 215-685 1892
south_inspections@phila.gov

West District Office
43rd and Market Streets
Phone: 215-685-7683, 7684, 7685
Fax: 215-685-7685
west_inspections@phila.gov



7. Housing Inspection License
Issuing Unit: License Issuance

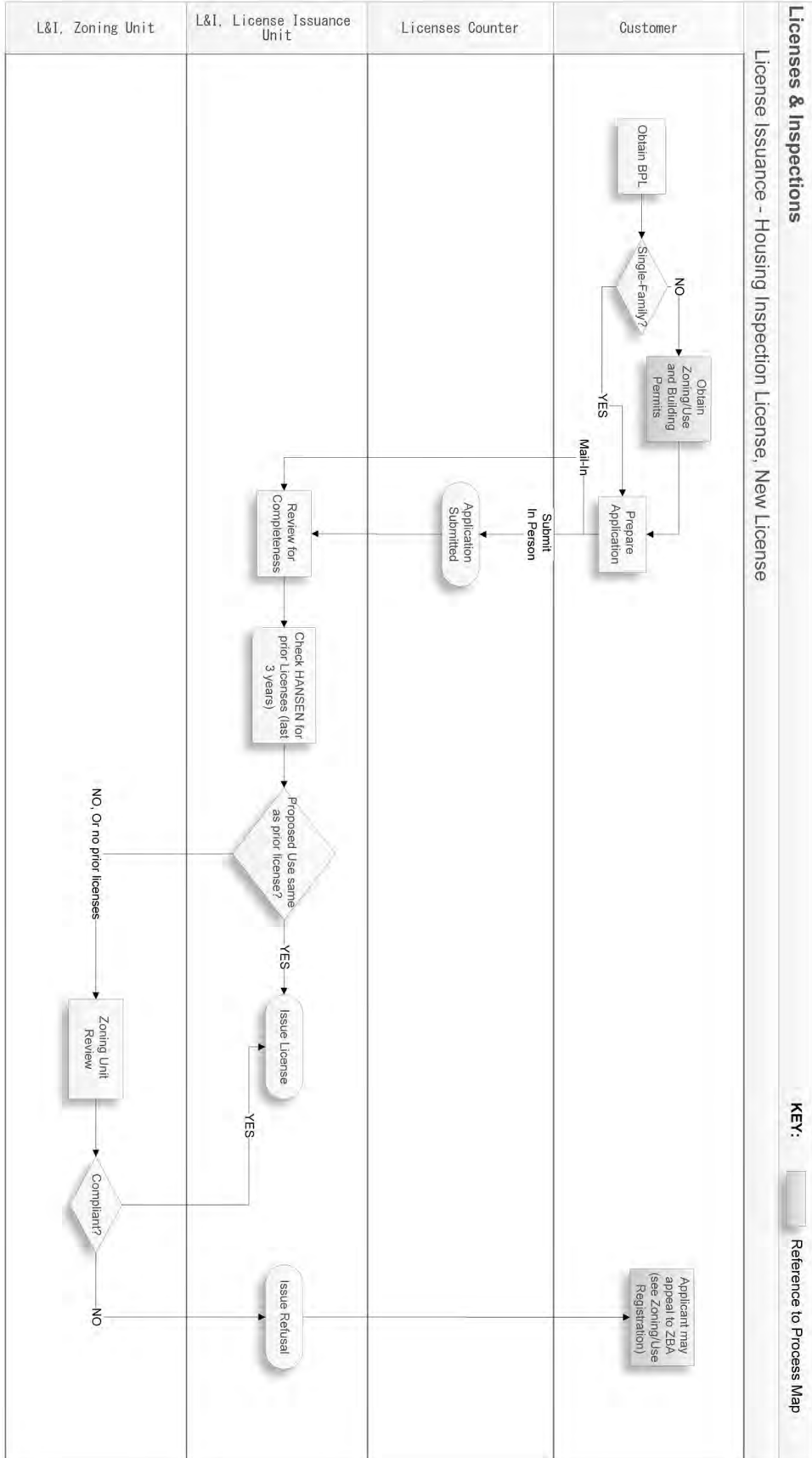
Developers of residential properties that intend to lease residential units to tenants must apply for a housing inspection license prior to leasing any units. The license certifies that tenants will be free from code violations and health and safety defects. Most residential landlords² are also required to acquire a Business Privilege License (BPL) prior to applying for a housing inspection license. Many lessors, particularly small scale landlords, are unaware of the BPL requirement and apply for the housing inspection license prematurely.

First-time applicants may apply in-person at the L&I counter in the Municipal Services Building and receive their license within 30 minutes, on average. Alternatively, residential landlords can mail their applications to License Issuance, however the turn around for mail-ins is considerably slower. The average processing time is 5 days upon receipt because the back office personnel that process mail-in applications provide assistance to the front counter during peak service hours.

For more information, contact:

License Issuance Unit
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2463
License Application available at: <http://webapps.phila.gov/li/UpdDocs/81-900.pdf>

² In a property with four or less rental units where the owner lives on the premises, a BPL is not required.



KEY: Reference to Process Map

8. Food License for Permanent Locations
Issuing Unit: License Issuance

The food license issuance process is identical to that of the housing inspection license, except the applicant must additionally acquire Philadelphia Health Department approval. The applicant must secure a License Eligibility Report (LER) from the Health Department no more than 30 days prior to applying for a food license. At present, the Philadelphia Health Department does not maintain its inspection records and LERs in electronic format. Digitization of the LERs would enable faster input of Health Department data into L&I's electronic system, and speed up processing times for food license applications.

For more information, contact:

License Issuance Unit

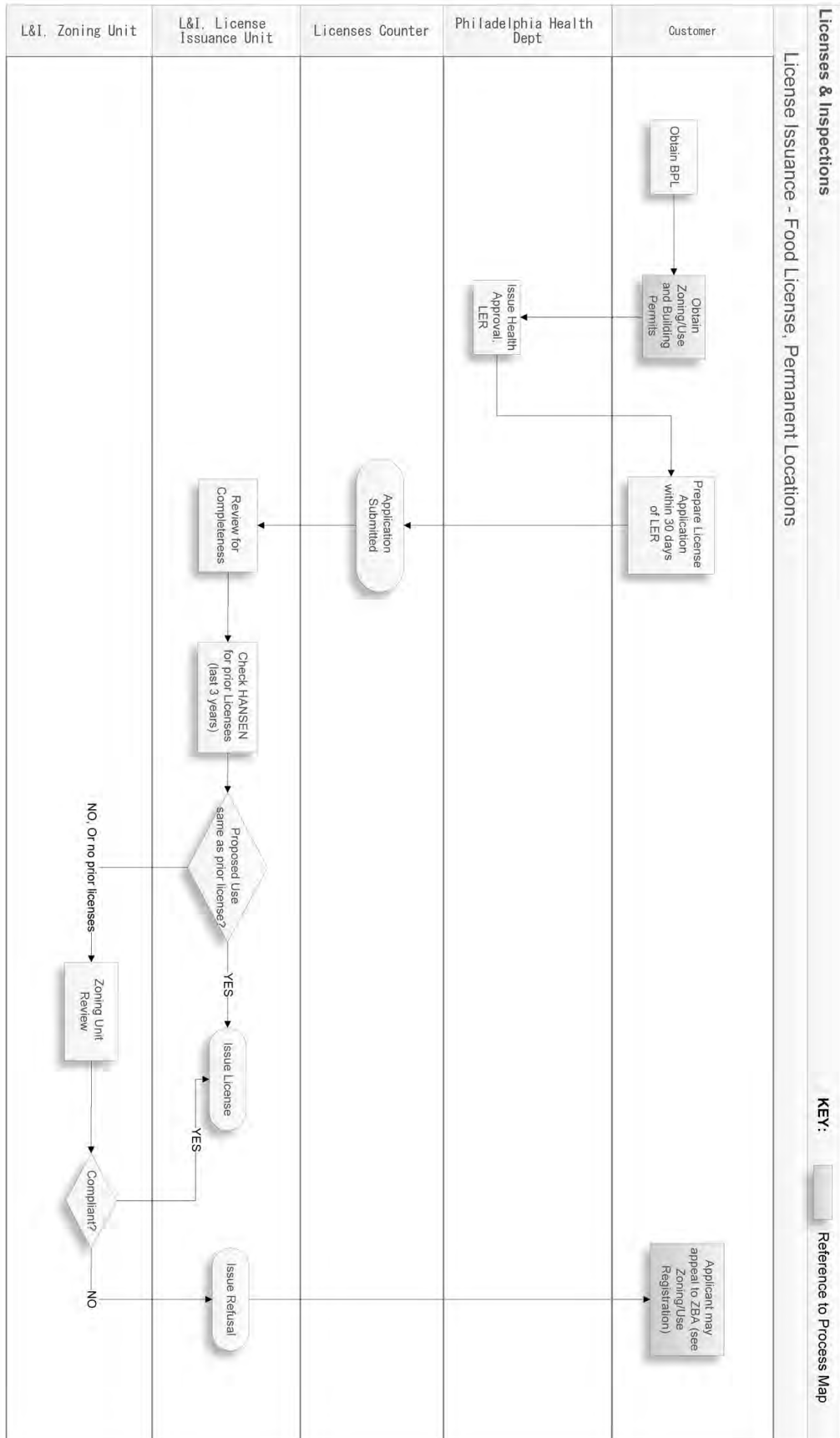
Municipal Services Building—Concourse Level

1401 John F. Kennedy Boulevard

Philadelphia, PA 19102

215.686.2463

License Application available at: <http://webapps.phila.gov/li/UpdDocs/81-897.pdf>



CHALLENGES

A focus group comprised of members from each L&I permitting and licensing unit reviewed the process flow maps to identify issues and opportunities for improvement. There were five major challenges:

- 1. Incomplete plans and applications that cause unnecessary processing delays:** An underlying cause of this issue is unclear representation of L&I's plan submission requirements. L&I posts their submission guidelines for construction documents on their website, but the website is difficult to navigate, refers to broken web links, and segments the information into multiple publications. Without a thoughtfully-presented and centralized resource library, customers are ill-equipped to prepare adequate applications and plans.

A second contributing factor is the Department's willingness to accept incomplete building, plumbing and electrical permit applications. The rationale behind an open acceptance policy is to aid inexperienced developers and small homeowners through the permitting process. But, the policy encourages re-submittal of deficient plans and gives repeat customers little incentive to learn how to properly prepare a site plan.

- 2. Review Time by External Agencies:** L&I does not have a policy which holds outside agencies accountable for reviewing plans within a reasonable time frame. Without review standards, L&I cannot deliver a predictable permitting process to its customers.

- 3. Complicated Regulations and Procedures:** The City's various zoning and building code regulations and permitting procedures are difficult to navigate and to interpret. Customers need assistance understanding basic principles (the difference between zoning, building, electrical and plumbing permits), proper application procedures (pre-requisite approvals and necessary forms), and interpreting the technical regulations (Philadelphia Zoning Code, Philadelphia Building Construction and Occupancy Code). Without proper guidance, applicants can easily misinterpret the rules and procedures, causing them to stumble through the permitting process.

In particular, the Philadelphia Building Construction and Occupancy Code is based upon the International Codes. The International Codes are used throughout the United States, thus simplifying the ability of design professionals to develop a code-compliant project. However, Philadelphia maintains local modifications that differ from the international standards. These cause confusion and delay in the approval process. A prime example is the Philadelphia Plumbing Code, which follows a different format with very diverse requirements in materials, number of plumbing fixtures and other standards than the International Plumbing Code.

To add to the confusion, property developers may have to apply to as many as six permits from L&I alone, not to mention additional permits from other city agencies. The time and expense to understand the requirements for each permit and to compile the necessary documentation is a disincentive for developers. Furthermore, each additional permit becomes a potential source of contention and additional delays.

- 4. Balancing Small-/Mid-Scale Development Projects with Large-Scale Projects:** A frequently-raised comment during staff interviews and the focus group sessions was the need to balance the different needs of large developers against the small developer or homeowner. L&I must devote many resources to review large development proposals due to their sheer scale. On the other hand, developers of small projects, while having less individual impact on the urban landscape, tend to be less sophisticated and require more one-on-one attention to guide them through the permit approval process. Mixing these two development streams expends L&I's resources inefficiently and diminishes the quality of support available for developers large and small alike.

The City has implemented some measures to address this issue. Preliminary Plan Review was intended for developers of large projects to garner preliminary comments on construction plans in order to inform future development decisions. Few developers take advantage of this resource. Similarly, the purpose of the multi-agency Development Services Committee was to provide a way for the customer to simultaneously inform all the City agencies of an impending development and to receive feedback before initiating the permitting process. The Development Services Committee used to meet monthly, but now only meet as requested by a developer due to low demand of its service.

- 5. Unclear Departmental Roles and Responsibilities:** L&I employs many sub-units of organization to handle the various permits, licenses and certificates issued by the Department each day. Due to such a horizontal organizational structure, it is impossible for everyone to have complete understanding of the different units and their roles within L&I. L&I implements a small degree of cross-training to increase understanding of departmental responsibilities, nonetheless, staff may not necessarily be able to advise customers on permitting procedures that occur in other units. From the customer perspective, it appears as if L&I is unknowledgeable of its own departmental procedures.

RECOMMENDATIONS

Challenge #1: Incomplete Plans

- 1. Discourage the submission of incomplete plans that cause feedback loops and lead to delays.**

Suggested Approaches:

- Craft a thoughtfully-presented and centralized resource library to improve the customer's knowledge base. Consolidate submission guidance documents into a single reference to maximize accessibility for the customer.
- Impose sanctions for repeat offenders, such as charging increasing fees for resubmittal of poor plans.
- Publish ratings of development professionals to incentivize preparation of complete plans.

Impact:

- Reduce workload created by incomplete plans
- Provide public with the knowledge to make informed decisions when choosing designers, architects, contractors and other development professionals.
- Speed up the development permitting process system-wide.

Challenge #2: Review Time by External Agencies

2. Hold external agencies to a standard response time

Suggested Approaches:

- Clearly define criteria that trigger external review to reduce unnecessary reviews.
- Impose an industry standard review deadline of 14 days for review agencies and enforce the deadline via implied consent.

Impact:

- Provides assurance that agencies will review plans within a reasonable time frame.
- Creates a predictable review time for the customer.

3. Assume responsibility for routine tasks, where possible

Suggested Approaches:

- In some cases, pre-requisite approvals by outside agencies is merely a matter of looking up reference data or applying a standard threshold. In other words, no technical engineering review is necessary. For example, properties located in floodplains need pre-requisite review from the Planning Commission; this “review” involves recording FEMA flood elevation data onto the plans being returned to L&I. The Department should evaluate which of these tasks can be assumed by L&I given its available staff and resources.

Impact:

- Eliminate unnecessary external review processes and reduce delays.
- Speed up the permitting approval process system wide.

Challenge #3: Complicated Regulations and Procedures

4. Clearly communicate permitting requirements to applicants

Suggested Approaches:

- Improve the L&I website to provide permitting process information and guidance on zoning and building code regulations in a manner that is easy to navigate and understand.
- Synthesize L&I’s various forms, checklists and publications into a comprehensive development packet, a full-service guide for developers that details the necessary steps in applying for a permit, contact information, and all application forms.
- Reduce local modifications to the International Codes and condense local modifications to a single document.

Impact:

- Improve the public’s base knowledge of the development process in Philadelphia.
- Reduce workload by weeding out unnecessary calls and visits to the concourse.
- Provide more predictability to designers and reduce last minute changes.

5. Use technology where appropriate to streamline internal procedures

Suggested Approaches:

- At present, L&I issues separate stand-alone building, mechanical and electrical permits because of the inability to share paper construction plans efficiently. L&I should pursue electronic plan submission so that building, mechanical, and electrical permits can be consolidated into a single permit.
- Evaluate which permits and licenses can be added to the existing Web Permit system.
- Integrate external database systems with L&I's database (Hansen). L&I has had past success with this approach; the addition of a Register of Historic Places flag to historic properties has improved coordination between L&I and the Historical Commission. L&I should implement a similar strategy with the Philadelphia Health Department by getting the health inspection reports online.
- Verify that electronic systems are performing as intended. Deployed electronic systems must be monitored for continued effectiveness. For example, L&I must correct the voiding issue experienced by users of the Web Permit's third-party credit card payment system.
- Allow for easier methods for customers to pay their fees (credit cards, e-checks, etc.)

Impact:

- Increase the amount of data available readily available to staff to reduce permit processing times.
- Reduce the number of permits that must be obtained/reviewed prior to development.
- Improve the customer's experience.

Challenge #4: Balancing small- to mid-scale and large-scale project needs

6. Encourage the use of the Development Services Committee and Preliminary Plan Review by large scale developers

Suggested Approaches:

- Advertise Preliminary Plan Review and the Development Services Committee to promote the use of these resources.
- Evaluate whether all large-scale projects should be required to meet with the Development Services Committee and/or undergo preliminary plan review prior to entering the permit process. If so, define the appropriate threshold criteria for "large projects" and pursue ordinance changes.

Impact:

- Alert all city agencies simultaneously of large-scale projects in the pipeline.
- Reduce delays in the formal permitting process for large-scale projects.
- Allocate resources more efficiently to improve the quantity and quality of support available for small- and mid-scale projects.

Challenge #5: Unclear departmental roles and responsibilities

7. Clearly delineate departmental responsibilities to facilitate smooth internal communication

Suggested Approaches:

- Ensure clear understanding of all units.
- Formalize process for intradepartmental communication on project issues.

Impact:

- Make certain that all required units see projects.
- Avoid any unnecessary application re-submittals.

8. Improve cross-training standards and procedures

Suggested Approaches:

- Review existing cross-training programs and identify opportunities for improvement. Implement periodic cross-training “refresher” sessions.

Impact:

- Provide personnel with formal opportunities to upgrade and update professional knowledge and skills.

Chapter 2

Streets Department

COMMISSIONER CLARENA TOLSON

Municipal Services Building

1401 JFK Boulevard

Philadelphia, PA 19102

<http://www.phila.gov/streets>

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STREETS DEPARTMENT

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The Streets Department is responsible for maintaining the cleanliness, safety and mapping of the streets, Fairmount Park roads and state highways within the City of Philadelphia. There are five key units within Streets that perform development permitting functions. These units may issue permits allowing construction-related activities within a right of way. The units may also, review and approve a development plan before the City issues a final building permit. The Right of Way Unit and Highway Districts bear the primary responsibility for issuing Streets Department permits. All five units may participate in the development plan approval process, depending on a project's specifications.

Unit	Permitting Function	Permits Issued	Approvals
Right of Way & Highway Districts	Responsible for any impacts within the public right of way	<ul style="list-style-type: none"> • Street Closure Permit • Street Opening Permit • Bollard Installation Permit • Construction & Footway Permit 	<ul style="list-style-type: none"> • Encroachments and projections • Utility Street Opening, as coordinated by the Guaranteed Pavement Information System (GPIS) • Sidewalk Café Approval for L&I Sidewalk Café License
City Plans Unit & Survey Districts	Manages changes to the official City Plan		<ul style="list-style-type: none"> • Subdivisions • Amendments to the official City Plan (alterations to an existing street, addition of a new street, vacation of an existing street)
Traffic Engineering Unit	Ensures the proper flow of traffic within and onto city streets		<ul style="list-style-type: none"> • Driveways • Loading docks • Curb Cuts • Parking Lots
Transportation Engineering and Planning Services	Enforces technical standards for the aspects of development which affect the public (sidewalks, curbs, etc.)		<ul style="list-style-type: none"> • Curb lines, sidewalks, curb bump-outs and lay-by-lanes • Street signals, signs, lighting and paving
Transportation Planning and Analysis Unit	Enforces technical standards for private paving and protects the city from liability		<ul style="list-style-type: none"> • Private Paving of a Public Street • ADA Ramp Compliancy

PROCESS FLOW ANALYSIS

Key department staff identified eight commonly-occurring development permitting process flows during their interviews with the project team: street closure permits; approvals of encroachments, projections and architectural embellishments; approvals of utility street openings; approval of subdivision plans; approval of modifications to the official City Plan; approvals of driveways, loading docks, curb cuts and parking lots; approval of sidewalks, changes to curb lines, lay-by-lanes and curb bump-outs; and the private paving approval process.

1. Street Closure Permits

Issuing Unit: Right of Way

Primary Review Unit: Traffic Engineering

The Right of Way Unit issues permits for street closures related to construction equipment placement, excavations and utility work. Before the Right of Way Unit can approve a permit, the Traffic Engineering Unit must conduct a technical review of the street closure application, determine the applicable fee and create an invoice for the customer. Due to staffing constraints, the Right of Way Unit processes all payments on behalf of Traffic Engineering, however, this practice draws out the invoice payment process for Streets' customers.

For more information, contact:

Right of Way Unit

Municipal Services Building—Room 940

1401 JFK Blvd.

Philadelphia, PA 19102

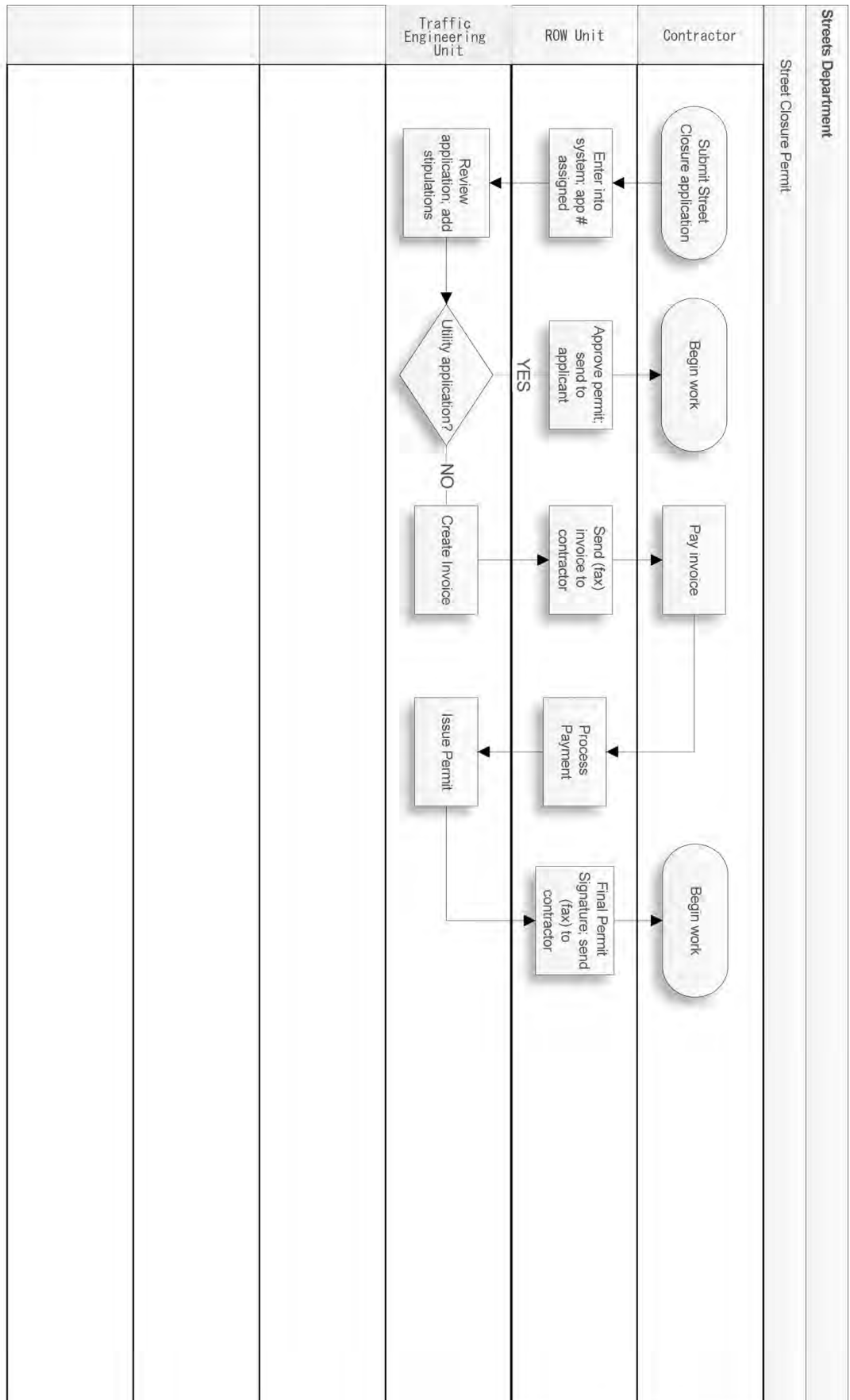
215.686.5500

Permit applications available at:

For Crane Placement—<http://www.phila.gov/streets/pdfs/LaneClosureCraneHeli.pdf>

For Equipment Placement—http://www.phila.gov/streets/pdfs/Lane_Closure_EQIPME.pdf

For Utility Work—http://www.phila.gov/streets/pdfs/Lane_Closure_UTILITY.pdf

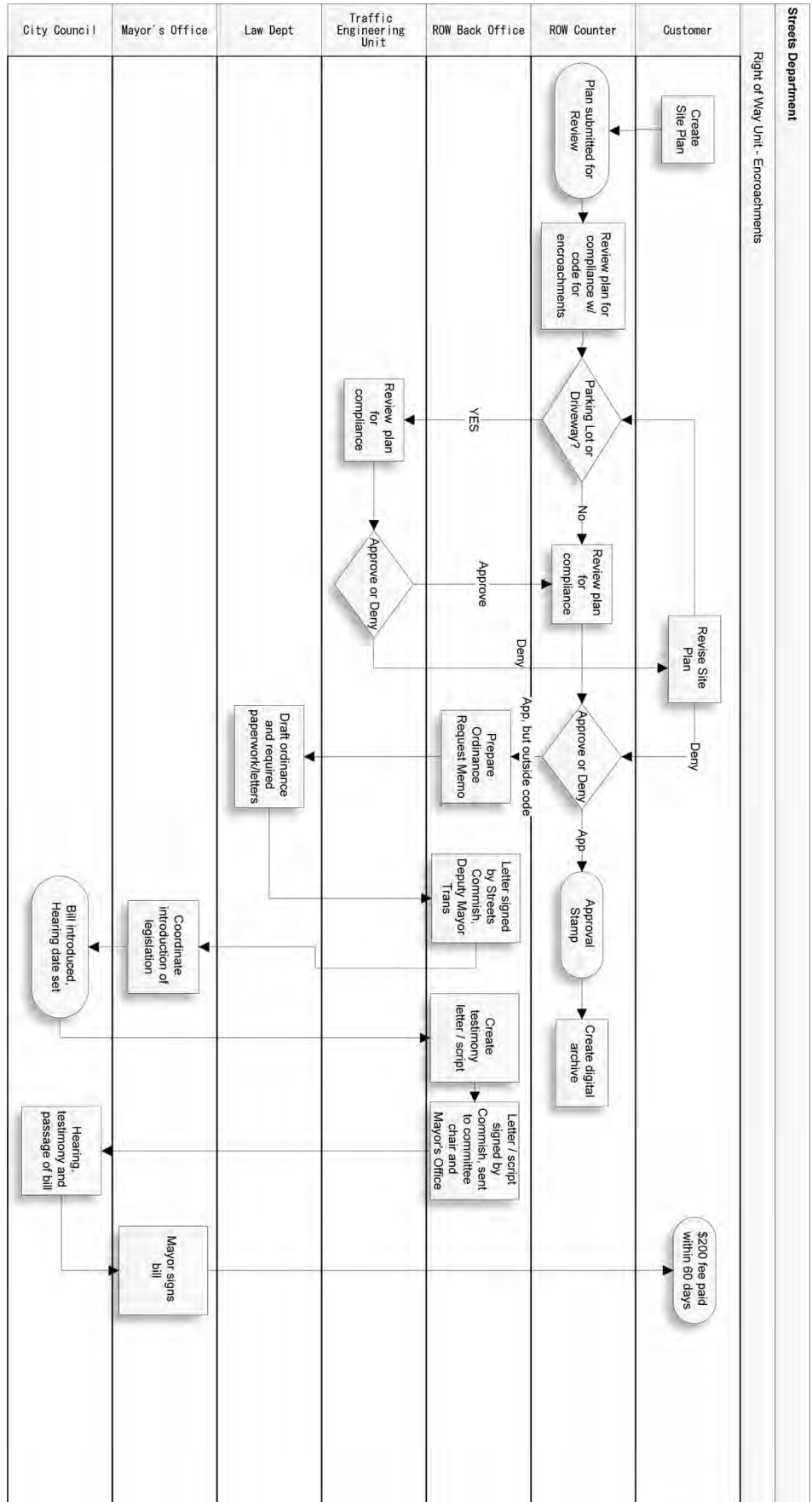


2. Approvals of Encroachments, Projections and Architectural Embellishments
Primary Review Unit: Right of Way

The Right of Way Unit reviews all plans involving encroachments, projections or architectural embellishments for compliance with the Philadelphia Code §11-600 to §11-604. The processing time for compliant plans is 7 days or less. Applicants whose plans are not in compliance must either revise their plans, or obtain approval of the plan as-proposed by means of City Council Ordinance. The Ordinance process is complex and time-consuming, requiring review and approval by multiple City agents, including the Streets Commissioner, the Deputy Mayor of Transportation, the City Council, and the Mayor. The processing time for development proposals that pursue an Ordinance jumps drastically from 7 days to 84 days.

For more information, contact:

Right of Way Unit
Municipal Services Building-Room 940
1401 JFK Blvd.
Philadelphia, PA 19102
215.686.5500

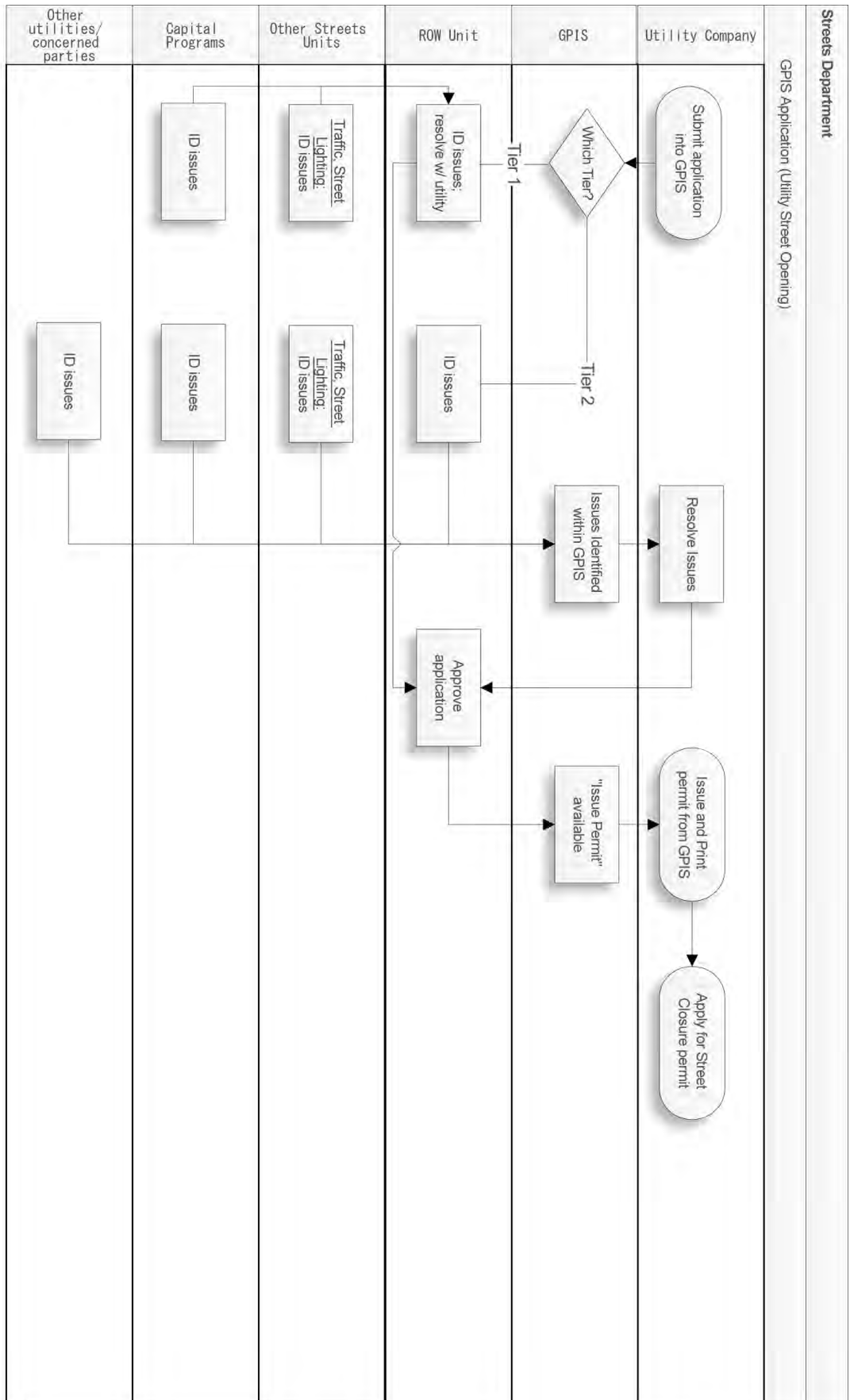


3. Approvals of Utility Street Openings
Primary Review Unit: Right of Way

The Right of Way Unit manages the street opening process for utility-related work through its electronic Guaranteed Pavement Information System (GPIS). GPIS consolidates the City's paving and reconstruction databases into a GIS database platform, which enables better coordination of street opening projects and self-service for street opening permits. Since implementation of GPIS, the Utility Street Opening process has become one of the Streets Department's most efficient procedures.

For more information, contact:

Right of Way Unit
Municipal Services Building-Room 940
1401 JFK Blvd.
Philadelphia, PA 19102
215.686.5500

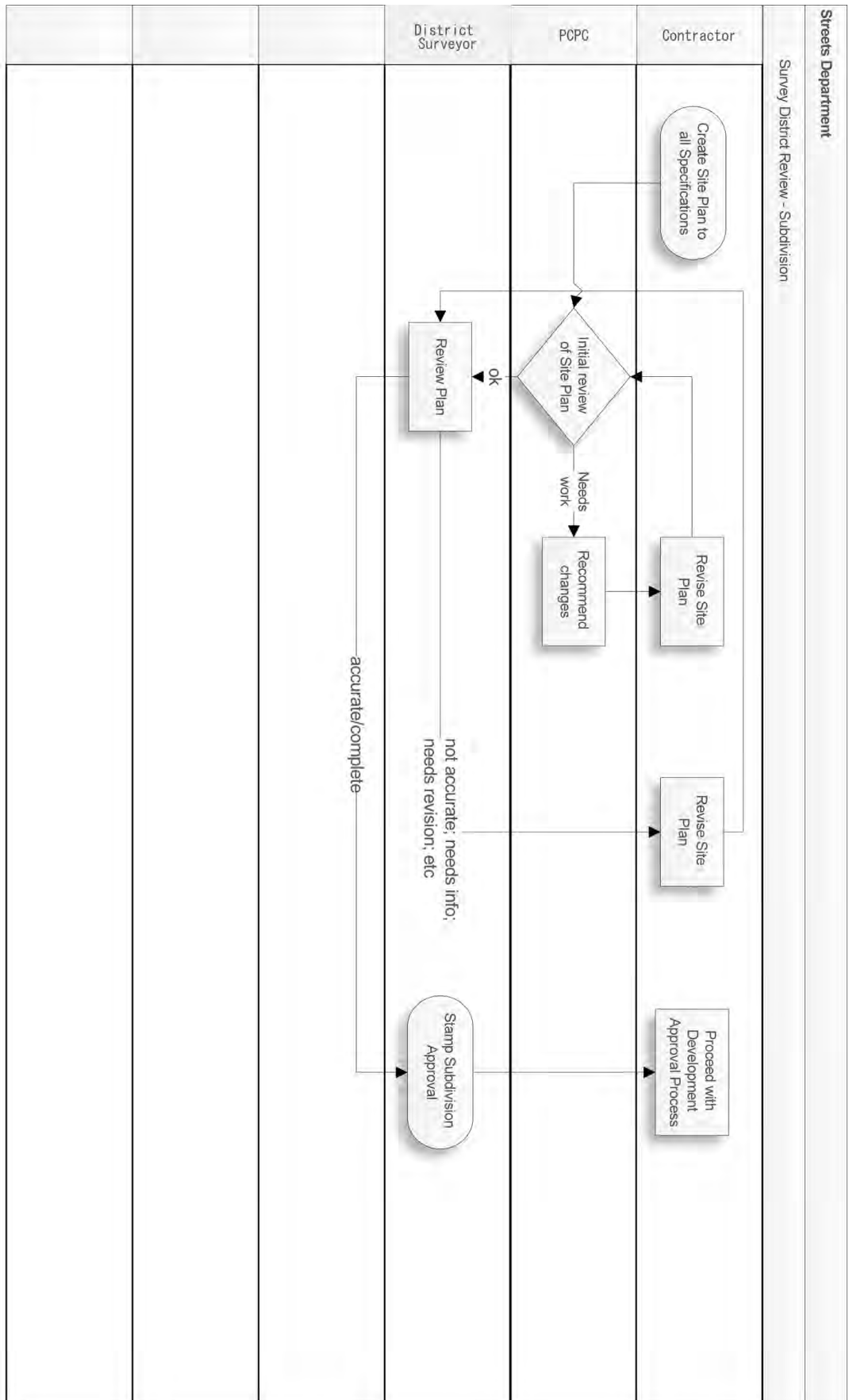


4. Approval of Subdivision Plans
Primary Review Unit: The Survey District

After external preliminary review by the Philadelphia City Planning Commission, the Streets Department Survey District in which the development project resides must review and approve all plans requiring lot subdivision or a relocation of lot lines. Incomplete plans create a major bottleneck in a relatively straightforward process. Incomplete plans create a feedback loop in the process where the plan continues to be cycled back and forth between the applicant and the Streets Department as plan revisions take place. Plan revisions can take as long as 14 days before the Survey District can commence its review of the plan.

For more information, contact your local Survey District Office:

- 2nd Survey District (Center City & South) - 11th & Wharton Street, 215.685.1864 or .1865
- 4th Survey District (Far Northeast) - Bustleton Avenue & Bowler Street, 215.685.0350 or .0351
- 5th Survey District (Northeast) - 6601 Rising Sun Avenue, 215.685.0585, 0586
- 7th Survey District (West & Southwest) - 6448 Woodland Avenue, 215.685.2668 or .2669
- 9th Survey District (Northwest) - 4000 North American Street, 215.685.3050 or .3051



5. Approval of Amendments to the City Plan
Primary Review Unit: City Plans Unit, Survey Bureau

The City Plans Unit reviews all projects that:

- Place a new street on the City Plan;
- Strike an existing street from the City Plan;
- Revise the lines and/or grades of an existing street;
- Relocate curb lines and change roadway widths; and/or
- Place or strike a city utility right of way on/from the City Plan;

Applicants initiate the process by submitting an Application for City Plan Action to the Survey Bureau.

The City Plans Unit must register such modifications to the official City Plan by way of City Council Ordinance. The City Plans Unit will draft the ordinance and forward to the City's Legal Department for review. Upon legal approval, the Streets Commissioner, the Deputy Mayor of Transportation, the City Council, and the Mayor sequentially approve the ordinance. Consequently, the process is time-consuming, requiring at least 126 days. In order to streamline the process to the greatest extent practicable, the City Plans Unit coordinates all communication with outside agencies, such as utility companies, that may need to be involved in the plan review. Processing time may extend to as much as 196 days if the applicant submits incomplete plans.

For more information, contact:

Survey Bureau
Municipal Services Building-Room 830
1401 JFK Blvd.
Philadelphia, PA 19102
215.686.5540

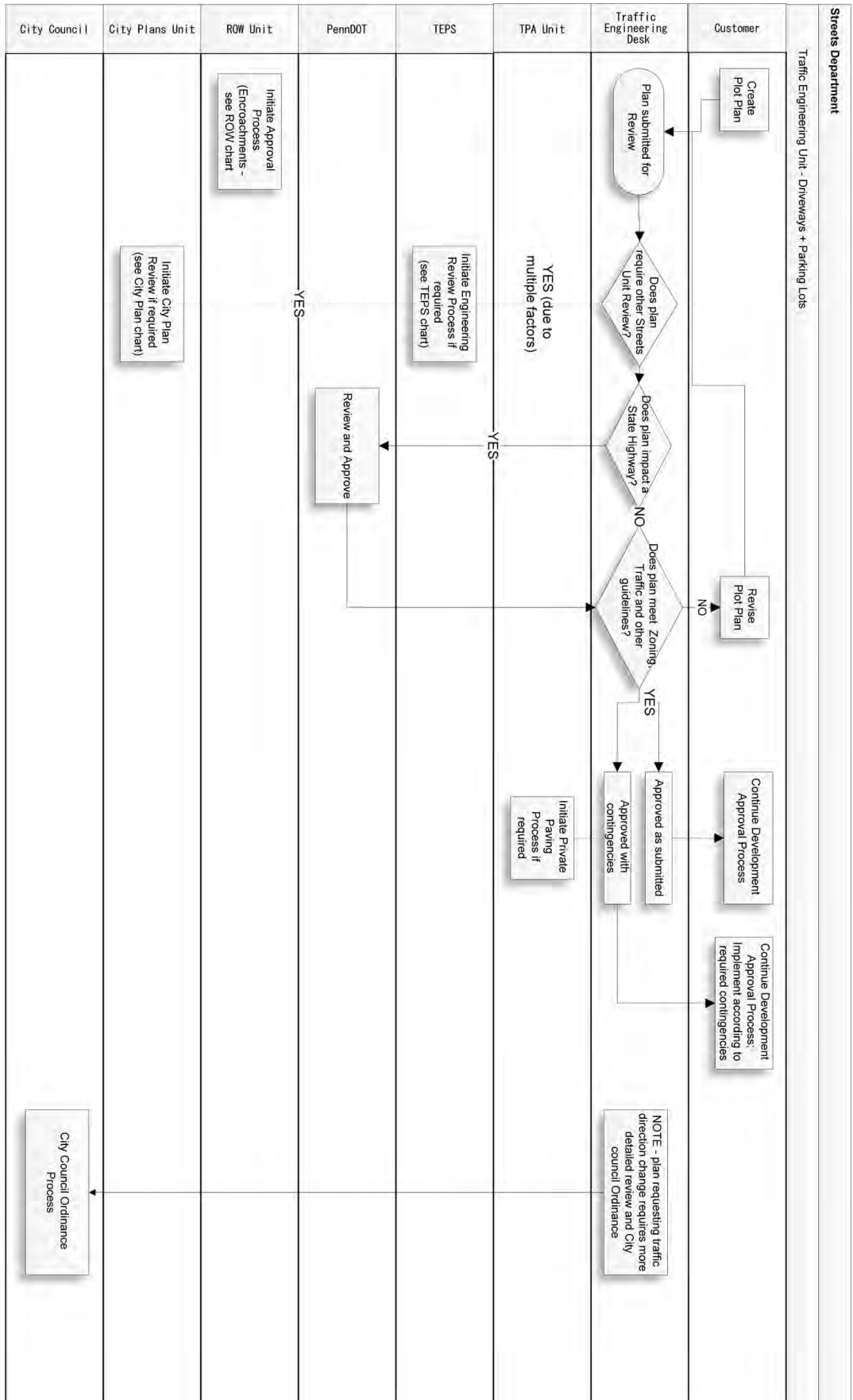
6. Approval of Driveways, loading Docks, Curb Cuts and Parking Lots
Primary Review Units: Right of Way and Traffic Engineering

The Right of Way unit makes the preliminary review of all projects that will construct driveways or curb cuts. Right of Way determines whether Traffic Engineering must make a complete technical review of curb cuts and driveways if they are wider than 30 feet or if a driveway accommodates more than three parking spaces. Projects that propose loading docks or parking lots go directly to Traffic Engineering Unit for review. Projects of the highest degree of complexity may also involve the City Plans Unit, Transportation Engineering and Planning Unit, or external agencies such as the Pennsylvania Department of Transportation. Application processing times will necessarily vary with the intricacy of the development project.

Incomplete plans or plans that do not adhere to the Streets Department's submission guidelines needlessly add to review times. As was the case with the subdivision review process, incomplete plans create circular a feedback loop between the applicant and the Streets Department.

For more Information, contact:

Right of Way Unit
Municipal Services Building-Room 940
1401 JFK Blvd.
Philadelphia, PA 19102
215.686.5500



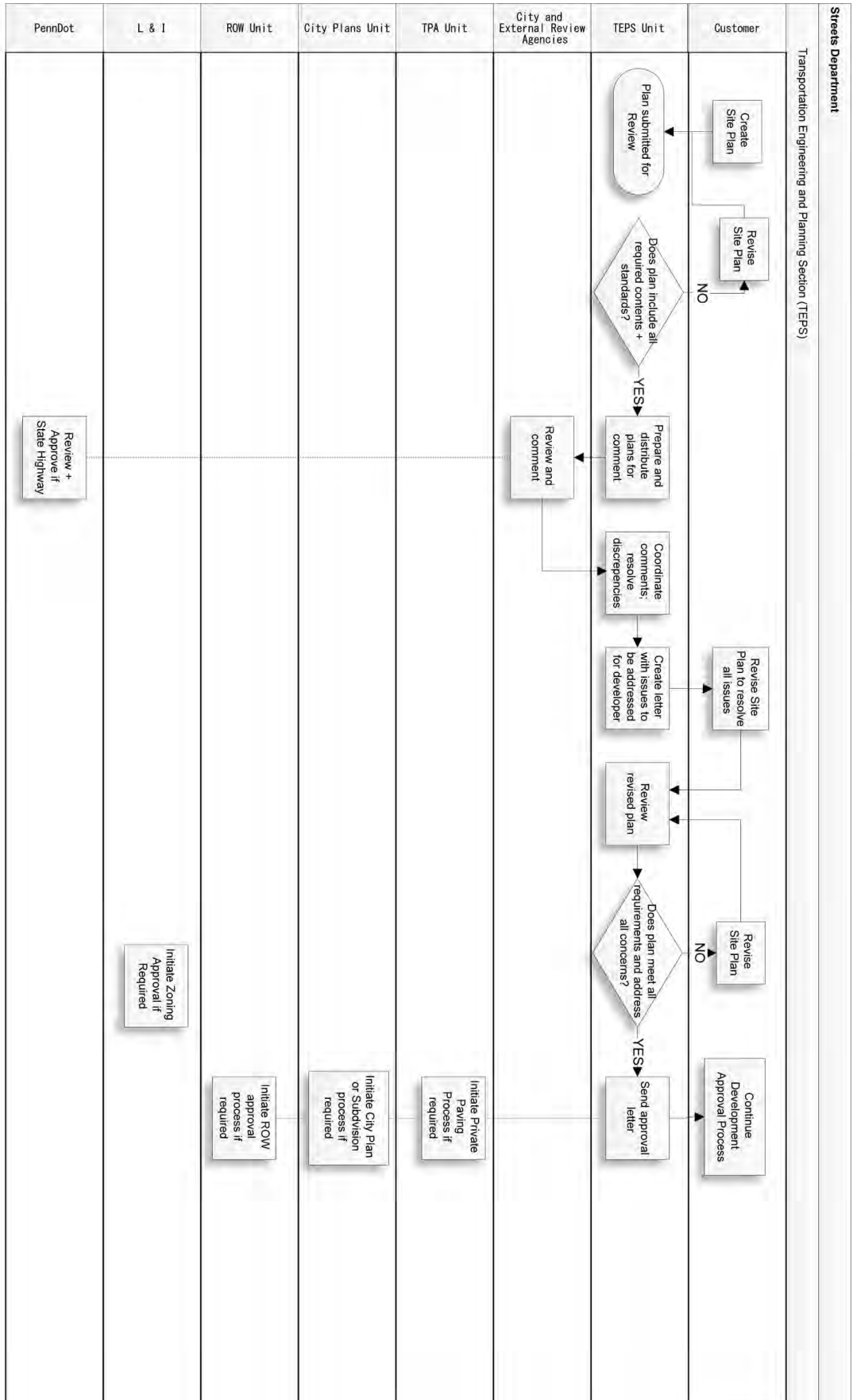
7. Approval of Alteration to Curb Lines, Sidewalks, Lay-by-Lanes and Bump-Outs, Street Signals, Signs, Lighting and Paving

Primary Review Unit: Transportation Engineering and Planning Services

The Transportation Engineering and Planning Services (TEPS) review those aspects of development engineering plans that involve the public right of way. Sidewalks, curb lines, lay-by-lanes, curb bump-outs, street signals and other street-related development features must comply with technical engineering standards. TEPS coordinates communication between as many as 19 external agencies and reconciles their comments for the applicant to minimize delays in the process. However, deficient plans challenge TEPS ability to process applications within a predictable time frame. On average, total processing times range from 42 days to 56 days.

For more information, contact:

Right of Way Unit
Municipal Services Building-Room 830
1401 JFK Blvd.
Philadelphia, PA 19102
215.686.5500



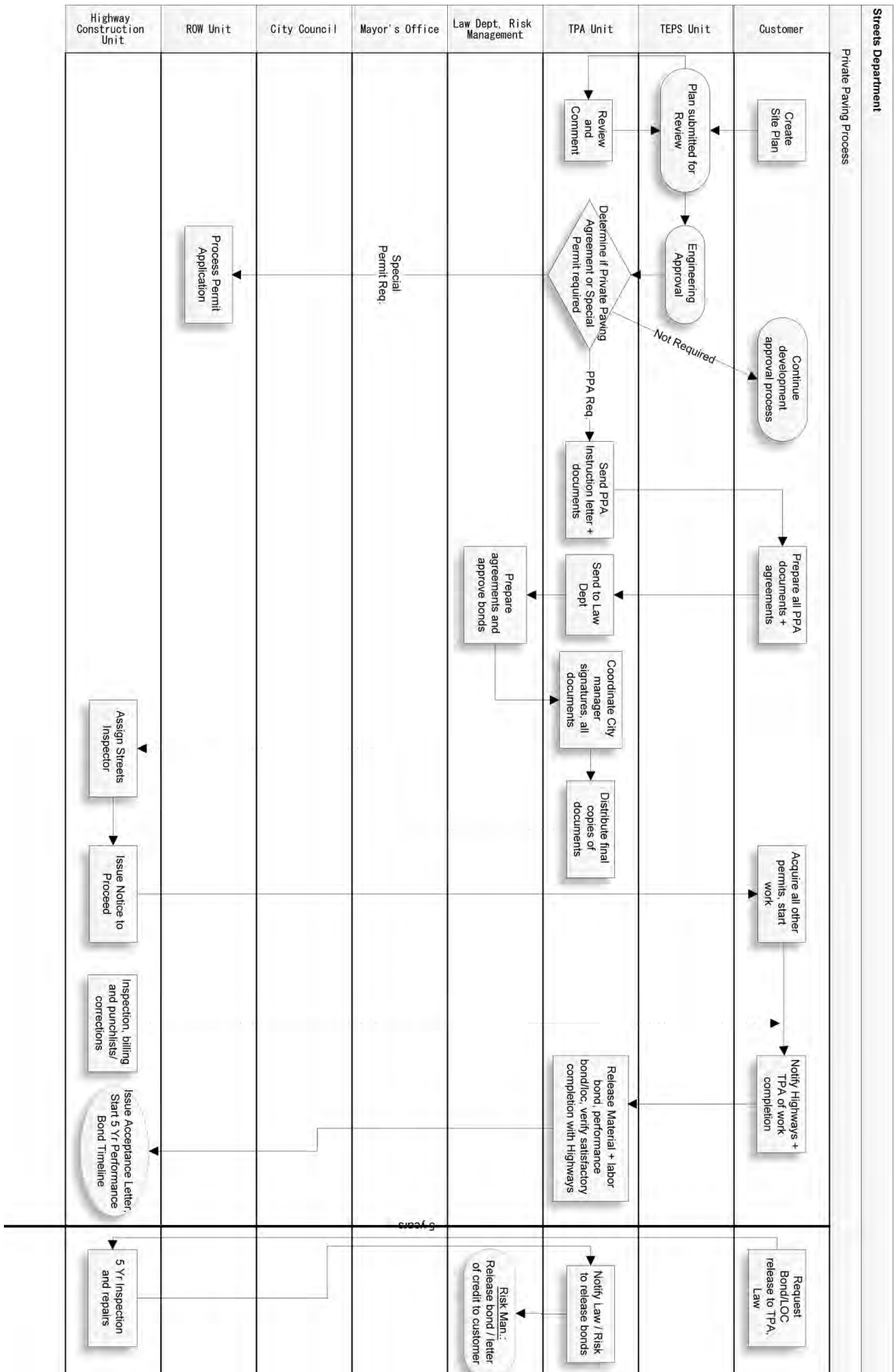
8. Private Paving Process

Primary Review Unit: Transportation Planning and Analysis

The private paving process begins once TEPS, during its review of development engineering plans (see item 7 above), determines that a project requires a private paving agreement or special permit. The Transportation Planning and Analysis (TPA) Unit manages the execution of these contracts. TPA will funnel minor paving projects that do not require bonding to the Right of Way Unit for issuance of a Special Permit. Major paving projects must undergo a longer process. TPA will gather several private paving agreement and bond documents from the applicant and forward them to the legal department to prepare the official contracts. It may take anywhere from 35 to 56 days for the legal department to approve the bonds, after which the applicant may begin construction.

For more information, contact:

Transportation Planning and Analysis Unit
Municipal Services Building-Room 930
1401 JFK Blvd.
Philadelphia, PA 19102
215.686.5500



CHALLENGES

A focus group comprised of members from each Streets Department unit reviewed the process flow maps to identify issues and opportunities for improvement. There were five major challenges:

- 1. Incomplete plans that cause unnecessary processing delays:** An underlying cause of this issue is unclear representation of the Department's plan submission requirements. Until recently, the Streets Department did not post submission guidelines on their website. Paper guides at the customer service counter were the only available resources. As of November 2009, the Streets Department posts a development plan guide, its street closure permit forms and fee schedule and application for City Plan action online. However, the website is difficult to navigate and still omits many of the resources available at the technical service counter. Exacerbating the issue is the Department's open acceptance policy. The Department's willingness to accept all applications and guide customers through plan revisions speaks highly of Streets' commitment to customer service, but it encourages re-submittal of deficient plans. Repeat customers have little incentive to learn how to properly prepare a site plan.
- 2. Excessive Review Time by External Agencies:** The Streets Department units frequently coordinate with outside agencies to review plans. Yet, no Department-wide policy exists that holds outside agencies accountable for reviewing plans within a reasonable time frame. One exception is the City Plans Unit. City Plans imposes an implied consent policy effective three weeks after plan receipt.
- 3. Burdensome Regulations:** Prescriptive design standards for street elements are written into the Philadelphia Municipal Code, and the Official City Plan is a legal instrument that has been adopted by the City Council. These regulations ensure the consistent appearance and general safety of street features, but can be inflexible, requiring the passage of various amendatory ordinances for the smallest changes of detail. Amendments are a long and costly process for developers.
- 4. Multiple Points of Entry that Muddle Communication with the Customer:** Multiple permit application intake points create confusion and uncertainty. Customers do not become fully aware of all the approval requirements until the middle of the process, causing unforeseen delays in obtaining development permits. The payment system is equally decentralized with multiple cashiers, which adds more frustration and delays in the permitting process.
- 5. Ambiguous Lines of Communication Among Units:** The Streets Department Units have developed informal methods of intra-departmental communication. Despite these efforts at coordination, problems still arise for many development projects. In some cases, applicants receive conflicting comments from different units leaving uncertainty about which opinion constitutes the "official" Streets decision. In other instances, projects may bypass required approvals if the proper Streets units are not alerted.

RECOMMENDATIONS

Challenge #1: Incomplete Plans

1. Discourage the submission of incomplete plans that cause feedback loops and lead to delays.

Suggested Approaches:

- Post clear and visible submission requirements to improve customer awareness. Make the website user-friendly and add links to all permit forms and submission guides. Work with permit-issuing units in all the City agencies to package Streets submission guidelines with permit applications that may need Streets Department approval.
- Impose sanctions for repeat offenders, such as charging increasing fees for resubmittal of poor plans.
- Publish ratings of development professionals to incentivize preparation of complete plans.

Impact:

- Reduce workload created by incomplete plans
- Provide public with the knowledge to make informed decisions when choosing designers, architects, contractors and other development professionals.
- Speed up the development permitting process system-wide.

Challenge #2: Review Time by External Agencies

2. Hold external agencies to a standard response time

Suggested Approaches:

- Clearly define criteria that trigger external review to reduce unnecessary reviews.
- Impose an industry standard review deadline of 14 days for review agencies and enforce the deadline via implied consent.

Impact:

- Reduces City Plans Unit's implied consent policy threshold from four to two weeks.
- Provides assurance that agencies will review plans within a reasonable time frame.

Challenge #3: Burdensome Regulations

3. Regulatory Reform

Suggested Approaches:

- Evaluate opportunities to adopt more flexible standards and procedures. For example, the installation of street bollards that exceed the design limits set forth by the Code require the passage of an Ordinance. Such minute details should not necessitate the passing of an amendatory ordinance. The Streets Department could allow the technical staff to approve minor deviations from physical standards (i.e. 10% or less). Alternatively, the Streets Department could adopt a street element design guide, revising the Code to reference the current guide rather than specific numeric standards, which would allow street design standards to remain flexible.
- Evaluate the rationale for threshold points that trigger review by additional staff (e.g. driveways over 30 feet) and propose changes where appropriate. Collect a long term and comprehensive record about applications and evaluate whether the rationale behind the established threshold points stands up against this record.

Impact:

- Potentially reduce the number of approvals required per project.

Challenge #4: Multiple Points of Entry

4. Consolidate and streamline points of contact between the customer and Streets.

Suggested Approaches:

- Unify permitting application intake points by merging customer service resources into a single customer service counter.
- Assign a “shepherd” to move applications between departments and reconcile conflicting comments, allowing Streets to communicate with the customer as a single department.
- Centralize payment process by having a single cashier for streets at the Municipal Services Building and create a system for online payments.

Impact:

- Accelerate the development review process.
- Make customers aware of all requirements at the beginning of the process.
- Allow the city to speak with “one voice”.

Challenge #5: Ambiguous Lines of Communication

5. Clearly delineate responsibilities to facilitate smooth internal communication.

Suggested Approaches:

- Ensure clear understanding of all units.
- Formalize process for intradepartmental communication on project issues.

Impact:

- Make certain that all required units see projects.
- Avoid any unnecessary application re-submittals.

Chapter 3

Philadelphia Water Department

COMMISSIONER BERNARD BRUNWASSER
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<http://www.phillyriverinfo.org>

PHILADELPHIA WATER DEPARTMENT

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The Philadelphia Water Department serves the Greater Philadelphia region by providing integrated water, wastewater and stormwater services. PWD's primary mission is to plan for, operate and maintain both the infrastructure and the organization necessary to purvey high quality drinking water, to provide an adequate and reliable water supply for all household, commercial, and community needs, and to sustain and enhance the region's watersheds and quality of life by managing wastewater and stormwater effectively.

PWD regulates water, wastewater and stormwater services primarily through L&I's zoning, building and plumbing permit processes. Any development that affects the availability or management of the City's water, sewer and stormwater infrastructure and flows must have the approval of PWD. In addition to plan reviews, PWD also directly issues two permits¹ :

- Water Service Permits – for domestic and fire water connections; and
- Meter Permits – for the installation of water meters.

Six sub-units share the responsibility of reviewing zoning and building permit applications in order to regulate water, wastewater and stormwater resources impacted by development.

PROCESS FLOW ANALYSIS

PWD manages four primary development permitting processes: conceptual plan review for zoning permits; technical plan review for building permits; plumbing permit reviews; and water service and meter permit issuance. Technical plan review may trigger a fifth approval process - private cost approval for new physical pipe connections, extensions and modifications to PWD infrastructure.

¹ The Industrial Waste Unit also issues groundwater discharge permits, for the removal of groundwater from a site during construction and environmental remediation via the city sewers, and wastewater discharge permits, for industrial sites contributing wastewater to any of the City's water pollution control plants. Groundwater discharge permits and wastewater discharge permits are not a part of the development approval process, but may be required during the construction phase of a project or for ongoing site operations.

Unit	Permitting Function	Permits Issued	Approvals
Act 537 Unit	Administers and enforces the Pennsylvania Sewage Facilities Act. Determines sewage facilities planning documentation requirements.		Reviews building permit applications for all new construction projects and additions that will generate sewage flows.
Stormwater Management	Administers and enforces the City's stormwater legislation (Chapter 14-1600 of the Philadelphia Code) and regulations.		<ul style="list-style-type: none"> Reviews zoning permit applications with earth disturbances over 5,000 sqft and projects subject to the Wissahickon Watershed Ordinance for compliance with the Stormwater Regulations. Reviews building permit applications with earth disturbances over 15,000 sq ft, earth disturbances over 5,000 sq ft in the Darby-Cobbs Creek Watershed and projects subject to the Wissahickon Watershed Ordinance for compliance with the Stormwater Regulations to determine the feasibility of stormwater management plans.
Water Records Unit	Maintains the City's record of water, sewer and wastewater facilities, plants and infrastructure. Ensures water and sewer availability and manages water and sewer connections.	Water Service Permit	<ul style="list-style-type: none"> Issues the final PWD decision on a building permit application after internal review and approval by other units. Reviews and approves plumbing permit applications. Looks up and records data for L&I backflow and interior sprinkler permits.
Water Permit Issuance	Reviews metering requirements and approves locations of all water meters.	Meter Permit	
Water & Sewer Design	Coordinates the design review process for private construction of the City's water, wastewater and storm sewer facilities and infrastructure.		Reviews building permit applications to ensure the design of water and sewer infrastructure to be constructed by private developers complies with City codes and regulations.
Projects Control	Manages the PWD's capital program for facilities, plants and infrastructure.		Issues final PWD decision on a zoning permit application after internal review and approval by other units.

1. Conceptual Plan Review for L&I Zoning Permit Applications
Primary Review Units: Stormwater Management, Projects Control

All developments that generate an earth disturbance of 5,000 square feet or more must submit its plans for conceptual review. This requirement also applies to projects that the Philadelphia City Planning Commission (PCPC) determines are subject to the Wissahickon Watershed Ordinance for compliance with Stormwater Regulations. Conceptual plan review is a preliminary design evaluation to determine project feasibility. It is an electronic review process that PWD created in order to expedite the zoning permit process. PWD processes over 600 conceptual plan review projects per year.

PWD works closely with PCPC during its review, and prefers that the applicant solicit PCPC's comments prior to entering conceptual plan review. Concurrent review by the Streets Department may also be required if the development will impact a public right-of-way (see item 2). PWD processing times will increase when PWD must verify with PCPC and the Streets Department that they do not have issues with the project that may affect the final design of stormwater management controls and water and sewer availability. Applicants who solicit comments from PCPC and the Streets Department prior to initiating PWD's conceptual plan review process will experience fewer delays. Regardless, PWD has a 10-day standard review time for conceptual plans, and a 5-day accelerated review time for projects that implement green stormwater controls.

To initiate the conceptual review process, applicants must complete and submit the online Existing Resource and Site Analysis (ERSA) application. The Stormwater Management Unit processes ERSA applications and will distribute the application to other units as necessary for their review and comment. Projects Control summarizes PWD's comments and follow-up items on the "Checklist A" form, which the Project Control unit stamps to denote PWD approval.

If PWD identifies any problems with the conceptual plan during its review, the Stormwater Management Unit will issue a rejection email to the applicant indicating the required corrections. The email instructs the applicant to revise and resubmit their plans via email or by hard copy to Projects Control Unit. Common conceptual plan mistakes include missing legends, failure to submit a site location map and inaccurately drawn limits of earth disturbance.

After receiving PWD conceptual plan approval, the applicant may continue the zoning permit application process with L&I. PWD also distributes electronic copies of the approved Checklist A to the Planning Commission and the applicant. The applicant is able to check the status of their conceptual plan review through the phillyriverinfo.org website.

For more information, contact:

Philadelphia Water Department

ARAMark Tower

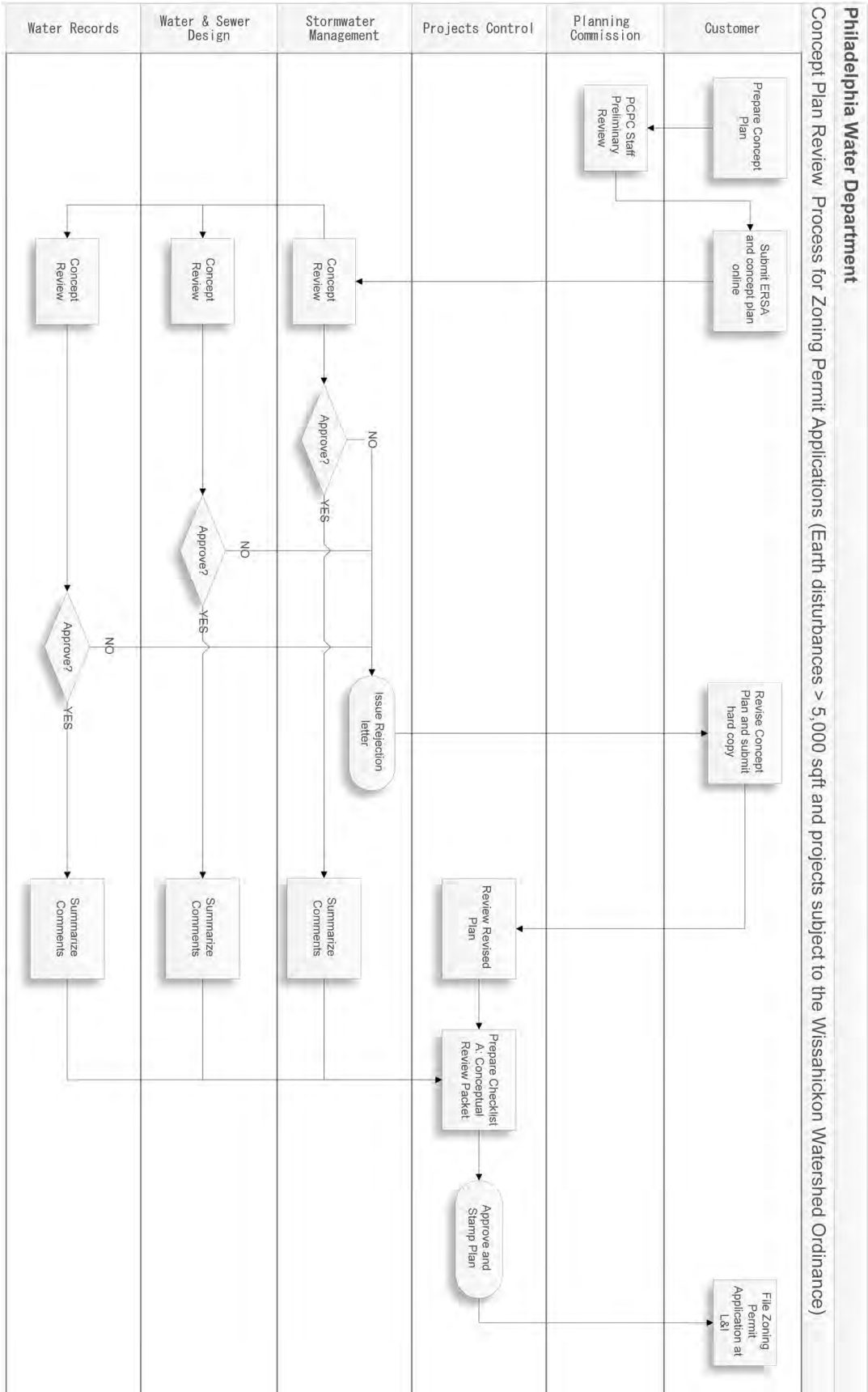
1101 Market Street

Philadelphia, PA 19107

215.685.6387 | PWD.PlanReview@phila.gov

ERSA website: <http://www.phillyriverinfo.org/PWDDDevelopmentReview/ERSAIntro.aspx>

PWD Stormwater walk-in hours: Tuesdays 11 AM to 1 PM, 3rd Fl



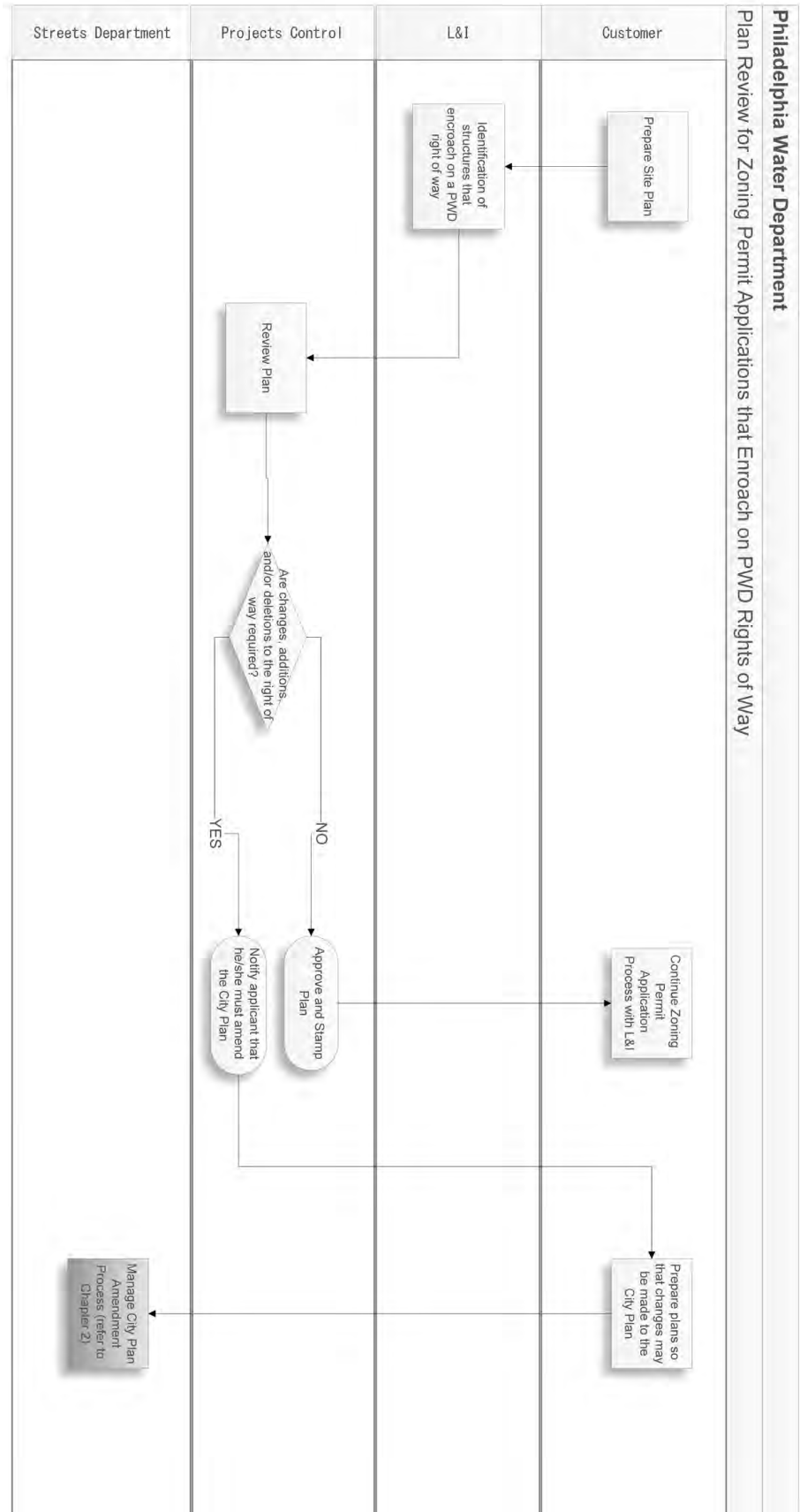
**2. Right of Way and Easement Review:
Primary Review Units: Projects Control, L&I**

Projects Control ensures all existing PWD rights of way are protected from encroachment of permanent structures. L&I requires PWD signoff on plans that propose any structures close to or within a PWD right of way. Projects Control will review the plan to determine whether the project will be a threat to the right of way.

Should the developer request or be required to modify the existing PWD infrastructure, Projects Control determines whether the developer must make changes, additions, and/or deletions to the right-of-way. If changes, additions, and/or deletions are required, the applicant must contact the Streets Department to make the necessary amendments to the official City Plan before L&I can approve the zoning permit.

For more information, contact:

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3. Technical Review for L&I Building Permit Applications **Primary Review Units: Act 537, Water Main Records**

New construction projects and additions will need to receive PWD approval before L&I will issue a building permit. Although there is no formal gateway into PWD review process, the Act 537 and Water Records Units frequently serve as entry points because they must approve most projects. Depending on a project's specifications, they will forward the application to Stormwater Management and Water & Sewer Design as they deem necessary.

The Act 537 unit is required to conduct a sewage capacity analysis for most projects. It processes over 600 projects annually. The Act 537 unit administers the Pennsylvania Sewage Facilities Act for the City of Philadelphia through powers delegated by the Pennsylvania Department of Environmental Protection (PADEP). The Act 537 Unit determines whether new construction projects and additions 5,000 sqft and larger are subject to the planning requirements of the Act. Most applicants (96%) will be exempt from the requirements, a determination that the Act 537 Unit can make within a single day. Three types of projects cannot be granted an exemption from sewage facilities planning:

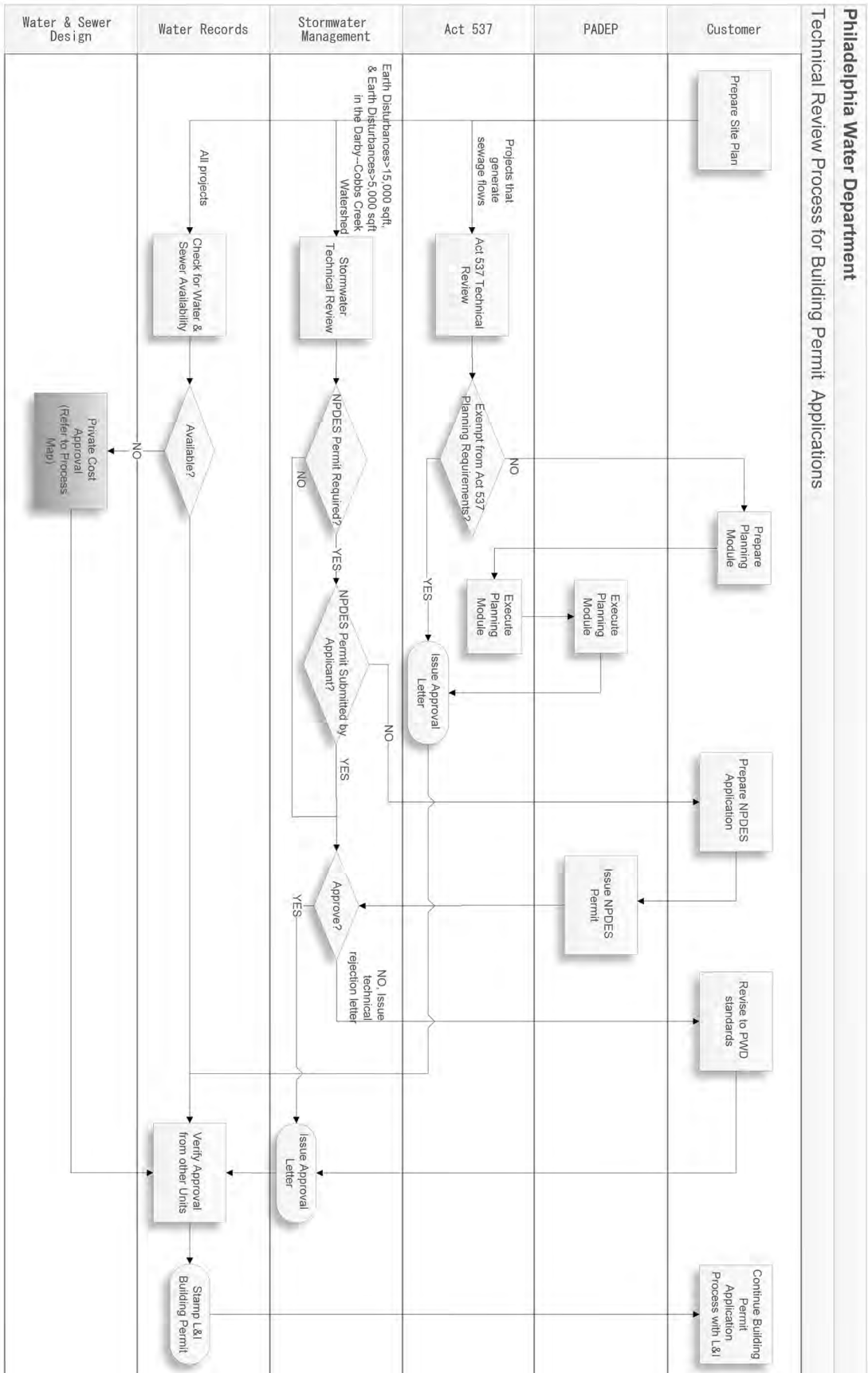
- Projects that lie within one of three restricted areas - Poquessing, Manayunk or Lawndale - must be forwarded to PADEP to be added to the Connection Management Plan (up to 3 months).
- Development plans for sites with rare and endangered species, as determined by a PADEP Pennsylvania Natural Diversity Inventory (PNDI) database search, must obtain clearance from agencies with jurisdiction over special concern species (up to 1 month).
- Developments with projected sewage flows greater than 65,625 gallons per day and plans proposing a public pump station or on-lot septic system must complete and submit a full "Planning Module" to the PADEP (up to 6 months).

The Water Records Unit verifies water and sewer availability for all building permit application projects. The unit can check availability within one day. If the project necessitates extensions and modifications to PWD infrastructure, the Water Records Unit will forward the application to the Water & Sewer Design Unit to execute the private cost approval process (described in detail in item 6). Act 537 approval is a pre-requisite for private cost review. Per project review times for private cost approval is highly dependent on each case, varying between a few weeks to several months, depending on the size and complexity of the project.

Additionally, the Stormwater Management Unit must review the application to verify that stormwater controls comply with city and state regulations. The following project application categories are reviewed for compliance with the stormwater regulations:

- Any project with earth disturbances of 15,000 sqft or larger;
- A project located in the Darby-Cobbs Creeks Watershed with earth disturbances 5,000 sqft or larger; and
- Projects subject to the Wissahickon Watershed Ordinance as determined by PCPC.

The Stormwater Unit processes approximately 200 applications per year. PWD has a 15-day review standard for stormwater technical reviews. For sites larger than one acre, an applicant must also obtain a National Pollutant Discharge Elimination System (NPDES) Permit from the PADEP before stormwater management will sign off on the project. Failure to do so will cause application processing delays. Improperly prepared site plans are another cause of delays. Three to four plan revisions are typical for stormwater management review. The applicant is able to check the status of the stormwater technical review through the phillyriverinfo.org website.



Throughout the process, individual PWD units will communicate separately with the applicant and customers often confuse these correspondences as final PWD approval. Official PWD approval occurs only after the Act 537, Stormwater Management, Water & Sewer Design and Water Records Units complete their technical reviews of the project or determine that the project is not subject to their approval. The Water Records Unit will stamp the L&I Building Permit application to signify the official and final PWD approval of that application.

For more information, contact:

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Philadelphia, PA 19107
215.685.6387 | PWD.PlanReview@phila.gov

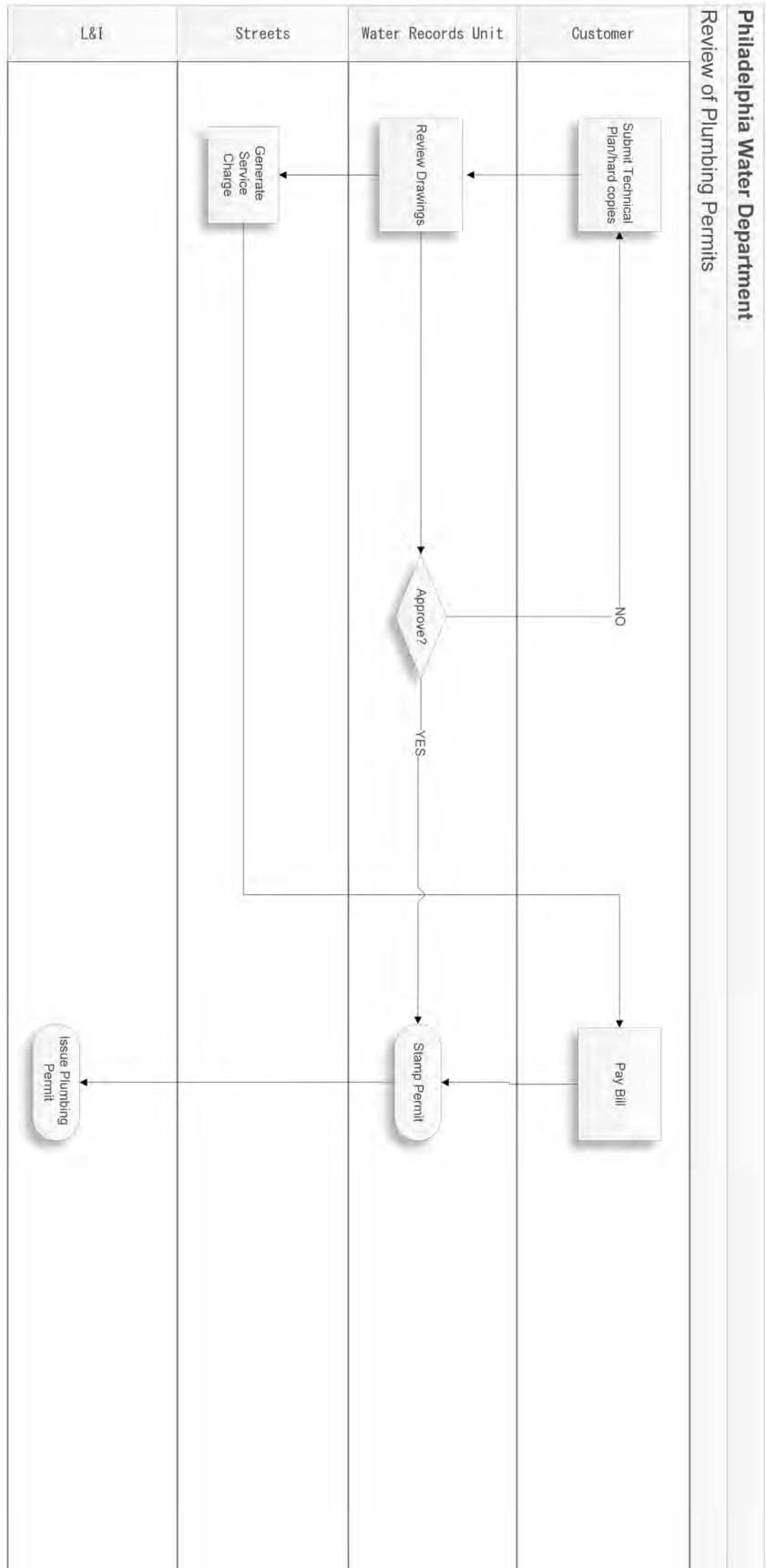
4. Reviews of L&I Plumbing Permits

Primary Review Unit: Water Records Unit

The Water Records Unit processes and reviews L&I Plumbing Permits. For five-inch and six-inch sewer connections, the Water Records Unit simply indicates whether sewer is available for the subject property and L&I completes the technical review. Water Records performs a technical review of plans for eight-inch or larger sewer connections. The Unit forwards the application to the Streets Department, which generates the appropriate service charge. After the customer pays the service bill, Water Records can officially approve the application and the customer can complete the permit process at L&I. Bill payment is a major bottleneck for an otherwise streamlined process, due to the antiquated check processing system.

For more information, contact:

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5. Water Service Permit and Meter Permit Issuance
Primary Review Units: Water Records Unit, Water Permit Issuance

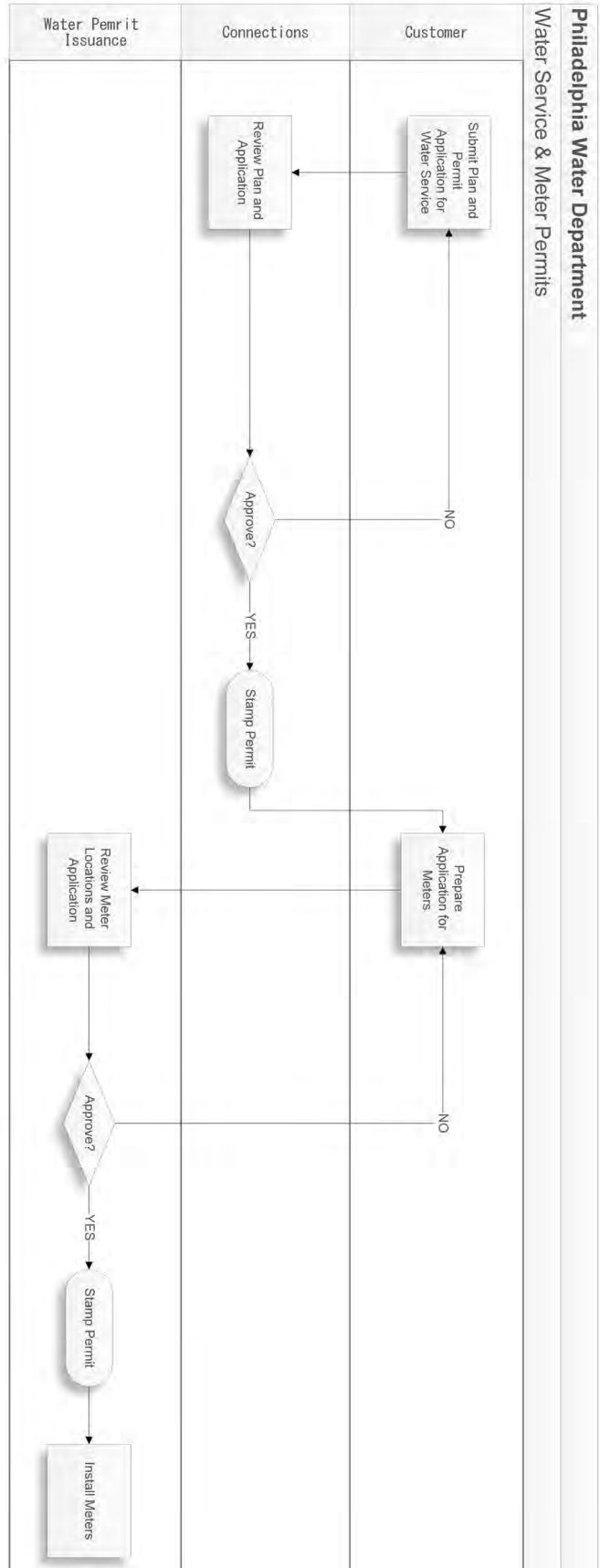
The Water Records Unit issues permits for domestic and fire water ferrules² and valves³. The Water Records Unit verifies the locations of new connections on the development plans. If approved, the Water Records Unit records these locations onto the PWD's internal drawings and issues the Water Service Permit. The applicant now has the ability to obtain a Meter Installation Permit from the Water Permit Issuance Unit.

For more information, contact:

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² Domestic connections smaller than 3 inches and fire connections smaller than 2 inches.

³ Domestic connections 3 inches or larger and fire connections 2 inches or larger.



6. Private Cost Approval

Primary Review Units: Water & Sewer Design, Projects Control

Developers must assume the costs and enter into a private cost contract for the design and construction of new physical pipe connections, extensions and modifications to the city's water and sewer infrastructure. The purpose of the private cost approval process is to ensure water and drainage facilities installed by developers or outside agencies are constructed in accordance with PWD standards and inspected by PWD. After post-construction approval, the developer accepts responsibility for long-term maintenance of these water and drainage facilities.

The Water & Sewer Design Unit ensures that developers engineer these new features to capably handle flow demands and to protect public health and safety. Water & Sewer Design supplies the customer with design manuals and private cost contract requirements to aid plan preparation in accordance with PWD standards.

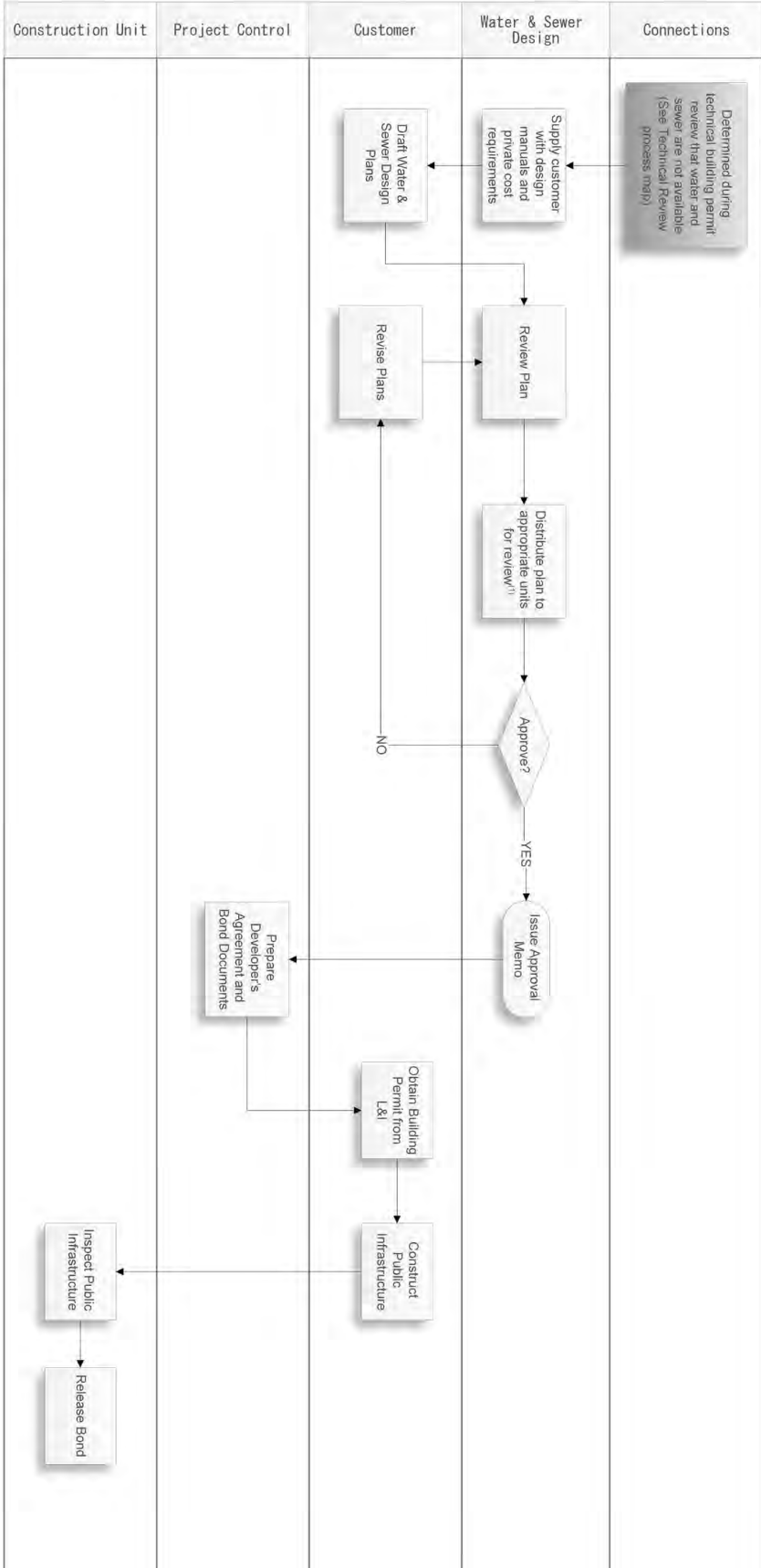
Water & Sewer Design forwards the plan to several other units for review: Planning & Research for approval of the water and sewer design layout and hydraulic capacity; PWD Water Conveyance for water main construction projects, water valves and hydrants; PWD Collector's System Unit for sewer construction projects and manholes; Philadelphia Fire Department for hydrant removal or installation; and Philadelphia Streets Department for paving restoration recommendations. Finally, private cost approval is contingent upon Stormwater Management approval (if applicable) and Act 537 approval. The final step in the process is preparation of the Developer's Agreement and bond documents between the developer or owner and PWD by Projects Control. Once Projects Control executes the Developer's Agreement, the customer can continue to obtain his building permit from L&I.

For more information, contact:

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Philadelphia Water Department

Private Cost Approval Process



- NOTES:**
- (1) Planning & Research for approval of the water and sewer design layout;
 - PWD Water Conveyance for water main construction projects, water valves and hydrants;
 - PWD Collector's System unit for sewer construction projects and manholes;
 - Philadelphia Fire Department for hydrant removal or installation; and/or
 - Philadelphia Streets Department for paving restoration recommendations.

CHALLENGES

The Philadelphia Water Department faces four major challenges in delivering a smooth development approval process to its customers:

- 1. Poor Website Organization:** The Water Department maintains two websites. The target audience for the main website, www.phila.gov/water, is the resident seeking information about their water and sewer service charges. A sister site, www.phillyriverinfo.org, focuses on providing information on protecting the region's watersheds and the City's stormwater regulations. Materials of interest to the development community are on the secondary phillyriverinfo.org website. Linkages between the two websites are not obvious. The dual website system causes confusion for customers as numerous amounts of information currently exist on either main PWD site or phillyriverinfo.org site.
- 2. Incomplete plans and applications that cause unnecessary processing delays:** PWD reviews approximately 1,300 development applications annually. Up to 70 percent of applications are incomplete. In an effort to increase the number of complete applications it receives, PWD has posted downloadable submission requirements, worksheets, guides detailing common plan preparation mistakes and sample submissions on its online technical library, housed on the phillyriverinfo.org site. Developers may access ERSA applications and development resources within two to three clicks – but only if they are aware of this secondary website. Developers who are unfamiliar with Philadelphia's process will have extreme difficulty locating these resources from the main PWD site. The dispersal of information across multiple websites diminishes the technical library's potential returns.

Incomplete or improperly-prepared stormwater design plans also result from customer misunderstanding of PWD's regulations and stormwater design requirements. Even with technical resources at their disposal, developers may need additional assistance interpreting the regulations, engineering requirements for stormwater controls and the green stormwater management incentives that PWD has built into the regulations. At present, PWD predominantly aids customers on a case-by-case basis.

PWD has held numerous workshops to help developers understand and navigate the development review process. This has had a positive impact but further outreach is necessary. PWD has and continues to have open walk-in hours to help developers.

- 3. Functionality of electronic systems:** The ERSA process for conceptual plan review has yielded significant gains in efficiency. Since February 2006, the average review time has dropped by more than half. However, PWD can make additional progress by adding more automated functions to the electronic review system. At present, internal review units do not have the ability to add e-comments to an application. Instead, units shuffle comments back-and-forth via email, which must be consolidated and edited on the final conceptual plan approval form. Moreover, there is no mechanism to allow the applicant to resubmit a revised conceptual plan through the phillyriverinfo.org website and instead they must resort to sending revised plans either electronically via email or hard copy to PWD.

Bill payment is another issue for the PWD. Its fee system can only accept checks in person or by mail and is incapable of processing credit card payments online.

- 4. Lack of Communication and Coordination:** All PWD units have a clear understanding of each unit's role and responsibility in the development process and have developed informal methods of intra-departmental communication. But ambiguous lines of communication with the customer continue to undermine the high level of coordination between PWD approval units.

During the technical review process, individual PWD units will communicate separately with the applicant, who often confuses these correspondences as final PWD approval. This practice is particularly confusing for an applicant who had previously undergone the conceptual plan review process, where there is only one portal of communication between the applicant and PWD through Projects Control.

RECOMMENDATIONS

Challenge #1: Poor Website Organization

1. Optimize PWD website to improve its overall structure, linkages and organization

Suggested Approaches:

- Allow for better linking to external sites, especially to the agencies with which PWD regularly coordinates during zoning and building permit approvals (L&I, Planning Commission and Streets).
- Phase out the use of dual websites by concentrating and consolidating all relevant information onto either the phila.gov/water site or the PhillyRiverInfo.org site.
- Reorganize the information on the website to group like-minded information and to provide access to important online resources within three clicks.

Impact:

- Eliminates confusion as to which site one needs to go to.
- Increases access to information in order to improve the customer knowledge base about the Water Department's approval processes and to optimize the use of staff resources by reducing the need for one-on-one customer service.

Challenge #2: Incomplete Plans

2. Discourage the submission of incomplete plans that cause feedback loops and lead to delays.

Suggested Approaches:

- Website improvements will improve customer access to PWD's technical resource library.
- Conduct training sessions to inform the public about the process and walk customers through the City's water, sewer and stormwater regulations.
- Impose sanctions for repeat offenders, such as charging increasing fees for resubmittal of poor plans.
- Publish ratings of development professionals to incentivize preparation of complete plans.

Impact:

- Reduce workload created by incomplete plans
- Provide public with the knowledge to make informed decisions when choosing designers, architects, contractors and other development professionals.
- Speed up the development permitting process system-wide.

Challenge #3: Functionality of Electronic Systems

3. Enable online bill submissions and payments on PWD website

Suggested Approaches:

- Provide customers with the option to view and pay bills online through a safe and secure page on the PWD website. PWD should continue accepting over the counter payments until the e-commerce site has been tested and accepted by the public.

Impact:

- Eliminates the antiquated check-processing system.
- Customers save time by removing the need to physically drop payment checks off at the Water Department. PWD also saves time by eliminating check-processing tasks.
- Due to ease of use and convenience, the City eventually receives more payments in a timelier, cost-effective manner.

4. Establish a modifiable online record for every development application

Suggested Approaches:

- Enable feedback functionality into every online conceptual plan application, allowing external development community and internal PWD units to build and share comments within the application.
- Develop an electronic plan submission system similar to the ERSA system for technical plan reviews. Ensure all department units can freely share comments through this system, and that applicants have the ability to re-submit application materials as they address comments and redesign plans.

Impact:

- Ability to add and edit comments on every e-application provides for seamless communication across various teams internal to PWD.
- Customers will have close to real-time feedback on the status of any given project and be able to resolve any outstanding issues faster.
- Greater level of accountability allows for an audit trail.

Challenge #4: Lack of Communication and Coordination

5. Consolidate and streamline points of contact between the customer and PWD

Suggested Approaches:

- Unify permitting application intake points by merging customer service resources into a single customer service counter.
- Assign a “shepherd” to move applications between departments and reconcile conflicting comments, allowing PWD to communicate with the customer as a single department.

Impact:

- Accelerate the development review process.
- Make customers aware of all requirements at the beginning of the process.
- Allow the city to speak with “one voice”.

Chapter 4

Philadelphia City Planning Commission

ALAN GREENBERGER, EXECUTIVE DIRECTOR

One Parkway Building

1515 Arch Street, 13th Fl

Philadelphia, PA 19102

<http://www.philaplanning.org>

PHILADELPHIA CITY PLANNING COMMISSION

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The Philadelphia City Planning Commission (PCPC) is responsible for guiding the orderly growth and development of the City of Philadelphia. The Commission's specific powers and duties include the preparation of a Comprehensive Plan and its modification, the Capital Program and Budget, proposed zoning ordinances and amendments, and regulations concerning the subdivision of land. The nine-member Commission employs a full-time staff - comprising an Executive Director and a civil service staff of architects, planners and urban designers - which provides the Commission with a comprehensive overview on a wide range of planning issues. The agency staff also performs neighborhood planning, strategic planning for housing, transportation, economic development and community development, and urban design activities.

PCPC regulates new development through the City's zoning permitting processes; it does not directly issue any development permits. There are several situations which require PCPC approval before the Department of Licenses & Inspections will issue a zoning permit:

- Subdivisions;
- Surface Parking Lots in Residential-Commercial (RC) Districts;
- Floodplains;
- Parcels located in the Wissahickon Watershed;
- Wireless Telecommunication Facilities;
- Changes in use and all construction within Master Plan Districts (Institutional Development District (IDD), Industrial Transformation District (ITD), RC-6 Residential District, Waterfront Redevelopment District (WRD), Sports Stadium District (SSD), and the Commercial Entertainment District (CED);
- Parking garages in C4 and C5 Commercial Districts; and
- Façade control areas.

Of these reviews, the subdivision process is the most complex and time-consuming, and involves the heaviest interaction and coordination with multiple City departments. The Development Planning Unit is responsible for reviewing all of the above-listed applications, except for façade control areas which are under the purview of the Urban Design unit. Applicants of subdivisions may also need approval of the Commission if the staff determines that the subdivision regulations apply to the development proposal.

Unit	Review Function
Agency Staff, Development Planning Unit	Reviews subdivision applications in accordance with Philadelphia Code Section 14-2103 and guides applicants through the subdivision platting process. Reviews zoning permit applications for surface parking lots in RC districts, parcels located in floodplain areas, parcels located within the Wissahickon Watershed, changes in use and all construction in Master Plan Districts, and wireless telecommunication facilities.
Agency Staff, Urban Design Unit	Reviews zoning permit applications for new construction projects and projects altering the built elevation of a building located in façade control areas, which include the Center City Commercial Area (Philadelphia Code Section 14-1607), Neighborhood Conservation Districts (Philadelphia Code Chapter 14-900) and parking garages in C4 and C5 commercial districts (Philadelphia Code Section 14-305).
City Planning Commission	Reviews and approves all subdivision plats.

PROCESS FLOW ANALYSIS

PCPC conducts three major approval processes: subdivision review, development plan reviews for special control areas (surface parking lots with more than 25 vehicles, floodplains, the Wissahickon Watershed and wireless telecommunication facilities, Master Plan Districts and parking garages in C4 and C5 commercial districts) and façade control reviews.

1. Subdivision Review

Primary Review Units: Development Planning Unit, City Planning Commission

Per the Land Division Chapter of the Philadelphia Code (Chapter 14-2100), a developer needs a permit to create a subdivision of land into three or more lots or parcels for the purpose of conveyance, transfer, improvement or sale. A developer also requires a permit for subdivision for any development of a parcel of land which involves installation of streets and driveways whether or not dedicated and whether or not the parcel is divided for the purpose of immediate conveyance, transfer or sale. However, there are certain exclusions:

- The sale or conveyance of land in excess of 5 acres for improvement other than subdivision;
- Subdivision plans which only include streets that have been approved by PCPC since April 17, 1951; and
- Subdivision plans which pertain to land abutting one or more legally open streets shown on the City Plan provided the least dimension does not exceed 300 feet and the entire tract does not exceed 15 acres.

Applicants must obtain PCPC approval of subdivisions before filing a zoning permit application with L&I. The Development Planning unit evaluates all zoning permit applications for subdivisions to determine whether subdivision regulations apply to a project, consequently if the applicant requires a formal subdivision plat review.

If the subdivision regulations are inapplicable, then Development Planning reviews the development plan's features, including street layout, topographic and geotechnical conditions, lot sizes, drainage, vehicular and pedestrian circulation and landscaping, for general consistency with Philadelphia Code Title 14, Zoning and Planning to ensure that the subdivision will function in a manner that is beneficial to the community.

Subdivision regulations generally will not apply for approximately 95% of applications. For such "over-the-counter" projects, Development Planning can complete its review in less than one week. For plans with earth disturbances greater than 15,000 square feet, Development Planning will additionally require Philadelphia Water Department Conceptual Plan Review (refer to PWD Chapter for description of Conceptual Plan Review process).

If the subdivision regulations are applicable to a plan, then Development Planning provides technical assistance to applicants as they draft a preliminary plat of the subdivision. Once the draft is complete, Development Planning schedules its review for the next available monthly Commission meeting. The total time until preliminary plat approval is highly variable, but is approximately six months on average.

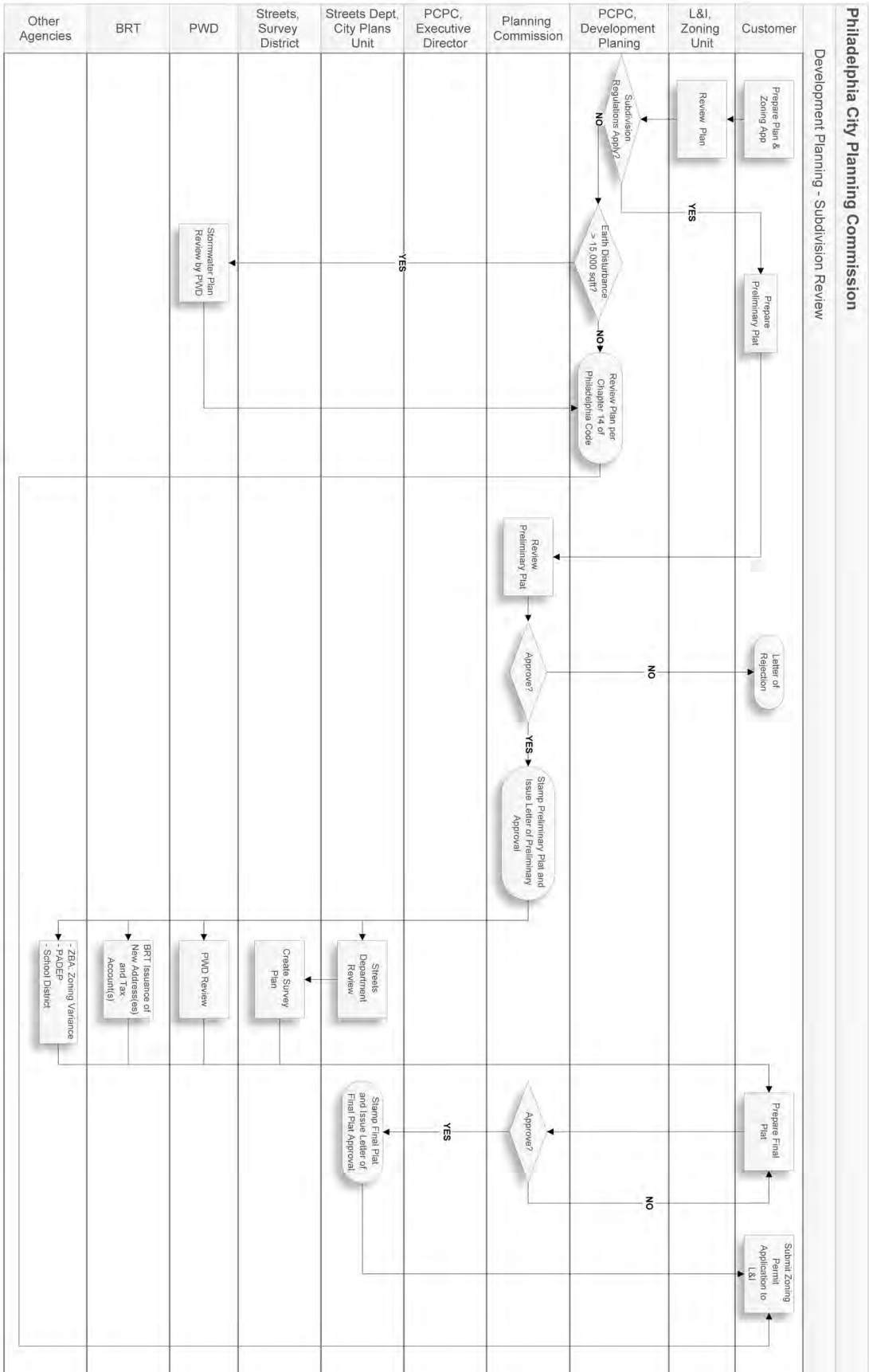
Commission approval of the preliminary plat permits the applicant to gather additional approvals from external departments and agencies; three critical outside reviews occur at the Streets Department, PWD and the Board of Revision of Taxes (BRT).

- The Streets Department's City Plans Unit must approve new streets as well as alterations to existing streets, and register such modifications to the official City Plan by way of City Council Ordinance – a process that may take up to six months to complete. The Survey District also has a role in subdivision reviews. District surveyors create an accurate survey plan detailing the metes and bounds of the newly created lots and/or streets.
- The Philadelphia Water Department must complete certain approvals before the City can issue a subdivision permit. Development projects with earth disturbances greater than 15,000 square feet need stormwater management approval. Additionally, as required by PA Act 537, the applicant must complete Sewage Facility Planning, if applicable (refer to PWD Chapter for a description of Act 537 review).
- BRT must create accounts and issue addresses for each of the new buildings and lots. BRT must enter these new addresses into their database before L&I can issue zoning permits for the property. However, BRT does not require proof of preliminary plat approval before it creates new property addresses; nor does the Records Department require such proof before recording a new deed. The unfortunate result is an inaccurate BRT property database.

Depending on a project's specifications, the applicant may also need approvals from the Pennsylvania Department of Environmental Protection, the School District of Philadelphia or the Zoning Board of Adjustments. After obtaining all the required approvals, an applicant can draft the Final Plat. Due to the complexity of the approvals process, PCPC grants applicants up to 15 months to develop and submit the Final Plat. The Commission must review and approve the Final Plat before the applicant can continue the zoning permit process at L&I.

For more information, contact:

Development Planning Unit
One Parkway Building
1515 Arch Street, 13th Fl
Philadelphia, PA 19102
215.683.4615



2. Development Plan Reviews for Special Control Areas
Primary Review Unit: Development Planning

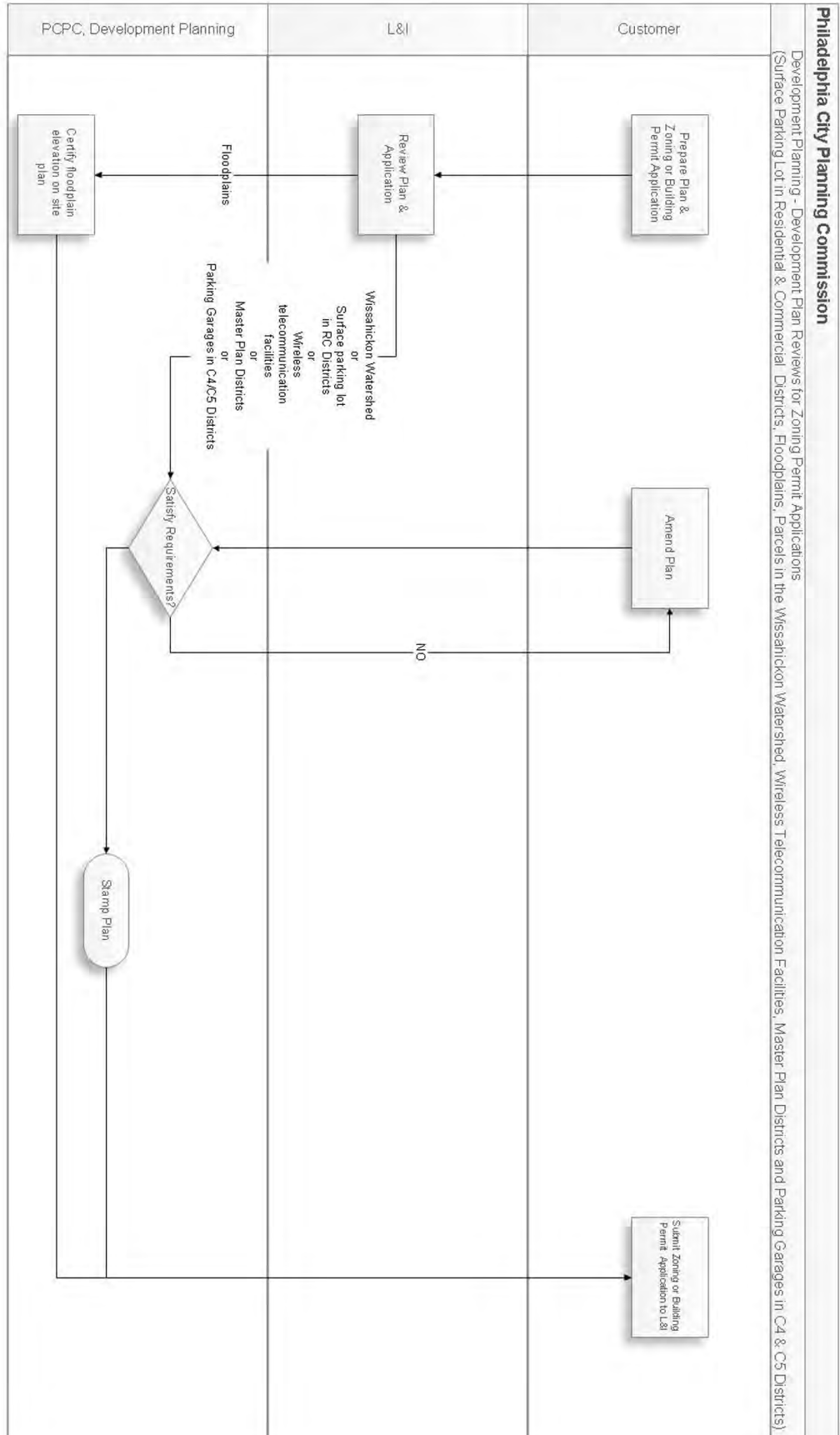
L&I forwards all zoning permit applications for surface parking lots containing more than 25 vehicles, projects located in floodplain areas, parcels in the Wissahickon Watershed, wireless telecommunication facilities, changes in use and all construction within Master Plan districts (IDD, ITD, RC-6, WRD, SSD & CED), and parking garages in C4 and C5 districts to PCPC for pre-requisite approval. Development Planning conducts the reviews for these projects.

- For floodplains, the Development Planning Unit simply records and/or certifies the floodplain elevation on the site plan. Development Planning does not conduct any technical reviews.
- For surface parking lots containing more than 25 vehicles, Development Planning reviews site plans for compliance with its Landscape Design Guidelines.
- For wireless telecommunication facilities and parcels located in the Wissahickon Watershed, Development Planning reviews the site plans for technical compliance with its design requirements.
- In Master Plan districts, Development Planning reviews applications to ensure that the proposals are consistent with the Plan of Development for that district.
- Finally, Development Planning reviews parking garages in C4 and C5 commercial districts to ensure functionality of the garage layout and the provision of adequate queuing spaces. These garages are also subject to façade control review by the Urban Design Unit, as described in the following section.

Development Planning can complete its review of special control projects within one week.

For more information, contact:

Development Planning Unit
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Philadelphia, PA 19102
215.683.4615



3. Reviews for Façade Control Areas
Primary Review Unit: Urban Design

Three situations trigger review by PCPC's Urban Design unit during the zoning permit application process: new construction and elevation changes in existing buildings located in (1) the Center City Commercial Area (defined in Code Section 14-1607), (2) Neighborhood Conservation Districts, and (3) parking garages located in C4 and C5 commercial districts (Code Section 14-305). The Queen Village Neighborhood Conservation District (defined in Code Section 14-908) is the only Neighborhood Conservation District to date.

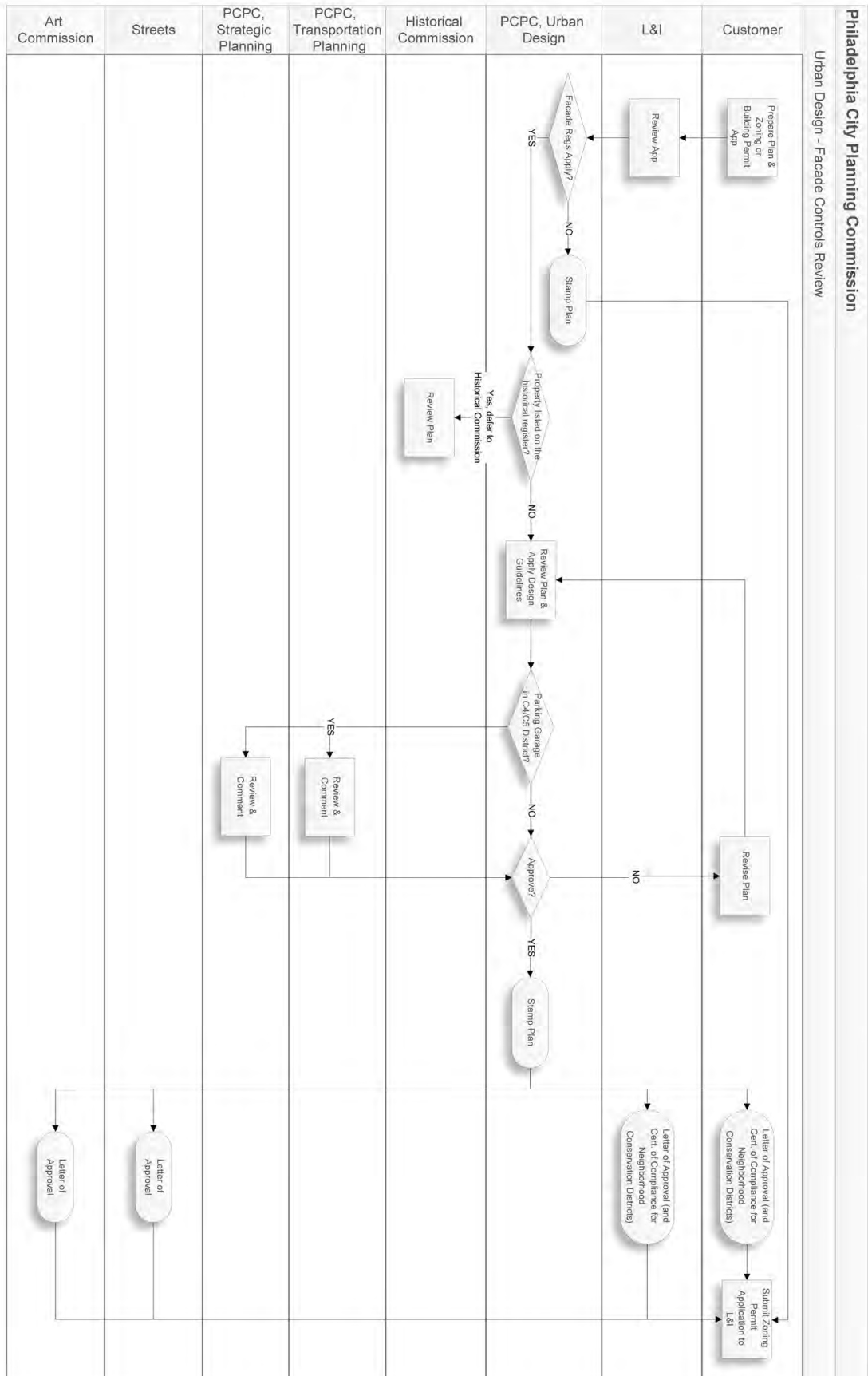
The Urban Design Unit verifies that all proposed building materials and designs for elevations are consistent with and complement the surrounding neighborhood's historical and architectural context, as well as satisfy the regulatory design requirements of Philadelphia Code Title 14. If, however, the development site is a designated historical property or located in a designated historic district, the Urban Design unit will defer to the decision of the Historical Commission.

For parking garages in C4 and C5 commercial districts, the Urban Design Unit will also forward permit applications to the Development Planning (see item 2), Transportation Planning and Strategic Planning Units, which verify that the project complies with Title 14 and examine the project's impacts on vehicle and pedestrian circulation.

Upon plan approval, the Urban Design Unit drafts of letter of approval and, for Neighborhood Conservation District projects, issues a Certificate of Compliance. Urban Design distributes copies of the approval letter to the departments that may be affected by its decision, including L&I, the Streets Department and the Art Commission. Urban Design's total processing time for applications is an estimated one to three days.

For more information, contact:

Urban Design Unit
One Parkway Building
1515 Arch Street, 13th Fl
Philadelphia, PA 19102
215.683.4615



CHALLENGES

Overall, PCPC approval processes are efficient and brief, lasting no more than one week, with the extreme exception of the complex the formal subdivision platting process which can take up to two years to complete. PCPC also excels at customer service, allowing customers to resubmit design plans as many times as necessary to satisfy the PCPC's regulations and design criteria; complete denials of applications by PCPC are rare. Interviews with PCPC staff revealed that the development permitting issues that PCPC encounter do not stem from its internal processes, but from broader systemic issues that affect the entire city-wide permitting system.

- 1. Segregated BRT and Department of Records Procedures:** BRT will process a property owner's request for new addresses for subdivided parcels without proof of preliminary plat approval from PCPC. The Department of Records behaves similarly with regard to recording new deeds. Such practices mislead customers into believing they have successfully subdivided a property before the PCPC has verified that the subdivision is compliant with the Municipal Code. Moreover, consistent operation outside of the City's development approval process by BRT has created an inaccurate record of property addresses and property descriptions, which negatively impacts L&I since it relies on BRT's database to perform its permitting functions.
- 2. Indistinct Gateway into the Development Process:** For large and complex multi-parcel projects, PCPC serves as a natural gateway into the development process due to its prominent role in preliminary approvals process for zoning permits, and its close working relationship with PWD and the Streets Department. This fact is unclear to new developers, and despite PCPC's excellent customer service, new customers may be deterred by Philadelphia's lengthy and cumbersome development permitting procedures.

The City has implemented some measures to address this issue. Preliminary Plan Review was intended for developers of large projects to garner preliminary comments on construction plans in order to inform future development decisions. Few developers take advantage of this resource. Similarly, the purpose of the multi-agency Development Services Committee was to provide a way for the customer to simultaneously inform all the City agencies of an impending development and to receive feedback before initiating the permitting process. The Development Services Committee used to meet monthly, but now only meet as requested by a developer due to low demand of its service.

RECOMMENDATIONS

Challenge #1: Segregated BRT Procedures

1. Integrate BRT processes with the subdivision process

Suggested Approaches:

- Coordinate BRT and the Department of Records into PCPC's approval process. Collaborate with these agencies to establish appropriate procedures for processing subdivision applications, which should include pre-requisite preliminary plat approval from PCPC or certification by PCPC that subdivision regulations do not apply to the property or properties.
- Pursue ordinance amendments of the City's legislation and regulations as necessary to enable procedural changes at BRT.

Impact:

- Prevent and reduce record errors in the BRT database, which has the secondary impact of reducing permit application processing delays for PCPC and L&I.
- Ensure that all subdivisions comply with City regulations and are safe for final use.

Challenge #2: Indistinct Gateway into the Development Process

2. Enhance PCPC's Role as a Large Development Gateway

Suggested Approaches:

- Conduct public training sessions to inform the public about the development permitting process in Philadelphia and walk customers through the major and the most complex approval processes at PCPC as well as the other primary line agencies (Streets, PWD and L&I).

Impact:

- Provide public with the knowledge to make informed development decisions.
- Improved customer knowledge will speed up the development permitting process system-wide.

3. Require the use of Development Services Committee and Preliminary Plan Review for large scale developers

Suggested Approaches:

- Advertise Preliminary Plan Review and the Development Services Committee to promote the use of these resources.
- Evaluate whether all large-scale projects should be required to meet with the Development Services Committee and/or undergo preliminary plan review prior to entering the permit process. If so, define the appropriate threshold criteria for "large projects" and pursue ordinance changes.

Impact:

- Alert all city agencies simultaneously of large-scale projects in the pipeline.
- Reduce delays in the formal permitting process for large-scale projects.

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Chapter 5

Historical Commission

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<http://www.phila.gov/historical>

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HISTORICAL COMMISSION

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The Historical Commission is responsible for ensuring the preservation of historic buildings, structures, sites, objects, interiors and districts in Philadelphia. The Historical Commission identifies and designates historic resources, as listed on the Philadelphia Register of Historic Places, and regulates preservation in the City. With its federal certification, the Historical Commission also performs federally-mandated environmental clearance and historic preservation reviews for some municipal agencies. In addition to its regulatory duties, the Historical Commission also serves as a clearing house for technical and historical information, providing assistance to property owners, developers, and design professionals; and materials on the history of Philadelphia and its built environment to cultural resource management professionals, educators and students, and the public.

The Historical Commission regulates preservation through the City's building and other permitting processes. It does not directly issue any development permits. Any work that requires a building permit from L&I and/or alters the appearance of an historic property on the Philadelphia Register must have the approval of the Historical Commission before L&I will issue a building permit. The Historical Commission staff approves most permit applications. When the scope of work exceeds the staff's jurisdiction (per Philadelphia Historical Commission Rules & Regulations Section 6.10.c), the 14-member Historical Commission board, the advisory Architectural Committee and/or the advisory Committee of Financial Hardship will review the building permit application.

Unit	Review Function
Historical Commission Staff	Provides technical assistance to property owners, developers and design professionals. Reviews building permit applications in accordance with the PHC Rules & Regulations Section 6.10.c.
Historical Commission Board	Reviews building permit applications that have been referred by the Historical Commission Staff, or that are beyond the Staff's jurisdiction for compliance with historic preservation regulations. As the decision-making body, the Board takes comments from the Staff, Architectural Committee and Committee of Financial Hardship under advisement when making final rulings on permit applications.
Architectural Committee	Conducts preliminary technical design review of all permit applications to be heard by the Historical Commission board.
Committee of Financial Hardship	Conducts preliminary technical review of permit applications to be heard by the Historical Commission when the applicant claims financial hardship (sale of property is impracticable, commercial rental cannot yield a reasonable rate of return, and that other potential uses are foreclosed).

PROCESS FLOW ANALYSIS

The Historical Commission conducts two major approval processes. Most applicants pursuing a building permit for a historical property will undergo the standard review process. There is also an abbreviated review procedure for (1) developers seeking a “Review in Concept” to solicit the Historical Commission’s opinion before formally filing a building permit application, and (2) for projects in the Commission’s “45-Day Review & Comment” jurisdiction, which encompasses undeveloped sites within a historic district.

1. Standard Review

Primary Review Units: Staff, Architectural Committee, and the Historical Commission

Building permit applicants that propose alteration, demolition, or construction on a property listed on the Philadelphia Register of Historic Places or located within a historic district will enter the Historical Commission’s standard review process. The Staff receives all permit applications and reviews them for completeness and verifies that the application requires Historical Commission approval. Incomplete applications cause delays since the Staff cannot initiate the review until the applicant has submitted all the necessary materials.

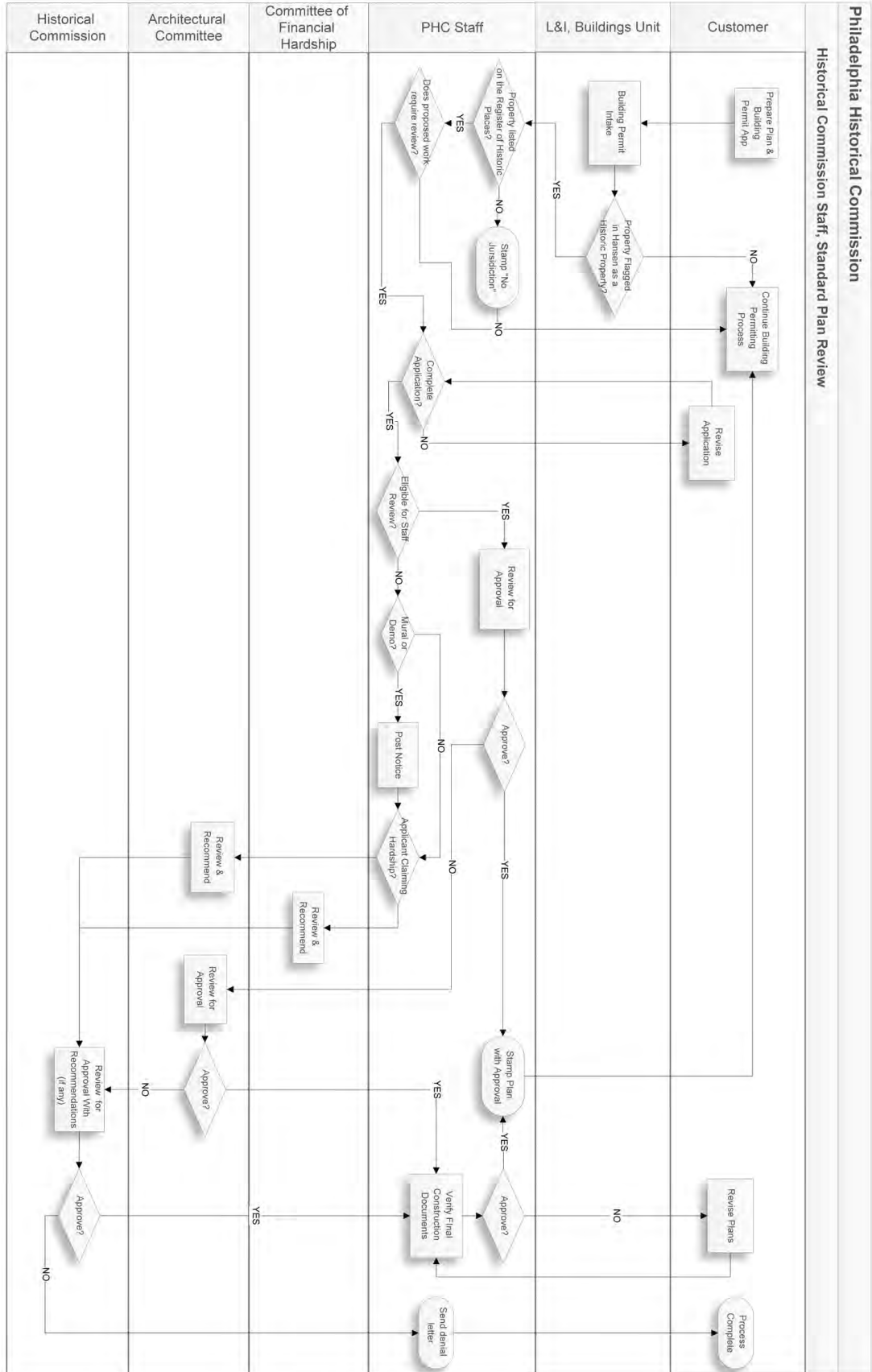
The Staff will process the applications which it is authorized to review without referral to the Architectural Committee and Historical Commission. Such projects include, but are not limited to, the alteration or addition of minor, non-historic features, standard building maintenance activities, the replacement of certain roofing materials and the replacement of deteriorated features with materials and products that replicate the appearance of the historic features.

The Staff reviews 90% of plans and must render a decision within five days, although many applications may be reviewed in under one hour. Upon staff approval, the applicant may continue the building permitting process with L&I. If the staff denies the application, it will refer the application for formal review by the Architectural Committee and the Historical Commission. In cases where the applicant claims a financial hardship, the Committee of Financial Hardship will also review the plan.

The Architectural Committee and the Historical Commission meet monthly, offset by two weeks, to hear building permit applications (outside the Staff’s jurisdiction or within the Staff’s jurisdiction, but denied during Staff review). First, the Architectural Committee makes a technical review of the plan. The Architectural Committee may approve applications that fall within the Staff’s approval authority, but were not approved by the Staff. Most applications are referred by the Architectural Committee to the Historical Commission, which will make the final decision taking into consideration the comments of the Staff and the Architectural Committee. The Commission must decide on an application within 60 days, but it has the power to table an application for up to 6 months. Therefore, although most applications are approved within 60 days, the total review time for development projects that go before the Commission can be as long as six months. Furthermore, the individual Commission meetings themselves tend to be lengthy, with applicants waiting several hours until the agenda progresses to their particular project.

For more information, contact:

The Historical Commission
City Hall, Room 576
215.686.7660



2. Review in Concept and 45-Day Review & Comment

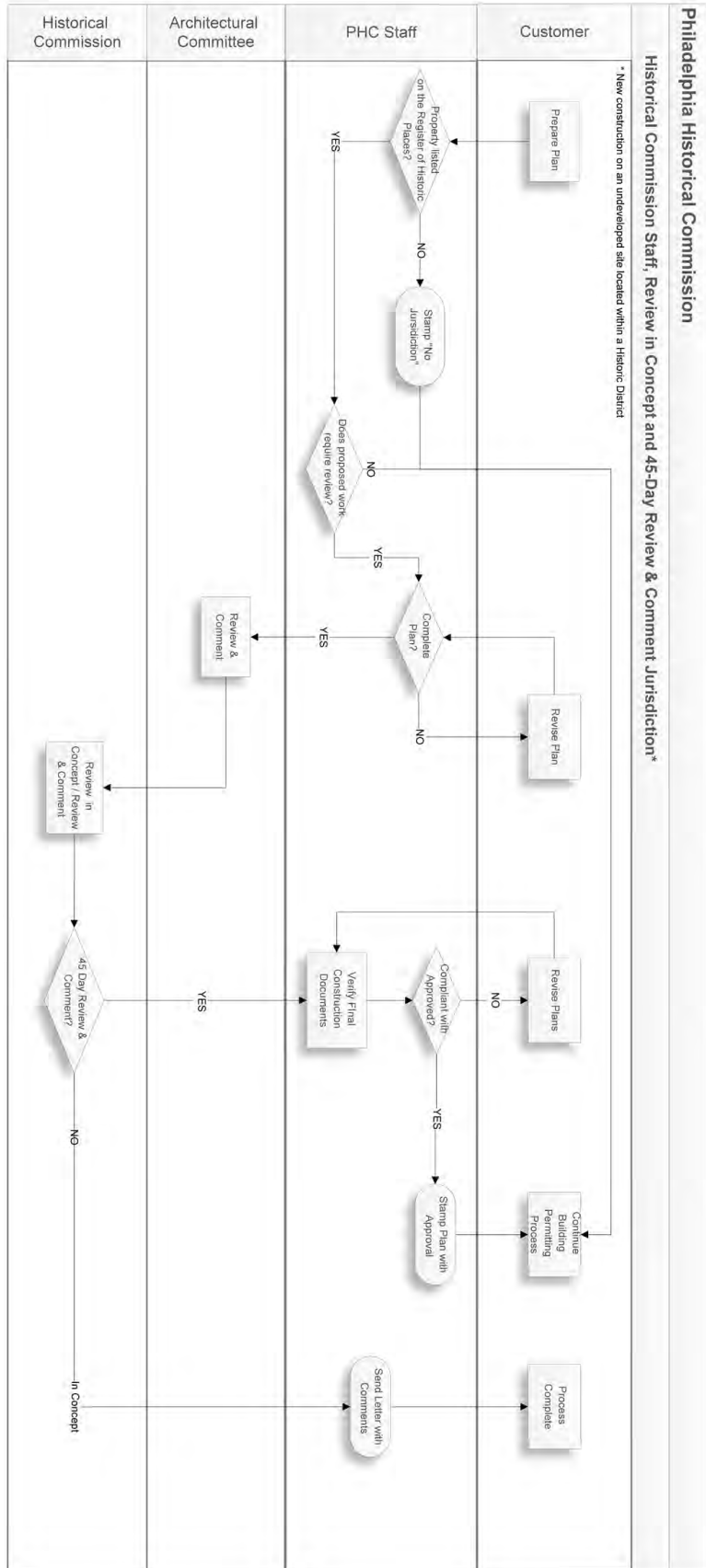
Primary Review Units: Staff, Architectural Committee, and the Historical Commission

Review in Concept and 45-Day Review & Comment projects are special instances of Historical Commission review. Developers submit Review in Concept plans to collect preliminary comments from the Architectural Committee and the Historical Commission before entering the formal development process.

The 45-Day Review & Comment process occurs for vacant lots located within historic districts. The Architectural Committee and Historical Commission comment whether the proposed construction project is consistent with the character of the historic district; however the Commission does not have decision-making power. The Staff synthesizes the comments into a letter for the applicant. The total processing time for Review in Concept and 45-Day Review & Comment applications is one month, on average, depending on the Committee and Commission meeting schedules.

For more information, contact:

The Historical Commission
City Hall, Room 576
215.686.7660



CHALLENGES

The Historical Commission is one of the smaller City agencies. It has a small six-member staff and its vertical organizational structure consists of a short, three-tiered chain-of-command (staff, Architectural Committee / Committee of Financial Hardship and Commission). Therefore, the various review units possess a clear understanding of each other's responsibilities and review processes are well-defined and streamlined. The challenges that face the Historical Commission are not necessarily process-based, but rather relate to the ability for the small department to manage the volume of applications it sees and to juggle its development reviews with its other responsibilities.

The Commission's primary challenge is the need to address activities that are unnecessarily time-consuming. As the Commission succeeds in its mission to preserve historically-important properties and structures throughout the City, it expands the jurisdiction under which it must regulate development. For every 100 new properties the Commission adds to the Historic Register, it receives approximately 10 to 15 new building applications per year. Therefore, it is critical that the Commission free itself of unnecessary tasks that tie up limited resources so that it can efficiently regulate the City's historic resources.

One of these unnecessary tasks is tending to the most frequently-asked question by customers: Is my property listed in the Historical Register? Currently, although this information can be obtained through the Board of Revision of Taxes website, the public does not have a lookup tool for this information on the Historical Commission's website or on Philadelphia's CityMaps web portal. Although a relatively simple task, the cumulative impact of repeatedly answering these questions is the diversion of resources away from processing permit applications.

Another unnecessarily time-intensive activity for the Commission and for the public is the extremely lengthy Historical Commission meeting. The Commission does not have the power to approve multiple non-controversial items at once via consent agenda. As a result, development stakeholders must endure a long and frustrating wait as the Commission diligently works its way through each individual item on the agenda. However, due to recent reform efforts undertaken by the Historical Commission, the newly revised Rules and Regulations include consent agenda. The new regulations go into effect in February 2010.

RECOMMENDATIONS

1. Create a Property Look-Up Tool for the Public

Suggested Approaches:

- Work with the Department of Technology to create portal where property developers can access Historical Commission records and determine whether a property is a designated historic property. Make the portal accessible on the Historical Commission's website and/or CityMaps.

Impact:

- Shift resources away from historical record searches and reallocate resources towards permit application processing.
- Improve public access to historic records and reduce the amount of research time invested by developers.

2. Expand the Staff's Review Jurisdiction

Suggested Approaches:

- Evaluate situations that currently require Historical Commission approval which may be appropriate for Staff-level review and amend the Rules and Regulations to shift these responsibilities to Staff. The Historical Commission has recently implemented this recommendation, and the new Rules and Regulations go into effect in February 2010.

Impact:

- Reduce the number of applications that must undergo Architectural Committee and/or Historical Commission review. Improve overall efficiency by increasing the number of applications that can be approved within the Staff's five-day turn-around standard.

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Chapter 6

Art Commission

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1515 Arch Street, 13th Fl

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ART COMMISSION

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The Art Commission is composed of eight appointed members and the Commissioner of Public Property. The Commission is the City's charter-mandated design review board for architecture and art. The Commission must approve the designs of all construction and alterations that are financed in part or in whole by the City and projects on City-owned land and streets. The Art Commission also bears the responsibility of approving the designs of most signs on private property.

The Art Commission regulates the design of building architecture through the City's building permit process and controls the appearance of signs through the zoning permit process. Therefore the Art Commission does not directly issue any development permits, but rather approves development plans before the Department of Licenses & Inspections will issue a zoning or building permit.

The Art Commission staff approves zoning and building permit applications that are eligible for administrative approval. Otherwise, the staff processes the application and schedules a hearing date for the project before the nine-member board. For signs in special control areas, which include but are not limited to Independence Hall, the Benjamin Franklin Parkway and the Avenue of the Arts, the Sign Committee advisory board will review and comment on the application before the Art Commission board hears the application and makes its final decision.

Unit	Review Function
Art Commission Staff	Provides technical assistance to property owners, developers and design professionals. Decides on zoning and building permit applications that are eligible to administrative approval.
Art Commission Board	Reviews building permit applications that have been referred by the Art Commission Staff, or that are beyond the Staff's power of administrative review. As the decision-making body, the Board takes comments from the Staff and Sign Committee under advisement when making final rulings on permit applications.
Sign Committee	Conducts preliminary technical design review of sign zoning permit applications in special control areas.

PROCESS FLOW ANALYSIS

The Art Commission has two separate approval procedures for sign zoning permits and for building permits.

1. **Sign Zoning Permit Reviews** **Primary Review Units: Staff, Sign Committee, Art Commission**

L&I requires Art Commission approval for zoning permit applications for building logos and signs that meet one of the following criteria:

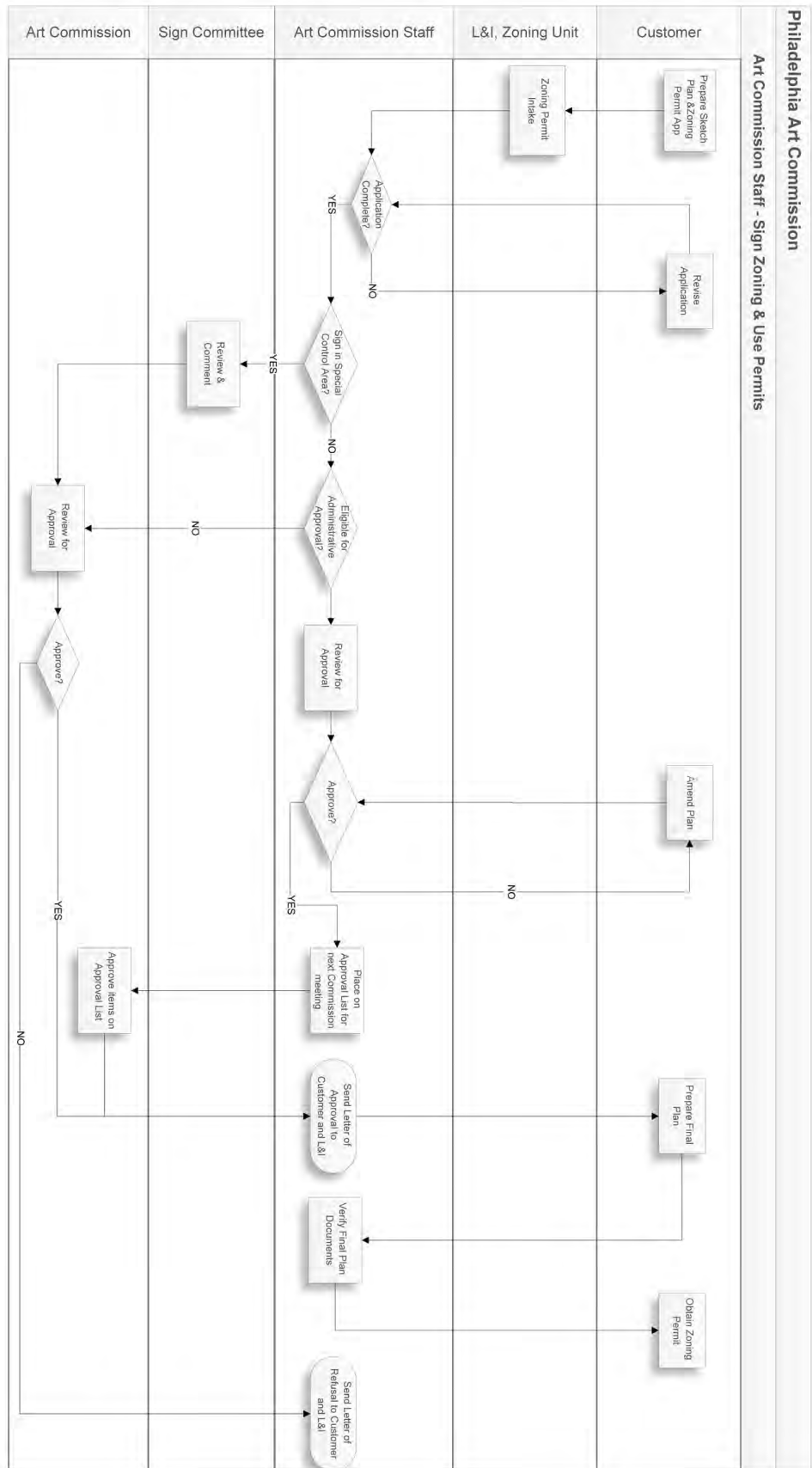
- Signs that extend more than 12” beyond the property line
- Signs in the area surrounding the Vine Street Expressway
- Signs in the area surrounding the Benjamin Franklin Bridge Approach
- Signs along the Benjamin Franklin Parkway
- Signs in the Passyunk Avenue Special District
- Signs in the Convention Center Expansion Area Special District
- Signs in areas abutting parkways, historical shrines and civic projects
- Building logo signs located above the bottom of the 2nd floor located in C-4 and C-5 districts
- All signs located in the RC-4 District

The Staff reviews all sign zoning permit applications for completeness and verifies that the application requires Art Commission approval. Following the application intake process, the Staff will decide on those applications which it has the administrative authority to approve. Staff review typically occurs within two weeks. If Staff denies an application, it allows the applicant to continue revising the plan until it satisfies the Art Commission’s design requirements. The staff places these pre-approved applications on the agenda for the next Commission hearing date, at which time the Commission will formally approve these items via consent agenda.

The staff forwards applications that are beyond its administrative power of approval to either the Sign Committee or directly to the Art Commission. For signs in Special Control Areas, the Sign Committee makes a technical review of the plan prior to the Art Commission hearing. Art Commission meetings last for up to two hours. After Art Commission approval, the applicant can continue with the zoning permit process at L&I.

For more Information, contact:

The Art Commission
One Parkway Building
1515 Arch Street, 13th Fl
215.683.2095



2. Building Permit Reviews

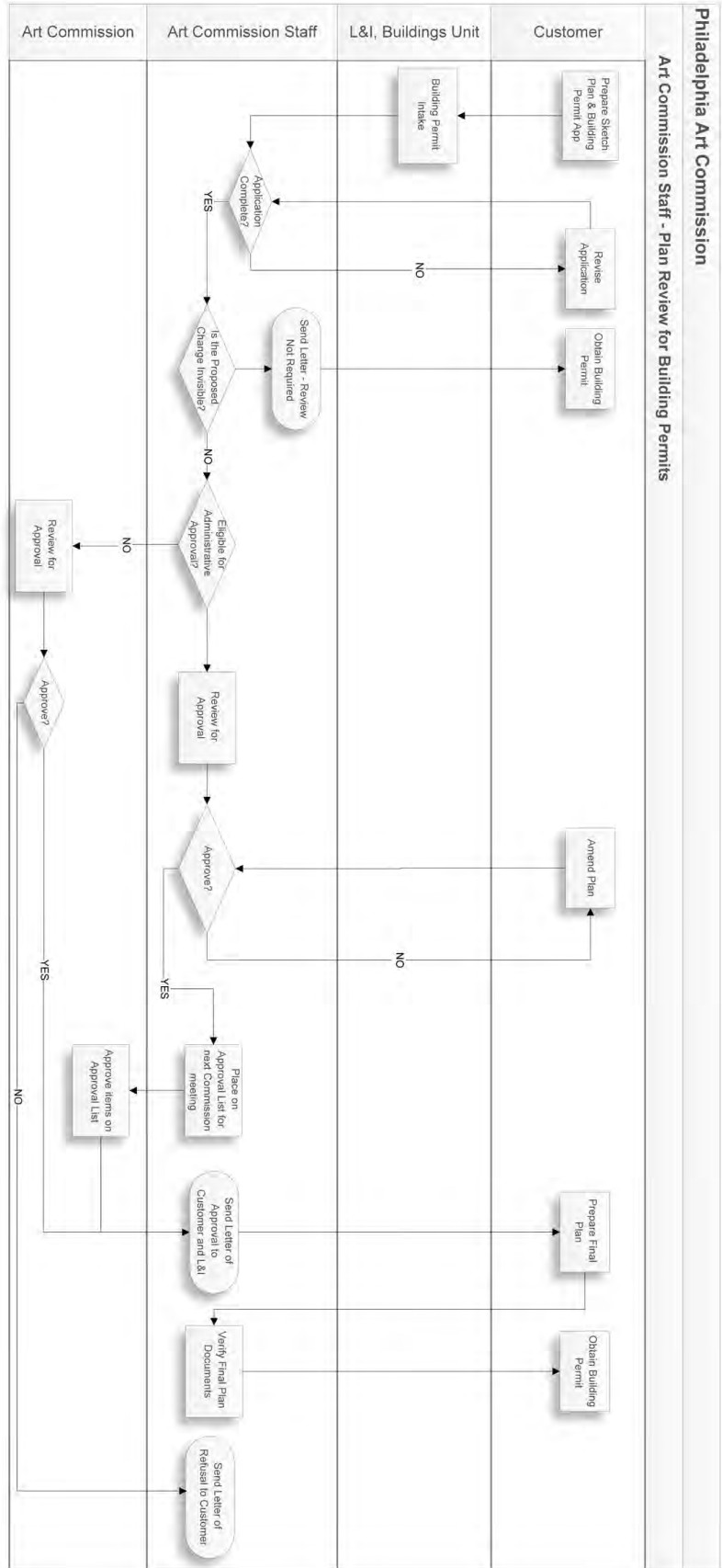
Primary Review Units: Staff and the Art Commission

L&I requires Art Commission approval for construction or alterations of buildings on city-owned properties, projects financed by City funds and for encroachments, and projections and architectural embellishments that extend over the public right of way. “Invisible” changes – changes such as roof repairs that have no impacts on the design and architectural quality of the property – do not need Art Commission approval and staff will indicate as such on applications that have been forwarded from L&I. The Staff has the power to administratively approve minor impacts on building aesthetics. As was the case with the sign zoning permit review process, staff review typically occurs within two weeks and the staff places pre-approved applications on the approved item list for the next Commission hearing date.

The staff forwards applications that are beyond its administrative power of approval to the Art Commission. After Art Commission approval, the applicant must prepare final development plans and submit them to the staff for verification of compliance with the Art Commission’s decision. Upon verification, the application can continue with the building permit process at L&I.

For more information, contact:

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CHALLENGES AND RECOMMENDATIONS

The Art Commission is one of the smallest City agencies. It contains a single-member staff and its vertical organizational structure consists of a short, three-tiered chain-of-command (staff, Sign Committee and Commission). Therefore, the various review units possess a clear understanding of each other's responsibilities and review processes are well-defined and streamlined. The challenges that face the Art Commission are not necessarily related to their internal processes, but rather relate to the ability for the small department to manage the volume of applications it sees.

The Commission's primary challenge is improving communication with the Department of Licenses and Inspections. Applicants incur unnecessary delays in the process when L&I forwards applications to the Art Commission that do not require Commission review. A reverse problem occurs when L&I fails to forward applications that must be reviewed by the Commission prior to issuing the permit. With a single-member staff, these delays pile up quickly and have an exponential effect on overall processing times.

To address these issues, the Art Commission and L&I must clearly articulate the conditions which trigger Art Commission review, and properly train their staff to interpret the City's regulations governing architecture and art in Philadelphia. Clear lines of communication will facilitate the reduction of staff review times to less than two weeks.

Chapter
7

Zoning Board of Adjustment

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ZONING BOARD OF ADJUSTMENT

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The Zoning Board of Adjustment (ZBA) is a departmental board of L&I. The ZBA has the authority to hear and decide appeals of zoning decisions made by the L&I Department as well as applications for area variances¹, use variances², special use permits³ and for land uses requiring ZBA-approved certificates.

The ZBA hears petitions for zoning adjustments based on Title 14 of the Philadelphia Code, known as the Zoning Code. The Board may grant zoning relief when a literal enforcement of the provisions of Title 14 presents an unnecessary hardship for the applicant. On average, the ZBA reviews 1,700 new cases each year and approves 90% of appeals.

1 An area variance is an authorized exception to one or more dimensional zoning standards, such as yard setbacks, open space, lot widths and other dimensional requirements.

2 A use variance is an authorized exception to a zoning restriction which allows use of the land outside the list of permitted uses for a particular zoning district.

3 A special use permit is a specific exception to the zoning regulations from a list of acceptable exceptions for a particular zoning district.

PROCESS FLOW ANALYSIS

The L&I Zoning Unit reviews zoning permit applications to verify their compliance with the requirements of the Zoning Code (refer to the Department of Licenses & Inspection Chapter). If a proposed plan fails to meet these requirements, L&I will issue a Notice of Refusal of Permit to the applicant. The applicant has up to 30 days from the date of the Notice of Refusal to appeal L&I's decision to the ZBA. The ZBA hears all cases ranging from small residential roof decks to major high-rise developments.

The customer initiates the appeal process by submitting a copy of the Notice of Refusal, an appeal form and fee by mail or in person to the Board Administration Unit. As of January 2009, proposals that qualify as minor variances (certificates, floor area or height adjustments of 10% or less than one foot; decks; building additions to accommodate mechanical equipment or ADA compliant features; and cellular antenna co-location requests), can elect to participate in the ZBA's "Fast Track" program by submitting an additional Fast Track form. Fast Track proposals appear on a single list to be approved in one large block by consent agenda by the ZBA. The purpose of the Fast Track system is to distinguish between minor and major projects and expedite the appeals process.

The Board Administration Unit receives and schedules hearing dates for all ZBA appeal applications. The ZBA meets two days a week, generally Tuesdays and Wednesdays, between 9:00 am and 5:00 am to hear petitions. Prior to the hearing, applicants must post public notice of the hearing by displaying orange zoning posters in plain view for 12 consecutive days preceding the hearing, take photographs of the property and meet with neighborhood organizations to obtain their support. All taxpayers have standing to testify on zoning matters, therefore citizens, businesses and civic associations have the opportunity to voice their concerns to the Board to be considered as part of its decision.

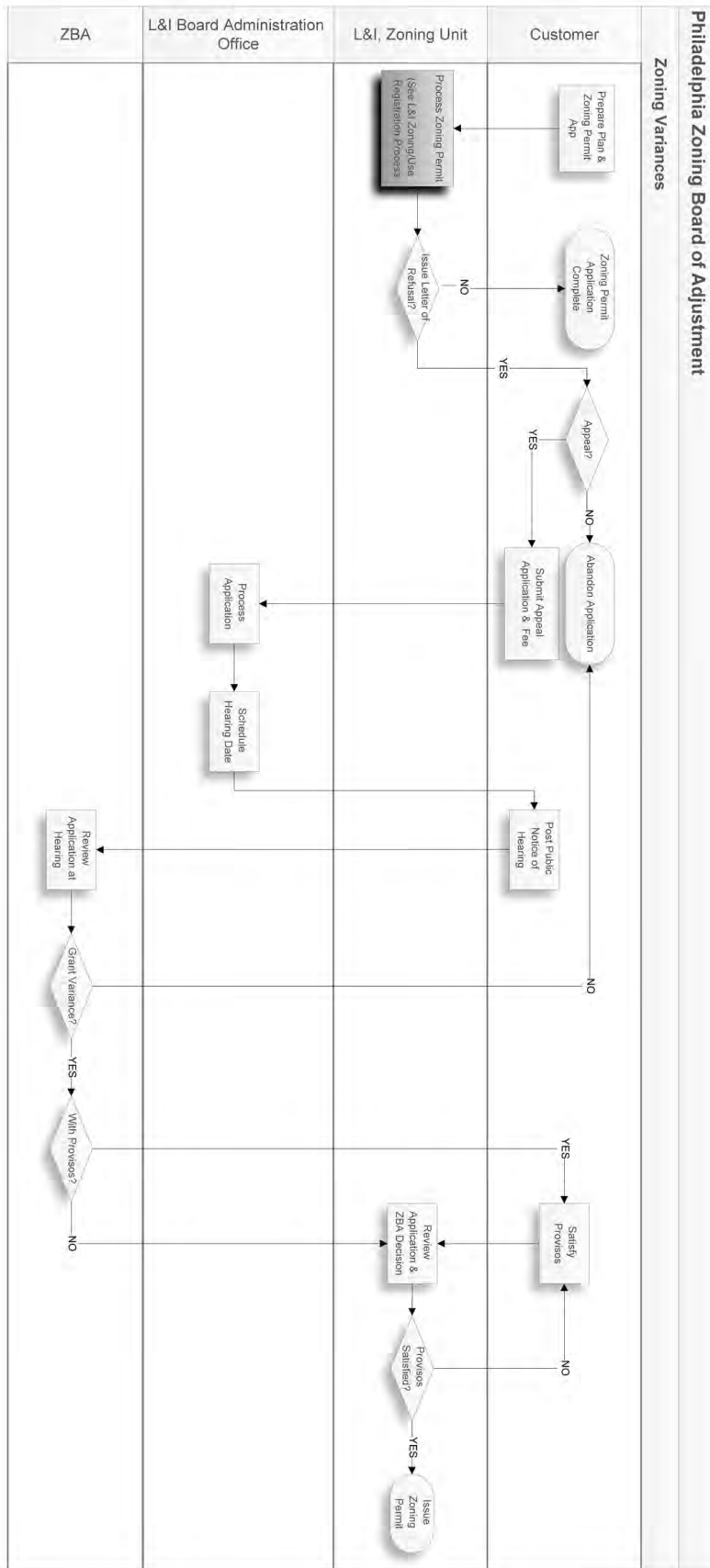
Corporations with an interest in a permit application must appear in person with legal representation at the hearing. All other interested parties may appear individually, however the zoning hearing schedule and location are inconvenient for many individuals and often necessitate an attorney to represent them before the Board. Such legal fees are an unappealing and costly barrier to development in Philadelphia.

The ZBA makes decisions based on discretionary review, which entails case-by-case evaluation and negotiation. The ZBA hears 40 percent of all permit applications, or 65 to 75 cases per week⁴. This significant caseload adds significant cost, time and uncertainty to the development process; the entire zoning appeal process can take up to three months. Although applicants have a good chance of obtaining an approval or conditional approval to their variance requests – the ZBA approves 90% of variance petitions – the considerable length and cost of the appeal process are deterrents for developers.

For more information, contact:

Department of Licenses & Inspections
Boards Administration Unit
Municipal Services Building – 11th Floor
1401 JFK Boulevard
Philadelphia, PA 19102
215.686.2429

⁴ The Building Industry Association of Philadelphia, *If We Fix It, They Will Come*, October 2004; Clarion Associates and Duncan Associates, *Philadelphia Zoning Code Update Interim Report: Assessment of Existing Code*, April 2009.



CHALLENGES

The ZBA has become a routine step in the development process in Philadelphia. Its intended purpose was to hear and decide complex zoning cases, or cases of extreme hardship in satisfying the city's zoning regulations. Yet in practice, the ZBA reviews any and all proposed adjustments to the zoning rules, no matter how trivial. Common additions, roof-top decks, minor alterations and other commonplace variances overwhelm and dominate the ZBA's caseload. Between January 2000 and July 2007, the ZBA heard 7,256 cases involving residential properties and 4,034 cases for commercial properties.⁵

The Building Industry Association (BIA) of Philadelphia and the Philadelphia Zoning Code Commission (ZCC) have studied and documented the challenges that the ZBA must overcome. There is strong consensus that the overuse of the Zoning Board of Adjustment for case-by-case review of zoning matters is a symptom of two fundamental problems with Philadelphia's zoning system. First, the City's zoning code is an outdated an ineffective tool for regulating the rate, type and quality of development in Philadelphia. Second, the City's review procedures place the burden on the ZBA to decide on appeals for an unrealistically wide range of development activities.

- 1. Inconsistent and Inflexible Zoning Regulations:** The zoning code was originally adopted in 1962. Since then, the City Council has adopted a patchwork of more than 1,000 amendments in an attempt to keep up with constantly changing urban conditions. The overwhelming number of zoning districts, overlays and exceptions are confusing and often lack internal consistency. The result is a code that is ineffective at addressing Philadelphia modern needs, and a complicated and unpredictable development process that requires too many cases to be settled by the ZBA on an individual basis.

The current code is particularly ill-equipped to handle rehabilitation, modification or reuse of nonconforming properties (pre-dated the zoning code or originally built in compliance with rules that have since been amended). In older cities such as Philadelphia, a significant proportion of properties are nonconforming in use or in physical layout. Virtually all construction on nonconforming lots will require variances from the ZBA – a huge obstacle for investors interested in infill development and redevelopment in Philadelphia.

- 2. Breadth of ZBA's Review Jurisdiction:** The Board is the sole authority responsible for making adjustments to the zoning rules, no matter how small or how large. There is no designated administrative authority with the ability to approve minor variances or make small administrative adjustments. So long as the Zoning Code requires the same level of scrutiny for major and minor projects, it will be difficult to significantly reduce the ZBA's caseload.

⁵ Clarion Associates and Duncan Associates, Philadelphia Zoning Code Update Interim Report: Assessment of Existing Code, April 2009

RECOMMENDATIONS

In May 2007, Philadelphia voters approved a charter amendment to create a Zoning Code Commission (ZCC) and begin an ambitious effort to reform the City's antiquated zoning ordinance. The ZCC was duly appointed, and in June 2008 selected a consulting team led by Clarion Associates and Duncan Associates to assist Philadelphia in its effort. The ZCC delivered an *Assessment of the Existing Code* in March 2009, a *Best Practices Report* in June 2009 and *Detailed Recommendations for the New Zoning Code* in October 2009. The recommendations proposed several key changes that would simplify the zoning approval process, which in turn will reduce the number of decisions that go to the Zoning Board.

Challenge #1: Inconsistent and Inflexible Zoning Regulations

1. Simplify Zoning Districts and Overlays

Suggested Approaches:

The ZCC's reform recommendations will strip away the layers of special districts, overlays and special exceptions that have been added to the zoning code over the past few decades, and redraw the zoning map to more accurately reflect modern realities. These changes include

- Reducing the number of base zoning districts from 55 to 32;
- Simplifying overlay districts by reducing the total number of overlay districts from 33 to 11, consolidating 14 Center City overlay districts into one, and consolidating 10 neighborhood commercial corridor overlay districts into one;
- Shortening the list of certificated and special uses; and
- Relaxing zoning standards for minor improvements to nonconforming properties.

Impact:

- Code simplification will improve the code's consistency and reduce the number of development applications that must be heard by the ZBA.
- Encourage reuse and rehabilitation of nonconforming properties.
- Deregulation of Center City and other commercial centers will incentivize and promote economic development.

Challenge #2: Breadth of ZBA's Review Jurisdiction

2. Authorize Administrative Adjustments

Suggested Approaches:

- Codify the Fast Track system into the new zoning code.
- Appoint and authorize a designated hearing officer to review and approve Fast Track petitions and other minor deviations from applicable zoning standards.

Impact:

- Reduce the volume of decisions that must be heard by the ZBA.
- Separating petitions for minor adjustments from major issues and assigning the appropriate level of scrutiny to each type of variance request.
- Reduce the number of commonplace decisions that must be heard by the ZBA.

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Appendix A

Permit Guide

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APPENDIX A

PERMIT GUIDES

Department of Licenses & Inspections

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Philadelphia Water Department

Water Service Permit	A-26
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Department of Licenses & Inspections Use Registration Permit

Permit Services, Zoning Unit
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2576 | permit.services@phila.gov

Average L&I
Review Time:
2 hours

Download the Application:

<http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>

Applicability

- New use proposed for a property

Exemption

- A change in ownership of the same use

Fee Schedule

- Churches and family day cares—\$0 fee
- For all other uses—\$125 per registered use

Required Submissions Summary

- Application for Zoning / Use Registration permit

Department of Licenses & Inspections

Zoning Permit

Permit Services, Zoning Unit
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2576 | permit.services@phila.gov

Average L&I
Review Time:
25 days

Download the Application:

<http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>

Applicability

- New construction
- Alterations resulting in a change in the gross floor area, demolition or additions to a structure
- Construction of sheds exceeding 120 square feet
- Fences
- Decks higher than 12" above ground
- Creation of off-street parking or reconfiguration of existing parking
- Relocation of lot lines (combining or subdividing lots)

Fee Schedule

For relocation of lot lines:

- Parcels larger than 30,000 square feet—\$250 per lot
- Parcels 30,000 square feet or less—\$125 per lot

For all other applications:

- Parcels larger than 30,000 square feet—\$250 zoning fee + \$125 per registered use
- Parcels 30,000 square feet or less—\$125 zoning fee + \$125 per registered use
- Single- or two-family residences—\$30 flat zoning fee + \$125 per registered use

Required Submissions Summary

*(refer to **Appendix B-4** for detailed requirements and links to forms and additional guidance)*

- Application for Zoning / Use Registration permit
- 6 copies of Plot Plan *(Professional Seal required for relocation of lot lines)*
- 6 copies of Elevation Drawings *(for new construction only)*

(Continued on the following page)

Department of Licenses & Inspections

Zoning Permit (Cont'd)

Pre-Requisite Approvals Summary

(refer to Appendix B for additional submission requirements)

- Philadelphia Streets Department *(see B-26)*
 - Municipal Services Building, 1401 JFK Blvd, 215.686.5500, www.phila.gov/streets
 - ◇ **Subdivisions**
Survey District Offices
 - 2nd Survey District (Center City & South) - 11th & Wharton Street, 215.685.1864 or .1865
 - 4th Survey District (Far Northeast) - Bustleton Avenue & Bowler Street, 215.685.0350 or .0351
 - 5th Survey District (Northeast) - 6601 Rising Sun Avenue, 215.685.0585, 0586
 - 7th Survey District (West & Southwest) - 6448 Woodland Avenue, 215.685.2668 or .2669
 - 9th Survey District (Northwest) - 4000 North American Street, 215.685.3050 or .3051
 - ◇ **Amendments to the Official City Plan**
City Plans Unit (8th Fl)
 - ◇ **Reviews of driveways & curb cuts**
Right of Way Unit (Room 940)
 - ◇ **Driveways & Curb Cuts > 30 feet wide**
 - Traffic Engineering Unit;
 - Committee of Highway Supervisors
 - ◇ **Driveways > 3 Parking Spaces**
Traffic Engineering Unit
 - ◇ **Driveways > 25 Parking Spaces**
PennDOT, Highways Division
 - ◇ **Driveways in the area bounded by Schuylkill River, Delaware River, Girard Avenue and Spruce Street**
Committee of Highway Supervisors
 - ◇ **Reviews of loading docks, parking lots and garages**
Traffic Engineering Unit (7th Fl)
 - ◇ **Reviews of curb line alterations, bump outs, lay-by-lanes, sidewalks, street signals, signs, lighting and paving**
Transportation Engineering and Planning Services (TEPS) Unit (Room 830)
- Philadelphia Water Department *(see B-36)*
 - ARAMark Tower, 1101 Market Street, 2nd Fl, 215.685.6387, www.phillyriverinfo.org
 - ◇ **Conceptual Plan Review for earth disturbances > 5,000 sq ft and Projects subject to the Wissahickon Watershed Ordinance**
Stormwater Unit
- Philadelphia City Planning Commission *(see B-44)*
 - One Parkway Building, 1515 Arch Street, 13th Fl, 215.683.4615, www.philaplanning.org
 - ◇ **Development Plan Reviews**
 - Subdivisions
 - Surface parking lots containing more than 25 vehicles
 - Wireless telecommunication towers
 - Sites located in the Wissahickon Watershed
 - Changes in use and all construction within Master Plan Districts (Institutional Development District, Industrial Transformation District, RC-6 Residential District, Waterfront Redevelopment District, Sports Stadium District, and the Commercial Entertainment District)
Development Planning Unit
 - ◇ **Façade Control Areas** *(see B-45)*
 - Center City Commercial Area
 - Neighborhood Conservation Districts
 - Parking garages in C4 and C5 commercial districts*Urban Design Unit*

Department of Licenses & Inspections

Sign Zoning Permit

Permit Services, Zoning Unit
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2576 | permit.services@phila.gov

Average L&I
Review Time:
25 days

Download the Application:

<http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>

Applicability

- Installation of signs
- Refacing an existing sign

Exemption

- Placing standard real estate signs (“For Sale” or “For Rent”), with certain size limitations

Fee Schedule

- Reface permit—\$0
- Accessory signs—\$200 per sign + \$125 per registered use

Required Submissions Summary

(refer to Appendix B-6 for detailed requirements and links to forms and additional guidance)

- Application for Zoning / Use Registration permit
- 6 copies of Plot Plan
- Sign elevation
- Artistic rendering with dimensions on the sign face
- 3 photographs of all relevant building faces *(only under certain conditions)*

Pre-Requisite Approvals Summary

(refer to Appendix B for additional submission requirements)

- Philadelphia Streets Department
Municipal Services Building, 1401 JFK Blvd, TEPS Unit—Room 830, 215.686.5500, www.phila.gov/streets
 - ◇ **Signs that encroach on the public footway/right-of-way** *(see B-26)*
Transportation Engineering and Planning Services (TEPS)
- Philadelphia City Planning Commission
One Parkway Building, 1515 Arch Street, 13th Fl, 215.683.4615, www.philaplanning.org
 - ◇ **Façade Control Areas** *(see B-45)*
 - Center City Commercial Area
 - Neighborhood Conservation Districts
 - Parking garages in C4 and C5 commercial districtsUrban Design Unit
- Philadelphia Art Commission
One Parkway Building, 1515 Arch Street, 13th Fl, 215.683.4615, www.philaplanning.org
 - ◇ **Signs** *(see B-49)*
 - Signs that extend more than 12” beyond the property line
 - Signs in the area surrounding the Vine Street Expressway
 - Signs in the area surrounding Benjamin Franklin Bridge Approach
 - Signs along the Benjamin Franklin Parkway
 - Signs in the Passyunk Avenue Special District
 - Signs in the Convention Center Expansion Area Special District
 - Signs in the areas abutting parkways, historical shrines and civic projects
 - Building logo signs located above the bottom of the 2nd floor located in C-4 and C-5 districts
 - All signs located in the RC-4 District
- Additional Review Agencies
 - ◇ **Fairmount Park Commission**
www.philaplanning.org
(signs within 200 feet of Roosevelt Boulevard, Cobbs Creek Park, Cobbs Creek Parkway and Fairmount Park in the area generally bounded by Northwestern Avenue, Stenton Avenue, Johnson Street and Wissahickon Avenue)

Department of Licenses & Inspections

Certification of Zoning Permit Not Required

Permit Services, Zoning Unit
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2576 | permit.services@phila.gov

Average L&I
Review Time:
2 hours

Download the Application:

<http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>

Applicability

- Structure being reduced to a single family dwelling
- To register a place of worship in zoning classification districts that permit a place of worship as a matter of right

Fee Schedule

- Church—\$0
- Single-family dwelling reduction—\$25

Required Submissions Summary

*(refer to **Appendix B-7** for detailed requirements and links to forms and additional guidance)*

- Application for Zoning / Use Registration permit
- Signed authorizing statement from registered owner *(Single-family reductions only)*
- Sealed floor plans *(Places of worship only)*
- Site Plan (6 copies) *(Places of worship only)*

Department of Licenses & Inspections

Building Permit for New Construction

Permit Services
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Average L&I
Review Time:
Residential, 15 days
Commercial, 20 days

Download the Application:

http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

Applicability

- Construction or erection of a structure

Exemptions

- Demolitions and stucco wall treatments performed under contract with L&I and in compliance with the Procurement Department specifications
- Non-masonry fences that do not exceed six feet high and masonry fence walls that do not exceed two feet high
- Retaining walls that do not exceed two feet in height where no surcharge is supported and that do not impound Class I, II or III-A liquids
- Water tanks (5,000 gallons or less and height to diameter or width ratio is 2-to-1 or less) supported directly on grade
- Temporary motion picture, television, and theater stage sets and scenery
- One-story detached structures accessory to Group R-3 occupancies, if the floor area is 200 square feet or less
- Prefabricated, above ground swimming pools that are less than 24 inches deep and 5,000 gallons and accessory to Group R-3 occupancies
- Swings, playground equipment and structures limited to the use of a household pet, accessory to Group R-3 occupancies
- Decks accessory to Group R-3 occupancies no more than 12 inches above ground
- Bridge structures for rail, vehicular and/or footway traffic only, that are within street or rail rights-of-way

Fee Schedule

- One- and two-family dwellings—\$50 filing fee
- All other construction—\$100 filing fee
- General fees according to the fee schedule in Chapter 9 of the Administrative Code

Required Submissions Summary

(refer to Appendix B-8 for detailed requirements and links to forms and additional guidance)

- Application for Building Permit Form
- A Valid L&I Zoning Permit *(see A-3)*
- 3 sets of Building Plans, Professionally Sealed
- Geotechnical Soils Investigation Report, Professionally Sealed
- L&I Energy Conservation Forms
- L&I Special Inspections Form *(only under certain conditions)*
- L&I Structural Design Criteria Form *(only under certain conditions)*

(Continued on the following page)

Department of Licenses & Inspections Building Permit for New Construction (Cont'd)

Pre-Requisite Approvals Summary

(refer to Appendix B for additional submission requirements)

Primary City Contacts:

STREETS DEPARTMENT
Municipal Services Building
1401 JFK Boulevard
215.686.5500
www.phila.gov/streets

Right of Way Unit, Room 940
Traffic Engineering, 7th Fl
TEPS Unit, Room 830
TPA Unit, Room 930

WATER DEPARTMENT
ARAMark Tower, 2nd Flr
1101 Market Street
215.685.6387
www.phila.gov/water
www.phillyriverinfo.org

HISTORICAL COMMISSION
City Hall, Room 576
215.686.7660
www.phila.gov/historical

ART COMMISSION
One Parkway Building
1515 Arch Street, 13th Fl
215.683.2095

FAIRMOUNT PARK COMM.
One Parkway Building
1515 Arch Street, 10th Fl
215.685.0015
www.fairmountpark.org

FIRE DEPARTMENT
Fire Administration Building
240 Spring Garden Street
215.686.1356
www.phila.gov/fire

- Philadelphia Streets Department

(see B-26)

- ◇ Reviews of Encroachments, Projections and Architectural Embellishments
Right of Way Unit
 - ◇ Reviews of driveways & curb cuts
Right of Way Unit
 - ◇ Driveways & Curb Cuts > 30 feet wide
- Traffic Engineering Unit;
- Committee of Highway Supervisors
 - ◇ Driveways > 3 Parking Spaces
Traffic Engineering Unit
 - ◇ Driveways > 25 Parking Spaces
PennDOT, Highways Division
 - ◇ Driveways in the area bounded by Schuylkill River, Delaware River, Girard Avenue and Spruce Street
Committee of Highway Supervisors
 - ◇ Reviews of loading docks, parking lots and garages
Traffic Engineering Unit
 - ◇ Reviews of alterations to curb lines, bump outs, lay-by-lanes, sidewalks, street signals, signs, lighting and paving
Transportation Engineering and Planning Services (TEPS) Unit
 - ◇ Reviews for private paving of public roads
Transportation Engineering and Planning Services (TEPS) Unit
 - ◇ Special Permit for minor alterations to a right of way
Right of Way Unit
 - ◇ Private Paving Contract for major alterations to a right of way
Transportation Planning Analysis (TPA) Unit (see B-28)
- Required secondary approvals:

- Philadelphia Water Department

- ◇ Stormwater management review (see B-38)
Stormwater Unit
 - ◇ Review for water & sewer availability (see B-38)
Water Records Unit
 - ◇ Review for Sewage Facilities Planning Act 537 applicability (see B-38)
Act 537 Unit
 - ◇ Projects located within the Poquessing, Manayunk or Lawndale Restricted Areas; Projected sewage flows > 65,625 gallons per day; Pennsylvania Department of Environmental Protection
 - ◇ Sites with rare and endangered species
Any agencies with jurisdiction over special concern species
 - ◇ Review for Installation of Water Mains or Sewers (see B-39)
Water and Sewer Design Unit
- Required secondary approvals:

- Philadelphia Historical Commission

- ◇ Plan review for designated historic properties (see B-46)
- ◇ 45-Day Review & Comment for undeveloped sites in historic districts (see B-48)

- Philadelphia Art Commission

- ◇ Review for city construction projects and for building features that extend over the public right of way (see B-50)

- Additional Review Agencies

- ◇ Fairmount Park Commission
- ◇ Philadelphia Fire Department
- ◇ Pennsylvania Health Department

Department of Licenses & Inspections

Building Permit for Repairs & Alterations to an Existing Structure

Permit Services
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Average L&I
Review Time:
Residential, 15 days
Commercial, 20 days

Download the Application:

http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

Applicability

- Altering, modifying, repairing, or improving a structure

Exemptions

- Ordinary repairs to structures
- Pointing of masonry
- Painting, papering and similar wall and ceiling finishes less than 0.036 inches thick
- Paneling or gypsum wallboard installed over existing wall surfaces and ceiling material applied directly to existing ceilings in Group R-3 and U occupancies
- Insulation installed in Group R-3 and U occupancies without removal of wall or ceiling surfaces.
- Traditional floor coverings such as wood, vinyl, linoleum, terrazzo and resilient floor coverings that are not comprised of fibers
- Carpeting and similar floor coverings that are not installed in exit access corridors, exit passageways or vertical exits
- Cabinets, counter tops and similar finishing work
- Movable cases, counters and partitions that are not over 5 feet 9 inches in height
- Window awnings that are supported solely by, and do not project more than 54 inches from, the exterior wall of buildings containing Group R-3 or U occupancies
- Shade cloth structures constructed for nursery or agricultural purposes that do not include service systems
- Sidewalks, driveways, patios, and similar concrete or hard surface materials constructed on grade where they are not part of an accessible route
- Replacement of non-fire-resistant rated windows and doors without structural change for R-3 occupancies
- Replacement of exterior stairs, ramps, platform lifts, steps and landings accessory to a one- and two-family dwelling provided that they do not exceed 6 feet in vertical height; do not encroach upon the public right-of-way; and the landing does not have a surface area greater than 36 square feet with no individual dimension greater than 6 feet. This exclusion does not provide for vertical enclosure of the covered element(s) except guards required by the Building Code.

Fee Schedule

- One- and two-family dwellings—\$50 filing fee
- All other construction—\$100 filing fee
- General fees according to the fee schedule in Chapter 9 of the Administrative Code

Required Submissions Summary

(refer to Appendix B-12 for detailed requirements and links to forms and additional guidance)

- Application for Building Permit Form
- A Valid L&I Use Registration Permit *(see A-2)*
- 3 sets of Building Plans *(Professional Seal may be additionally required)*
- L&I Energy Conservation Forms
- L&I Special Inspections Form *(only under certain conditions)*
- L&I Structural Design Criteria Form *(only under certain conditions)*
- Philadelphia Health Dept. Asbestos Inspection Report *(only under certain conditions)*
- L&I Hazardous Material Disclosure Form *(only under certain conditions)*

(Continued on the following page)

Department of Licenses & Inspections

Building Permit for Repairs & Alterations to an Existing Structure (Cont'd)

Pre-Requisite Approvals Summary

(refer to Appendix B for additional submission requirements)

Primary City Contacts:

STREETS DEPARTMENT
Municipal Services Building
1401 JFK Boulevard
215.686.5500
www.phila.gov/streets

Right of Way Unit, Room 940
Traffic Engineering, 7th Fl
TEPS Unit, Room 830
TPA Unit, Room 930

WATER DEPARTMENT
ARAMark Tower, 2nd Flr
1101 Market Street
215.685.6387
www.phila.gov/water
www.phillyriverinfo.org

HISTORICAL COMMISSION
City Hall, Room 576
215.686.7660
www.phila.gov/historical

ART COMMISSION
One Parkway Building
1515 Arch Street, 13th Fl
215.683.2095

- Philadelphia Streets Department

(see B-26)

- ◊ Reviews of Encroachments, Projections and Architectural Embellishments
Right of Way Unit

- ◊ Reviews of Driveways & Curb Cuts
Right of Way Unit

- ◊ Driveways & Curb Cuts > 30 feet wide
- Traffic Engineering Unit;
- Committee of Highway Supervisors

- ◊ Driveways > 3 Parking Spaces
Traffic Engineering Unit

- ◊ Driveways > 25 Parking Spaces
PennDOT, Highways Division

- ◊ Driveways in the area bounded by Schuylkill River, Delaware River, Girard Avenue and Spruce Street
Committee of Highway Supervisors

- ◊ Reviews of loading docks, parking lots and garages
Traffic Engineering Unit

- ◊ Reviews of alterations to curb lines, bump outs, lay-by-lanes, sidewalks, street signals, signs, lighting and paving
Transportation Engineering and Planning Services (TEPS) Unit

- ◊ Reviews for private paving of public roads
Transportation Engineering and Planning Services (TEPS) Unit

- ◊ Special Permit for minor alterations to a right of way
Right of Way Unit

- ◊ Private Paving Contract for major alterations to a right of way
Transportation Planning Analysis (TPA) Unit (see B-28)

Required secondary approvals:

Required secondary approvals:

- Philadelphia Water Department

- ◊ Stormwater management review for earth disturbances > 15,000 sq ft
Stormwater Unit (see B-38)

- ◊ Review for water & sewer availability
Water Records Unit (see B-38)

- ◊ Review for Sewage Facilities Planning Act 537 applicability
Act 537 Unit (see B-38)

- ◊ Projects located within the Poquessing, Manayunk or Lawndale Restricted Areas;
Projected sewage flows > 65,625 gallons per day;
Pennsylvania Department of Environmental Protection

- ◊ Sites with rare and endangered species
Any agencies with jurisdiction over special concern species

- ◊ Review for installation of water mains or sewers
Water and Sewer Design Unit (see B-39)

Required secondary approvals:

- Philadelphia Historical Commission

- ◊ Historical Commission review for designated historic properties (see B-46)

- ◊ 45-Day Review & Comment for undeveloped sites in historic districts (see B-48)

- Philadelphia Art Commission

- ◊ Review for city construction projects and for building features that extend over the public right of way (see B-50)

- Additional Review Agencies

- ◊ Pennsylvania Health Department

Department of Licenses & Inspections

Building Permit for Foundations

Permit Services
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Average L&I
Review Time:
Residential, 15 days
Commercial, 20 days

Download the Application:
http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

Applicability

- Foundations only—optional to obtain prior to a full building permit

Fee Schedule

- One- and two-family dwellings—\$50 filing fee
- All other construction—\$100 filing fee
- General fees according to the fee schedule in Chapter 9 of the Administrative Code

Required Submissions Summary

(refer to **Appendix B-16** for detailed requirements and links to forms and additional guidance)

- Application for Building Permit Form
- A Valid L&I Zoning Permit (see A-3)
- 3 sets of Building Plans, Professionally Sealed
- Geotechnical Soils Investigation Report, Professionally Sealed
- Letter of Owner’s Responsibility
- Pile Inspection Letter (if applicable)

Pre-Requisite Approvals Summary

(refer to **Appendix B** for additional submission requirements)

- Philadelphia Water Department
ARAMark Tower, 1101 Market Street, 2nd Flr, 215.685.6387, www.phillyriverinfo.org
 - ◇ **Stormwater Management Review for Earth Disturbances > 15,000 sq ft** (see B-38)
Stormwater Unit
 - ◇ **Review for Water & Sewer Availability** (see B-38)
Water Records Unit
 - ◇ **Review for Sewage Facilities Planning Act 537 Applicability** (see B-38)
Act 537 Unit
- Required secondary approvals:
 - ◇ **Projects located within the Poquessing, Manayunk or Lawndale Restricted Areas; Projected sewage flows > 65,625 gallons per day;**
Pennsylvania Department of Environmental Protection
 - ◇ **Sites with rare and endangered species**
Any agencies with jurisdiction over special concern species
- ◇ **Review for Installation of Water Mains or Sewers** (see B-39)
Water and Sewer Design Unit

Department of Licenses & Inspections

Building Permit for Fire Suppression (Sprinkler / Standpipe System)

Permit Services
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Average L&I
Review Time:
Residential, 15 days
Commercial, 20 days

Download the Application:
http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

Applicability

- Construction or demolition of a sprinkler or standpipe system

Fee Schedule

- One- and two-family dwellings—\$50 filing fee
- All other construction—\$100 filing fee
- General fees according to the fee schedule in Chapter 9 of the Administrative Code

Required Submissions Summary

*(refer to **Appendix B-17** for detailed requirements and links to forms and additional guidance)*

- Application for Building Permit Form
- Licensed fire suppression contractor information (Specify on the Application Form)
- No. of new sprinkler heads (Specify on the Application Form)
- 4 sets of Building Plans, Professionally Sealed
- 4 sets of Hydraulic Calculations, Professionally Sealed
- Philadelphia Water Department Form CU-100 or CP-100 *(only under certain conditions)*
- Philadelphia Health Dept. Asbestos Inspection Report *(only under certain conditions)*

Pre-Requisite Approvals Summary

*(refer to **Appendix B** for additional submission requirements)*

- Philadelphia Water Department
ARAMark Tower, 1101 Market Street, 2nd Flr, 215.685.6387, www.phillyriverinfo.org
 - ◇ **Review for Water & Sewer Availability** *(see B-38)*
Water Records Unit
 - ◇ **Review for Installation of Water Mains or Sewers** *(see B-39)*
Water and Sewer Design Unit
- Philadelphia Historical Commission
City Hall, Room 576, 215.686.7660, www.phila.gov/historical
 - ◇ **Historical Commission Review for Designated Historic Properties** *(see B-46)*
- Philadelphia Art Commission
One Parkway Building, 1515 Arch Street, 13th Fl, 215.683.4615, www.philaplanning.org
 - ◇ **Review for city construction projects and for building features that extend over the public right of way** *(see B-50)*
- Additional Review Agencies
 - ◇ **Philadelphia Health Department**
Municipal Services Building, 1401 JFK Boulevard, 311, <http://www.phila.gov/health>

Department of Licenses & Inspections

Building Permit for Mechanical Work

Permit Services
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Average L&I
Review Time:
Residential, 15 days
Commercial, 20 days

Download the Application:

http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

Applicability

- Mechanical work such as duct work, fuel gas, HVAC, fireplaces, etc.

Exemptions

- Portable units including: ventilation equipment, heating appliances, cooling units, evaporative coolers, clothes drying appliances, fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by the Building Construction and Occupancy Code
- Replacement of any component part or assembly of an appliance or equipment that does not alter its original approval and does not render the appliance or equipment unsafe
- Self-contained refrigeration systems that contain 10 pounds (4.5 kg) or less of refrigerant, or that are actuated by motors of 1 horsepower (0.75 kW) or less

Fee Schedule

- One- and two-family dwellings—\$50 filing fee
- All other construction—\$100 filing fee
- General fees according to the fee schedule in Chapter 9 of the Administrative Code

Required Submissions Summary

(refer to [Appendix B-18](#) for detailed requirements and links to forms and additional guidance)

- Application for Building Permit Form
- A Valid L&I Use Registration Permit *(see A-2)*
- No. of new registers/diffusers (Specify on the Application Form)
- 3 sets of Mechanical Plans *(Professional Seal may be additionally required)*
- Philadelphia Health Dept. Asbestos Inspection Report *(only under certain conditions)*

Pre-Requisite Approvals Summary

(refer to [Appendix B](#) for additional submission requirements)

- Philadelphia Historical Commission
City Hall, Room 576, 215.686.7660, www.phila.gov/historical
 - ◇ Plan Review for Designated Historic Properties *(see B-46)*
- Philadelphia Art Commission
One Parkway Building, 1515 Arch Street, 13th Fl, 215.683.4615, www.philaplanning.org
 - ◇ Review for city construction projects and for building features that extend over the public right of way *(see B-50)*
- Additional Review Agencies
 - ◇ Pennsylvania Health Department

Department of Licenses & Inspections

Building Permit for Cooking Extinguishing System

Permit Services
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Average L&I
Review Time:
Residential, 15 days
Commercial, 20 days

Download the Application:

http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

Applicability

- Cooking extinguishing systems

Fee Schedule

- One- and two-family dwellings—\$50 filing fee
- All other construction—\$100 filing fee
- General fees according to the fee schedule in Chapter 9 of the Administrative Code

Required Submissions Summary

- Application for Building Permit Form
- A Valid L&I Use Registration Permit
- Licensed fire suppression contractor information (Specify on the Application Form)
- L&I Dry and Wet Chemical Extinguishing Systems Data Sheet
 - ◇ Type and manufacturer of system listed
 - ◇ Flow points for each hazard calculated
 - ◇ Cylinder adequately sized for total flow points
 - ◇ Installation by a licensed fire suppression contractor

Department of Licenses & Inspections

Web Building Permits

Permit Services
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Same Day
Processing

Access the Web Permit System*:

http://66.179.23.19/DP1/Metroplex/Philadelphia/Permit/WIZ_APWELCOME.asp

Applicability

- Above-ground pools of 12 feet or greater in diameter
- Ductwork within a single tenant space not exceeding 2,000 sqft and with equipment capacity of 2000 cfm or less. Excludes commercial kitchen exhaust systems.
- Exterior wall covering.
- Demolition of interior non-bearing partitions.
- Porch floor—replacement wood joists of the same size or larger on commercial projects and residential projects of 3 or more units
- Porch floor—replacement with concrete (all building types)
- Relocation of registers/diffuser on an existing system, no penetration of rated walls.
- Roofing systems applied over existing roof coverings (“Roof Re-Covering”).
- Relocation of sprinkler head.
- Security grill.
- Installations of warm air equipment in one- and two-family dwellings and other locations if the equipment is self-contained with no demising wall or floor penetrations and has a capacity no greater than 2,000 cubic feet per minute (cfm).
- Exterior window/door replacement (same size and location as original opening) for commercial projects and residential projects of 3 or more units.

Exemptions

- Properties listed on the Philadelphia Register of Historic Places

Fee Schedule

- General fees according to the fee schedule in Chapter 9 of the Administrative Code

* Paper “EZ Permits” are also available at L&I’s district offices:

Central District Office
990 Spring Garden Street – 7th Floor
Phone: 215-685-3786, 3783, 3788, 3789
Fax: 215-685-3791
central_inspections@phila.gov

East District Office
Rising Sun Avenue and Benner Street
Phone: 215-685-0582, 0583, 0584
Fax: 215-685-0579
east_inspections@phila.gov

North District Office
217 E Rittenhouse Street
Phone: 215-685-2278
Fax: 215-685-2283
north_inspections@phila.gov

South District Office
11th and Wharton Streets – 2nd Floor
Phone: 215-685-1577, 1578, 1579
Fax: 215-685 1892
south_inspections@phila.gov

West District Office
43rd and Market Streets
Phone: 215-685-7683, 7684, 7685
Fax: 215-685-7685
west_inspections@phila.gov

Department of Licenses & Inspections

Certificate of Occupancy

Permit Services
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Average L&I
Review Time:
Residential, 15 days
Commercial, 20 days

Download the Application:

http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

Applicability

- A change in occupancy group:
 - A (Assembly) = Assembly space
 - B (Business) = Offices or professional services
 - E (Educational) = Educational spaces and daycares
 - F (Factory) = Space for fabrication, repair or processing which are not classified under H (high hazard) or S (storage)
 - H (High Hazard) = Classified by volume and class of hazardous material
 - I (Institutional) = Spaces under supervision due to health, age or penal reasons
 - M (Mercantile) = Spaces for the sale of merchandise
 - R (Residential) = Spaces for transient or non-transient residential use
 - S (Storage) = Storage which is not classified as a hazardous occupancy
 - U (Utility) = Buildings / structures of an accessory character
- A significant change in occupancy within the same occupancy group (such as apartments converted to rooming house)

Fee Schedule

- One- and two-family dwellings—\$50 filing fee
- All other construction—\$100 filing fee
- General fees according to the fee schedule in Chapter 9 of the Administrative Code

Required Submissions Summary

*(refer to **Appendix B-21** for detailed requirements and links to forms and additional guidance)*

- Application for Building Permit Form
- A Valid L&I Use Registration Permit
- 3 sets of Building Plans
- Hazardous Disclosure Material Form *(only under certain conditions)*

Department of Licenses & Inspections

Electrical Permit

Permit Services, Mechanical Services Unit
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Average L&I
Review Time:
25 days

Download the Application:

<http://webapps.phila.gov/li/UpdDocs/81-611A.pdf>

Applicability

- Installation, alteration, replacement and repair of electrical and communication wiring and equipment within or on any structure or premises and for the alteration of any such existing installation.

Exemptions

- Minor repair and maintenance work including, the replacement of lamps, circuit breakers and fuses; repairing or replacement of switches, lamp sockets, ballasts, drop cords, receptacles, bulbs; taping bare joints; and replacing lighting fixtures to existing connections.
- The connection of approved portable electrical equipment to approved permanently installed receptacles.
- The installation, alteration or repair of electrical equipment of a regulated public utility for its use in the generation, transmission, distribution or metering of electricity.
- The installation of a temporary system required for the testing or servicing of electrical equipment or apparatus.
- Removal of electrical wiring in the total demolition of a structure.
- The installation of electrical componentry used in connection with the installation or reinstallation of partition systems listed in published reports of inspected electrical equipment by the Underwriters Laboratories, Inc. (UL).
- The installation of low voltage wiring in Group R-3 and U occupancies.
- Installations in railway cars or automotive equipment.

Fee Schedule

- Filing fee for Commercial Properties requiring Plan Review—\$25 to \$100
- Minimum permit fee—\$25
- Maximum permit fee—\$7500
- Additional fees—\$25 for each \$1,000 or fraction thereof of estimated electrical construction costs

Required Submissions Summary

(refer to [Appendix B-22](#) for detailed requirements)

- Application for Electrical Permit Form
- Electrical Contractor License Number (Specify on the Application Form)
- 3 sets of Electrical Plans, Professionally Sealed *(only under certain conditions)*

Pre-Requisite Approvals Summary

(refer to [Appendix B](#) for additional submission requirements)

- Philadelphia Historical Commission
City Hall, Room 576, 215.686.7660, www.phila.gov/historical
◇ Plan Review for Designated Historic Properties *(see B-46)*

Department of Licenses & Inspections

Plumbing Permit

Permit Services, Mechanical Services Unit
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.2471 | permit.services@phila.gov

Average L&I
Review Time:
25 days

Download the Application:

<http://webapps.phila.gov/li/UpdDocs/81-21A.pdf>

Applicability

- Installation, alteration, renewal, replacement and repair of plumbing

Exemptions

- Minor repairs including the replacement of faucets or valves or parts thereof with like material or material serving the same purpose; or the removal and reinstallation of water closets, provided the work does not include the replacement or rearrangement of valves, pipes or fixtures.
- The sealing of sewer laterals for building demolitions contracted by the Department of Licenses and Inspections.
- Stopping leaks in a drain, water, soil, waste or vent pipe provided that no piping is replaced with new material.
- Clearing stoppages or repairing leaks in pipes, valves or fixtures, provided that valves, pipes or fixtures are not replaced or rearranged.

Fee Schedule

For One- and Two-Family Residential:

- New construction—\$180 for the first 7 fixtures, \$18 for each add'l
- Additions—\$25 for the first 7 fixtures, \$18 for each add'l fixture
- Alterations and Repairs, Fixtures only—\$25 for the first 7 fixtures, \$5 for each add'l
- Alterations and Repairs, Fixtures and Waste/Water Lines—\$25 for waste/water line repairs and the first 7 fixtures, \$15 for each add'l, \$75 for water distribution pipe sized up to 1 1/2" or \$95 for 2"-3" pipe
- Area drain and rain conductor—\$25
- House drain, house trap and fresh air inlet—\$25
- Replace/seal laterals, combination 6" and 3/4" water distribution—\$75
- Replace/seal laterals, greater than 6"—\$50
- Replace/seal laterals, up to 6"—\$25
- Stack—\$25
- Water heater—\$25

For Residential Projects with 3 or More Units and all Commercial Projects:

- Filing Fee—\$100
- New construction and additions—\$180 for the first 7 fixtures, \$18 for each add'l
- New construction and additions, foundations only—\$100
- Alterations and Repairs, Fixtures only—\$50 for the first 7 fixtures, \$5 for each add'l
- Alterations and Repairs, Fixtures and Waste/Water Lines—\$100 for waste/water line repairs and the first 7 fixtures, \$15 for each add'l fixture, \$75 for water distribution pipe sized up to 1 1/2" or \$95 for 2"-3" pipe or \$125 for 4" or larger pipe.
- Area drain and rain conductor—\$50
- House drain, house trap and fresh air inlet—\$50
- Replace lateral up to 6" and house trap—\$100
- Replace/seal laterals, combination 6" and 3/4" water distribution—\$100
- Replace/seal laterals, greater than 6"—\$75
- Replace/seal laterals, up to 6"—\$50
- Stack—\$50
- Water heater—\$50

(Continued on the following page)

Department of Licenses & Inspections Plumbing Permit (Cont'd)

Required Submissions Summary

*(refer to **Appendix B-24**
for detailed requirements)*

- Application for Plumbing Permit Form
- Plumber License Number (Specify on the Application Form)
- A valid PWD Water Service Permit *(see A-26)*
- A valid PWD Meter Installation Permit *(see A-27)*
- A valid Street & Footway Opening Plumber's Permit *(only under certain conditions)*
- Plumbing Plan *(only under certain conditions)*
- Site Plan *(only under certain conditions)*

Pre-Requisite Approvals Summary

*(refer to Appendix B for
additional submission
requirements)*

- Philadelphia Water Department
ARAMark Tower, 1101 Market Street, 2nd Flr, 215.685.6387, www.phillyriverinfo.org
 - ◇ **Sewer Connections Review** *(see B-41)*
Water Records Unit
- Philadelphia Historical Commission
City Hall, Room 576, 215.686.7660, www.phila.gov/historical
 - ◇ **Plan Review for Designated Historic Properties** *(see B-46)*
- Additional Review Agencies
 - ◇ **Philadelphia Health Department**
Municipal Services Building, 1401 JFK Boulevard, 311, <http://www.phila.gov/health>

Philadelphia Streets Department Application for City Plan Action

Survey Bureau
Municipal Services Building—Room 830
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.5540

Download the Application:

http://www.phila.gov/streets/pdfs/City_Plan_Application.pdf

Applicability

- Place a new street on the City Plan
- Strike an existing street from the City Plan
- Revise the lines and/or grades of an existing street
- Relocate curb lines and change roadway widths
- Place or strike a city utility right of way on/from the City Plan

Fee Schedule

- Application Fee—\$750

Required Submissions Summary

- Formal Request Letter
 - ◇ This letter should be on your organization's letterhead.
 - ◇ State clearly what changes to the City Plan you are requesting and give a brief explanation of the reason for the request.
 - ◇ The letter should be addressed to: Clarena I.W. Tolson, Commissioner
Philadelphia Department of Streets
1401 JFK Blvd, Room 730 MSB
Philadelphia, PA 19102
- Any relevant blueprints, plans, sketches or supporting documentation

Philadelphia Streets Department Bollard Installation Permit

Right of Way Unit
Municipal Services Building—Room 940
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.5500

Applicability

- Installation of pipe posts on paved footways

Required Submissions Summary

- Application to Install Pipe Posts
- 2 sets of Site Plans
 - ◇ 8.5"x11" sheet
 - ◇ Show locations of proposed posts

Philadelphia Streets Department Curb and Footway Permit

Highway District Offices

**1st Highway District
(West & Southwest)**
48th Street & Parkside Ave.
215.685.0168 or 0169

**3rd Highway District
(Center City)**
990 Spring Garden Street
215.685.3922 or .3923

**5th Highway District
(North)**
Whitaker Ave & Luzerne Street
215.685.9843 or .9850

**2nd Highway District
(South)**
11th & Wharton Streets
215.685.1858 or .1859

**4th Highway District
(Northwest)**
6249 Wissahickon Avenue
215.685.2191 or .2192

**6th Highway District
(Northeast)**
Bustleton Ave & Bowler Street
215.685.0352 or .0353

Applicability

- Curb or sidewalk repair or reconstruction

Required Submissions Summary

*(refer to [Appendix B-32](#)
for detailed requirements)*

- Application for Curb and Footway Permit
- A Valid L&I Curb Setters License
- Plot Plan

Pre-Requisite Approvals Summary

- Philadelphia Streets Department
Municipal Services Building, 1401 JFK Blvd, 215.686.5500, www.phila.gov/streets
 - ◇ **ADA Ramp Compliancy**
Transportation Planning and Analysis Unit (Room 930)

Philadelphia Streets Department Special Hauling Permit

Bridge Section
Municipal Services Building—Room 830
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.5546

Download the Application:

<http://www.phila.gov/streets/pdfs/SpecialHaulingPermit.pdf>

Applicability

- Vehicle/load with gross assembled weight over 80,000 lbs
- Vehicle/load over 8'-0" wide (8'-6" for non-divisible loads operating on highways having a width of 20' or more)
- Vehicle/load over 13'-6" high
- Vehicle/load over 40'-0" long as a single vehicle
- Vehicle/load over 60'-0" long as a combination vehicle
- Vehicle/load over 70'-0" long as a combination transporting articles that are non-divisible as to length

Fee Schedule

- \$15 per single trip plus \$0.03 cents per ton of gross vehicle and load weight for each mile of haul length on all streets, roadways or highways under the jurisdiction of the City of Philadelphia

Required Submissions Summary

- Application for Special Hauling Permit
 - ◇ Material to be moved.
 - ◇ Origin and destination within City limits.
 - ◇ Truck/Tractor license number, Trailer license number, and the states in which they are registered.
 - ◇ Length, height, and width of vehicles both with and without material to be moved.
 - ◇ Gross Weight of vehicles. (a) Axle loadings and spacing.
 - ◇ Proposed route.
 - ◇ Name and signature of person applying.

Philadelphia Streets Department Street Closure Permit

Right of Way Unit
Municipal Services Building—Room 940
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.5500

Download the Applications:

For Crane Placement—<http://www.phila.gov/streets/pdfs/LaneClosureCraneHeli.pdf>
For Equipment Placement—http://www.phila.gov/streets/pdfs/Lane_Closure_EQUIPME.pdf
For Utility Work—http://www.phila.gov/streets/pdfs/Lane_Closure_UTILITY.pdf

Applicability

(Note: Permits apply to closure of streets and sidewalk areas)

- Street closures for crane placement
- Street closures for equipment placement
 - Boom or Lift (not cranes)
 - Construction Fence
 - Construction Trailer
 - Demolition
 - Equipment Delivery
 - Façade Restoration
 - Footway Restoration
 - Promotional Display
 - Roll-Off Dumpster
 - Scaffolding
 - Shelter Platform
 - Temporary Loading Zone
- Street closures for utility work
 - Excavation: trench & install or repair existing duct or main
 - Excavation: service lateral
 - Excavation: manhole placement
 - Excavation: streets restoration
 - Non-excavation: manhole inspection, pump manhole
 - Non-excavation: rod & rope duct
 - Non-excavation: install innerduct
 - Non-excavation: Pull, splice or test fiber

Fee Schedule

- Rates dependent upon location and closure type. Refer to: http://www.phila.gov/streets/StreetClose_FeeSchedule.html

Required Submissions Summary

(refer to Appendix B-34 for detailed requirements)

For Crane Placement:

- Application for Street Closure for Crane Placement
- A Valid Streets Department Special Hauling Permit *(see A-23)*

For Equipment Placement:

- Application for Street Closure for Equipment Placement
- A Valid L&I Building Permit *(only under certain conditions, see A-7 to A-14)*
- A Valid Streets Dept. Construction & Footway Permit *(for footway restoration, see A-22)*

For Utility Work:

- Application for Street Closure for Utility Work
- A Valid Streets Dept. Street Opening Permit *(for footway excavations, see A-25)*
- A Valid Streets Dept. Curb & Footway Permit *(for footway restoration, see A-22)*

Pre-Requisite Approvals Summary

(refer to Appendix B for additional submission requirements)

• Philadelphia Streets Department, Transportation Engineering Unit

Municipal Services Building-Room 830, 1401 JFK Blvd, 215.686.5500, www.phila.gov/streets

• Additional Review Agencies for Crane Placement:

- ◇ SEPTA, Placement on Broad Street or Market Street
- ◇ PATCO, Placement on 8th Street from Race Street to Locust Street or Placement on Locust Street from 8th Street to 18th Street
- ◇ Pennsylvania One Call, Gross assembled weight over 80,000 lbs
- ◇ Philadelphia Highway Patrol, Gross vehicle weight over 145,000 lbs, height over 14'-0", width over 11'5", length over 75'-0"

Philadelphia Streets Department Street Opening Permit

Right of Way Unit
Municipal Services Building—Room 940
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215.686.5500

Applicability

- Excavations, foundations, openings, sheeting/shoring, vaults and areaways in a street

Fee Schedule

- Paved or macadamized street—\$400 for the first 2 square yards plus \$100 for each add'l square yard
- Paved or unpaved footway—\$20 per opening
- Unpaved street—\$30 per opening

Required Submissions

- Application for Permit for Opening and Structural Occupancy of Highways
- 6 sets of Site Plans

Summary

*(refer to **Appendix B-35**
for detailed requirements)*

Pre-Requisite Approvals Summary

- **Philadelphia Water Department**
[ARAMark Tower, 1101 Market Street, 2nd Flr, 215.685.6387, www.phillyriverinfo.org](http://www.phillyriverinfo.org)

Philadelphia Water Department Water Service Permit

Water Records Unit
ARAMark Tower
1101 Market Street, 2nd Fl
Philadelphia, PA 19107
215.686.6387

Average PWD
Review Time:
< 1 day

Applicability

- Installation or replacement of water ferrules and valves for domestic and fire connections

Required Submissions Summary

- Application for Special Water Service
- Site Plan showing locations of new connections and their distances from the intersection

Philadelphia Water Department Meter Installation Permit

**Water Permit Issuance
Municipal Services Building—Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
311**

Average PWD
Review Time:
< 1 day

Applicability

- Installation of water meters

Required Submissions Summary

- Application for Meter Installation
- A Valid PWD Water Service Permit

[\(see A-26\)](#)

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Appendix
B

Submission Requirements for
Permits & Plan Reviews

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APPENDIX B

SUBMISSION REQUIREMENTS FOR PERMITS & PLAN REVIEWS

Department of Licenses & Inspections

Permits:

Use Registration Permit	B-3
Zoning Permit	B-4
Sign Zoning Permit	B-6
Certification of Zoning Permit Not Required	B-7
Building Permit	
For New Construction	B-8
For Repairs & Alterations to an Existing Structure	B-12
For Foundations Only	B-16
For Fire Suppression	B-17
For Mechanical Work	B-18
For Cooking Extinguishing Systems	B-20
Certificate of Occupancy	B-21
Electrical Permit	B-22
Plumbing Permit	B-24

Philadelphia Streets Department

Plan Reviews:

Plan Reviews for L&I Zoning and Building Permit Applications	B-26
Contract Requirements for Private Paving of Public Roads, L&I Building Permit Applications	B-28
Approval for L&I Sidewalk Café License	B-29

Permits:

Application for City Plan Action	B-30
Bollard Installation Permit	B-31
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Special Hauling Permit	B-33
Street Closure Permit	B-34
Street Opening Permit	B-35

Philadelphia Water Department

Plan Reviews:

Conceptual Site Plan Review for L&I Zoning Permits B-36
Technical Site Plan Review for L&I Building Permits B-38
Sewer Connection Reviews for L&I Plumbing Permits B-41

Permits:

Water Service Permits B-42
Meter Installation Permits B-43

Philadelphia City Planning Commission

Plan Reviews:

Development Plan Review for L&I Zoning Permits B-44
Façade Control Review for L&I Zoning Permits B-45

Philadelphia Historical Commission

Plan Reviews:

Plan Review for L&I Building Permits B-46
Historical Commission Review-in-Concept B-47
45-Day Review & Comment for L&I Building Permits B-48

Philadelphia Art Commission

Plan Reviews:

Plan Review for L&I Sign Zoning Permits B-49
Plan Review for L&I Building Permits B-50

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Use Registration Permit

(1) Application for Zoning / Use Registration Permit*

*Available for download at <http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Zoning Permit

(1) Application for Zoning / Use Registration Permit*

*Available for download at <http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>

(2) Plot Plan (6 copies) - If proposing **a relocation of lot lines**, plans must be signed/sealed by a surveyor licensed in the State of Pennsylvania; otherwise professional seal is not required.

- Scale 1" = 10', 20', 40', 50', 60', or 100'
- Minimum sheet size 11"x17", Maximum sheet size 24"x36"
- North point
- Existing lot lines and dimensions of the property according to the property deed
- Lot area and the square footage of entire lot. The occupied and open areas and their percentages of the lot.
- All streets, alleys, or driveways bordering the property, completely dimensioned
- Curb lines and their distances from lot lines
- Exterior dimensions of all buildings and structures to include decks, bays, pents, identification of the number of stories and heights of all buildings and structures. Interior mezzanines, if applicable, should also be shown with dimensions and location.
- Size location and type of any fence.
- Landscaping as required for parking lots.
- Dimensions of all off street parking spaces to include aisle and drives and their distances from lot lines.
- Dimensions of all open areas and any easement areas.
- Name and address of property owner
- Signature of applicant
- **For Residential Districts R-11 through R-16:**
 - When a structure faces a street, the distance between the structure and street centerline must be provided.
 - Gross floor area of all existing and proposed buildings, listed by floor in chart format.
 - If floor plan is not consistent throughout the building, a fully dimensioned floor plan for each typical layout must be submitted.
 - The area, location, and use of any building areas which are excluded from the gross floor area.
 - The location of legally required windows, including the distance to the property line.
 - The height of the walls containing the legally required windows.
 - Clear depiction of all bonuses claimed, if applicable.
- **For Residential Districts R-19 and R-20:**
 - Gross floor area of all existing and proposed buildings, listed by floor in chart format.
 - If floor plan is not consistent throughout the building, a fully dimensioned floor plan for each typical layout must be submitted.
 - The area, location, and use of any building areas which are excluded from the gross floor area.
- **For Residential-Commercial Districts RC-1 through RC-4:**
 - Gross floor area of all existing and proposed buildings;
 - If floor plan is not consistent throughout the building, a fully dimensioned floor plan for each typical layout must be submitted.
 - The area, location, and use of any building areas which are excluded from the gross floor area.
 - The location of legally required windows, including the distance to the property line.
 - The height of the walls containing the legally required windows.
 - Net leasable area of all existing and proposed buildings. If the net leasable area differs from the gross floor area, the net leasable area must be delineated on a fully dimensioned floor plan.

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

- Size and location of loading spaces.
- Clear depiction of all bonuses claimed, if applicable.
- When a structure faces a river, stream, canal, railroad right-of-way or street, the distance between the structure and the centerline of the applicable feature must be included.
- **For Commercial Districts C-3, C-4 and C-5:**
 - Gross floor area of all existing and proposed buildings, listed by floor in chart format.
 - If floor plan is not consistent throughout the building, a fully dimensioned floor plan for each typical layout must be submitted.
 - The area, location, and use of any building areas which are excluded from the gross floor area.
 - The location of legally required windows, including the distance to the property line (not required for additions or newly erected buildings containing less than 3 families in C-3).
 - The height of the walls containing the legally required windows.
 - Clear depiction of all bonuses claimed, if applicable.
 - Size and location of loading spaces.
- **For Commercial District C-7, Neighborhood Shopping Center (NSC) District and Area Shopping Center (ASC) District:**
 - Gross floor area of all existing and proposed buildings, listed by floor in chart format.
 - If floor plan is not consistent throughout the building, a fully dimensioned floor plan for each typical layout must be submitted.
 - The area, location, and use of any building areas which are excluded from the gross floor area.
 - Net leasable area of all existing and proposed buildings. If the net leasable area differs from the gross floor area, the net leasable area must be delineated on a fully dimensioned floor plan.
 - Size and location of loading spaces.
- **For Commercial District C-6 and Office-Commercial (OC) District:**
 - Gross floor area of all existing and proposed buildings, listed by floor in chart format.
 - If floor plan is not consistent throughout the building, a fully dimensioned floor plan for each typical layout must be submitted.
 - The area, location, and use of any building areas which are excluded from the gross floor area.
 - Size and location of loading spaces.
- **For Rooming Houses:**
 - Overall dimensions of the building, floor, or tenant space for which the application has been submitted.
 - Material and thickness of construction for walls, ceilings, stair enclosures, partitions, etc.
 - Size and type of all windows and doors.
 - Size and location of all bathrooms and the number of pieces in each.
 - Tenant spaces that occupy either partial floors or partial buildings shall include a key plan that indicates the location of the tenants/occupants and the paths of egress to the exits.
 - Use of each room or floor space included on the application.
- **For Industrial Districts:**
 - Gross floor area of all existing and proposed buildings, listed by floor in chart format.
 - If floor plan is not consistent throughout the building, a fully dimensioned floor plan for each typical layout must be submitted.
 - The area, location, and use of any building areas which are excluded from the gross floor area.
 - Bulk of all existing and proposed buildings.
 - Size and location of loading spaces.

And if proposing new construction or additions:

(3) Elevation Drawings (6 copies)

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Sign Zoning Permit

(1) Application for Zoning / Use Registration Permit*

*Available for download at <http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>

(2) Plot Plan (6 copies)

- Scale 1" = 10', 20', 40', 50', 60', or 100'
- Minimum sheet size 11"x17", Maximum sheet size 24"x36"
- North point
- Existing lot lines and dimensions of the property according to the property deed
- Lot area and the square footage of entire lot. The occupied and open areas and their percentages of the lot.
- All streets, alleys, or driveways bordering the property, completely dimensioned
- Curb lines and their distances from lot lines
- Exterior dimensions of all buildings and structures to include identification of the number of stories and heights of all buildings and structures and storefront/tenant space width
- Size and location of all existing signs
- List all proposed signs – include the number of faces on each sign structure, type of illumination (if applicable), and size of each sign (length/width/depth, height above grade to bottom of sign and to top of sign. Signs attached to a building must include the projection from the wall of the structure to the outer edge of the sign and the clearance from the ground to the bottom of the sign. Free standing signs should also include the distance from the property line to the leading edge of the sign.
- Dimensions of all off street parking spaces to include aisle and drives and their distances from lot lines.
- Dimensions of all open areas and any easement areas.
- Name and address of property owner
- Signature of applicant

(3) Sign Elevation

(4) Rendering with dimensions on the sign face

And if NOT a property located in an ASC or NSC zoning district:

- (5) Three photographs of all relevant building faces. When sign is proposed for a site with multiple tenants, photos must be submitted of the entire site.**

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Certification of Zoning Permit Not Required

(1) Application for Zoning / Use Registration Permit*

*Available for download at <http://webapps.phila.gov/li/UpdDocs/zoningapplication.pdf>

For structures being reduced to a single-family dwelling:

(2) Signed statement from the registered owner of record authorizing the reduction to a single family dwelling

Or else, for places of worship:

(2) Sealed floor plans

- Gross floor area of the building and sanctuary area.
- The number of seats in the sanctuary area.
- The uses of all building areas outside of the sanctuary area.
- Size and location of off-street parking spaces.

(3) Site Plan (6 copies)

- Identify property lines
- Identify building lines
- Identify size and location of required parking

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Building Permit for New Construction

(1) Application for Building Permit

- Available for download at http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

(2) A Valid L&I Zoning Permit

(3) Building Plans (3 sets) signed/sealed by a registered design professional licensed by the State of Pennsylvania

- Drawn to scale
- Minimum sheet size is 18" x 24"
- Black & white or blue prints (no pencil or free hand drawings)
- Double-line drawings of the entire building
- Label all rooms as to their use
- Show all locations and sizes of doors, windows, stairways, corridors, etc.
- Show all ceiling types/ratings and heights of the rooms
- Identify wall and partition types/ratings and their locations
- Indicate the Type of Construction classification of each building.
- **Construction Plans**
 - **Use Groups** - Indicate Use Group(s) on plans. If multiple uses, indicate location of each Use Group on the floor plans.
 - **Floor Area** - Indicate gross floor area of each floor and total gross floor area of each building; allowable floor area including area modifications; unlimited area provisions.
 - **Height** - Show height above grade in feet and number of stories; allowable height including modifications
 - **Fire resistive construction** - Provide design numbers and approved testing agency for all components: structural members; exterior walls; floor/ceiling and roof/ceiling assemblies; fire walls; fire separation assemblies; and fire partitions.
 - **Fire Blocking / Draftstopping / Protection of Joints and Through Penetrations** - Show locations and materials. A separate permit may be issued for approval of joint protection and through-penetration systems if submittals are not made upon application and review of the base building permit. The fee for this additional permit will be based upon 2% of the total value of this portion of the construction.
 - **Opening protectives** - Show the type, location and degree of protection provided: fire door assemblies; fire windows & shutters; fire dampers; and wired glass.
 - **Exterior Wall Envelope** - Provide sufficient detail to determine compliance with the code, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings. Include manufacturer's installation instructions that provide supporting documentation that the proposed penetrations and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.
 - **Roof Assemblies and Rooftop Structures** - Indicate the type of roof assembly used, materials, fire classification, fastening requirements, roof ventilation, roof drainage, parapet coping, and flashing materials and locations. The details of any rooftop structures shall also be included.

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

- **Interior Finish** - Provide the flame spread parameters of interior finishes: general; wall and ceiling finishes; and floor finishes.
- **Means of Egress** - The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, as applicable in Section B-101.2 of the Building Code, and I-1, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces. Show arrangement of egress; provide capacity calculations indicating required and provided widths of components; show maximum travel and dead-end distances; provide door & hardware schedule; and show stair details including tread and riser dimensions, handrail and guard details, landing dimensions, door swings, and encroachments.
- **Means of Egress Lighting and Signage** - Indicate locations of all "Exit" signs; and indicate means of providing means of egress lighting and associated power source/ emergency electrical system (separate Electric Permit required for the installation of same)
- **For Assembly Use Group A** (assembly space with an occupancy of 50 persons or more) - show dimensions, handrails, guardrails, treads, risers, etc. for all aisles, aisle accessways and fixed seating.
- **Accessible Routes** - indicate accessible entrances with elevations; include details of ramps indicating slope, dimensions (including landings), handrails, and edge protection; provide elevation details; indicate exterior accessible routes including parking spaces, ramps, public transportation stops, etc.; and indicate maneuvering clearances at doorways.
- **Accessible Means of Egress** - Plans must indicate locations of accessible means of egress, areas of refuge, stair dimensions, and occupant load served.
- **Accessible Building Features and Facilities** - Fully dimensioned floor plan and elevation views required of all toilet rooms indicating locations of grab bars, fixtures, controls, mirrors, and accessories; all kitchen rooms including employee break rooms if equipped with kitchen equipment; and water fountain dimensions; locations and mounting heights for occupant controls (pull stations, outlets, elevators, etc.).
- **Accessibility Requirements in Specific Use Groups** - Specify Type A and Type B dwelling units including heating and visual impairments. Show seating arrangements, aisle widths, and location of accessible seating in Assembly Group occupancies. Show dimensions of accessible dressing rooms and service counters. Show location and details for accessible units (rooming units, hospitals).
- **Residential Use Groups R-1/R-2/R-3¹** - Room schedule to include: area of window; area of room; percentage of window to room area; area of operable window; and percentage of operable window to room area. Units of area shall be square feet.
- **Structural Plans**
 - Show all of the loads that apply to the design of the structure. Loads that may affect the design of the structure are listed as follows: dead load; uniformly distributed live loads; concentrated

¹ Use Group R-1: occupants are primarily transient in nature (boarding houses, hotels, motels)

Use Group R-2: more than 2 dwelling units where occupants are permanent in nature (non-transient boarding houses, apartment houses, non-transient motels, dormitories, fraternities/sororities, vacation timeshare properties, monasteries, non-transient hotels, convents).

Use Group R-3: residents are primarily permanent in nature and not classified as R-1, R-2, or R-4 (1- and 2-family dwellings, single family daycares/less than 12 children, assisted care facilities with 5 or less occupants).

Use Group R-4: residential/assisted care facilities with between 5 and 16 occupants, excluding staff.

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

- loads, impact loads; special loads; roof loads; snow loads (minimum 25 pounds - force per square foot); wind loads (minimum 80 miles per hour for R-3 Use Groups); earthquake loads Seismic Zone ($A_v=0.1$); live load reduction when permitted and where it is proposed to be used.
- The soil classification and design load-bearing capacity shall be shown on the construction documents.
- **Areas Prone to Flooding** - For buildings and structures in flood hazard areas as established by Table R-R301.2(1) of the Residential Code, construction documents shall include: (1) delineation of flood hazard areas, floodway boundaries, and flood zones; and the design flood elevation as appropriate; and (2) the elevation of the proposed lowest floor, including basement; in areas of shallow flooding (AO zones), the height of the proposed lowest floor, including basement, above the highest adjacent grade.
- **Design Calculations** - Two (2) copies of the calculations sealed by a Registered Design Professional. Calculations shall include all design factors listed in Chapter 16 that contribute to the calculations of the loads applied to the design of the structure.
- **Mechanical Plans (required for all Use Groups except for R-3, three stories or less)**
 - Identify room sizes as they appear on the architectural plans submitted with the building permit application.
 - **Ventilation Schedule** - Show the use of the space and indicate the supply and exhaust cfm for each room on the plan. Show the size, rpm, manufacturer, type, capacity, etc. for all supply and exhaust equipment included in the system.
 - **Air Distribution System** - Show the location and materials used to construct all plenums. Show the location and the materials used for all duct construction. Show supply and exhaust openings. Show size, type and manufacturer of registers, grilles and diffusers. Provide size, type, manufacturer, and maximum length of flexible duct proposed. Show location, type and rating of all fire dampers.
 - **Fuel Gas Code** - The construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that the work will conform to the provisions of the Fuel Gas Code. Construction documents shall include, but not be limited to design criteria, exterior envelope component materials, U-factors of the envelope systems, U-factors of fenestration products, R-values of insulating materials, size and type of apparatus and equipment, equipment and systems controls and other pertinent data to indicate compliance with the code. Construction documents for buildings more than two stories in height shall indicate where penetrations will be made for installations and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking
 - **Kitchen Exhaust Equipment** - Provide details of the hood, duct and automatic fire suppression system.
 - **Chimneys** - Provide the location, material, termination height and clearance to combustibles for chimneys shown on the plans.
 - **Smoke Control Systems** - construction documents shall include sufficient information and detail to adequately describe the elements of the design necessary for the proper implementation of the smoke control systems. A rational analysis supporting the types of smoke control systems to be employed, their methods of operation, the systems supporting them and the methods of construction to be utilized shall accompany the submitted construction documents and shall include, but not be limited to:
 - **Stack effect.** The system shall be designed such that the maximum probable normal or reverse stack effect will not adversely interfere with the system's capabilities. In determining the maximum probable stack effect, altitude, elevation, weather history and interior temperatures shall be used

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

- **Temperature effect of fire.** Buoyancy and expansion caused by the design fire in accordance with Section B-909.9 of the Building Code shall be analyzed. The system shall be designed such that these effects do not adversely interfere with the system's capabilities.
- **Wind effect.** The design shall consider the adverse effects of wind. Such consideration shall be consistent with the wind-loading provisions of Chapter 16 of the Building Code.
- **HVAC systems.** The design shall consider the effects of the heating, ventilating and air-conditioning (HVAC) systems on both smoke and fire transport. The analysis shall include all permutations of systems status. The design shall consider the effects of the fire on the HVAC systems.
- The design shall consider the effects of low temperatures on systems, property and occupants. Air inlets and exhausts shall be located so as to prevent snow or ice blockage.
- All portions of active or passive smoke control systems shall be capable of continued operation after detection of the fire event for not less than 20 minutes.

(4) Geotechnical Soils Investigation Report signed/sealed by a professional engineer licensed by the State of Pennsylvania

- A plot plan showing the location of test borings and/or excavations.
- A complete record of the soil samples.
- A record of the soil profile.
- Elevation of the water table, if encountered.
- Recommendations for foundation type and design criteria, including but not limited to: bearing capacity of natural or compacted soil; provisions to mitigate the effects of expansive soils mitigation of the effects of liquefaction, differential settlement and varying soil strength; and the effects of adjacent loads.
- Expected total and differential settlement.
- Pile and pier foundation information in accordance with Section B-1808.2.2 of the Building Code.
- Special design and construction provisions for footings or foundations founded on expansive soils, as necessary.
- Compacted fill material properties and testing in accordance with Section B-1803.5 of the Building Code.

(5) L&I Energy Conservation Forms: Certificate of Design and supporting documentation verifying compliance

- Residential Form available for download at http://webapps.phila.gov/li/UpdDocs/energy_conservation_residential_2007.pdf.
- Commercial Form available for download at http://webapps.phila.gov/li/UpdDocs/energy_conservation_commercial_2007.pdf.

And if NOT proposing a single family dwelling or a detached two family dwelling that is three stories and less in height:

(6) L&I Special Inspections Form

- Available for download at http://webapps.phila.gov/li/UpdDocs/special_inspections_2007.pdf.

(7) L&I Structural Design Criteria Form, signed/sealed by a professional engineer licensed by the State of Pennsylvania

- Available for download at http://webapps.phila.gov/li/UpdDocs/2007struct_criteria_.pdf.

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Building Permit for Repairs and Alterations to an Existing Structure

(1) Application for Building Permit

- Available for download at http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

(2) A Valid L&I Use Registration Permit

(3) Building Plans (3 sets) - If proposing **structural alterations, or alterations exceeding \$25,000**, plans must be signed/sealed by a registered design professional licensed by the State of Pennsylvania; otherwise professional seal is not required.

- Drawn to scale
- Minimum sheet size is 18" x 24"
- Black & white or blue prints (no pencil or free hand drawings)
- Double-line drawings of the entire building
- Label all rooms as to their use
- Show all locations and sizes of doors, windows, stairways, corridors, etc.
- Show all ceiling types/ratings and heights of the rooms
- Identify wall and partition types/ratings and their locations
- Indicate the Type of Construction classification of each building.
- **Construction Plans**
 - **Use Groups** - Indicate Use Group(s) on plans. If multiple uses, indicate location of each Use Group on the floor plans.
 - **Floor Area** - Indicate gross floor area of each floor and total gross floor area of each building; allowable floor area including area modifications; unlimited area provisions.
 - **Height** - Show height above grade in feet and number of stories; allowable height including modifications
 - **Fire resistive construction** - Provide design numbers and approved testing agency for all components: structural members; exterior walls; floor/ceiling and roof/ceiling assemblies; fire walls; fire separation assemblies; and fire partitions.
 - **Fire Blocking / Draftstopping / Protection of Joints and Through Penetrations** - Show locations and materials. A separate permit may be issued for approval of joint protection and through-penetration systems if submittals are not made upon application and review of the base building permit. The fee for this additional permit will be based upon 2% of the total value of this portion of the construction.
 - **Opening protectives** - Show the type, location and degree of protection provided: fire door assemblies; fire windows & shutters; fire dampers; and wired glass.
 - **Exterior Wall Envelope** - Provide sufficient detail to determine compliance with the code, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings. Include manufacturer's installation instructions that provide supporting documentation that the proposed penetrations and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.
 - **Roof Assemblies and Rooftop Structures** - Indicate the type of roof assembly used, materials, fire classification, fastening requirements, roof ventilation, roof drainage, parapet coping, and flashing materials and locations. The details of any rooftop structures shall also be included.

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

- **Interior Finish** - Provide the flame spread parameters of interior finishes: general; wall and ceiling finishes; and floor finishes.
- **Means of Egress** - The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, as applicable in Section B-101.2 of the Building Code, and I-1, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces. Show arrangement of egress; provide capacity calculations indicating required and provided widths of components; show maximum travel and dead-end distances; provide door & hardware schedule; and show stair details including tread and riser dimensions, handrail and guard details, landing dimensions, door swings, and encroachments.
- **Means of Egress Lighting and Signage** - Indicate locations of all "Exit" signs; and indicate means of providing means of egress lighting and associated power source/ emergency electrical system (separate Electric Permit required for the installation of same)
- **For Assembly Use Group A** (assembly space with an occupancy of 50 persons or more) - show dimensions, handrails, guardrails, treads, risers, etc. for all aisles, aisle accessways and fixed seating.
- **Accessible Routes** - indicate accessible entrances with elevations; include details of ramps indicating slope, dimensions (including landings), handrails, and edge protection; provide elevation details; indicate exterior accessible routes including parking spaces, ramps, public transportation stops, etc.; and indicate maneuvering clearances at doorways.
- **Accessible Means of Egress** - Plans must indicate locations of accessible means of egress, areas of refuge, stair dimensions, and occupant load served.
- **Accessible Building Features and Facilities** - Fully dimensioned floor plan and elevation views required of all toilet rooms indicating locations of grab bars, fixtures, controls, mirrors, and accessories; all kitchen rooms including employee break rooms if equipped with kitchen equipment; and water fountain dimensions; locations and mounting heights for occupant controls (pull stations, outlets, elevators, etc.).
- **Accessibility Requirements in Specific Use Groups** - Specify Type A and Type B dwelling units including heating and visual impairments. Show seating arrangements, aisle widths, and location of accessible seating in Assembly Group occupancies. Show dimensions of accessible dressing rooms and service counters. Show location and details for accessible units (rooming units, hospitals).
- **Residential Use Groups R-1/R-2/R-3²** - Room schedule to include: area of window; area of room; percentage of window to room area; area of operable window; and percentage of operable window to room area. Units of area shall be square feet.
- **Structural Plans**
 - Show all of the loads that apply to the design of the structure. Loads that may affect the design of the structure are listed as follows: dead load; uniformly distributed live loads; concentrated

² Use Group R-1: occupants are primarily transient in nature (boarding houses, hotels, motels)

Use Group R-2: more than 2 dwelling units where occupants are permanent in nature (non-transient boarding houses, apartment houses, non-transient motels, dormitories, fraternities/sororities, vacation timeshare properties, monasteries, non-transient hotels, convents).

Use Group R-3: residents are primarily permanent in nature and not classified as R-1, R-2, or R-4 (1- and 2-family dwellings, single family daycares/less than 12 children, assisted care facilities with 5 or less occupants).

Use Group R-4: residential/assisted care facilities with between 5 and 16 occupants, excluding staff.

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

- loads, impact loads; special loads; roof loads; snow loads (minimum 25 pounds - force per square foot); wind loads (minimum 80 miles per hour for R-3 Use Groups); earthquake loads Seismic Zone ($A_v=0.1$); live load reduction when permitted and where it is proposed to be used.
- The soil classification and design load-bearing capacity shall be shown on the construction documents.
- **Areas Prone to Flooding** - For buildings and structures in flood hazard areas as established by Table R-R301.2(1) of the Residential Code, construction documents shall include: (1) delineation of flood hazard areas, floodway boundaries, and flood zones; and the design flood elevation as appropriate; and (2) the elevation of the proposed lowest floor, including basement; in areas of shallow flooding (AO zones), the height of the proposed lowest floor, including basement, above the highest adjacent grade.
- **For structural alterations only**, provide two (2) copies of the design calculations sealed by a Registered Design Professional. Calculations shall include all design factors listed in Chapter 16 that contribute to the calculations of the loads applied to the design of the structure.
- **Mechanical Plans (required for all Use Groups except for R-3, three stories or less)**
 - Identify room sizes as they appear on the architectural plans submitted with the building permit application.
 - **Ventilation Schedule** - Show the use of the space and indicate the supply and exhaust cfm for each room on the plan. Show the size, rpm, manufacturer, type, capacity, etc. for all supply and exhaust equipment included in the system.
 - **Air Distribution System** - Show the location and materials used to construct all plenums. Show the location and the materials used for all duct construction. Show supply and exhaust openings. Show size, type and manufacturer of registers, grilles and diffusers. Provide size, type, manufacturer, and maximum length of flexible duct proposed. Show location, type and rating of all fire dampers.
 - **Fuel Gas Code** - The construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that the work will conform to the provisions of the Fuel Gas Code. Construction documents shall include, but not be limited to design criteria, exterior envelope component materials, U-factors of the envelope systems, U-factors of fenestration products, R-values of insulating materials, size and type of apparatus and equipment, equipment and systems controls and other pertinent data to indicate compliance with the code. Construction documents for buildings more than two stories in height shall indicate where penetrations will be made for installations and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking
 - **Kitchen Exhaust Equipment** - Provide details of the hood, duct and automatic fire suppression system.
 - **Chimneys** - Provide the location, material, termination height and clearance to combustibles for chimneys shown on the plans.
 - **Smoke Control Systems** - construction documents shall include sufficient information and detail to adequately describe the elements of the design necessary for the proper implementation of the smoke control systems. A rational analysis supporting the types of smoke control systems to be employed, their methods of operation, the systems supporting them and the methods of construction to be utilized shall accompany the submitted construction documents and shall include, but not be limited to:
 - **Stack effect.** The system shall be designed such that the maximum probable normal or reverse stack effect will not adversely interfere with the system's capabilities. In determining the maximum probable stack effect, altitude, elevation, weather history and interior temperatures shall be used

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

- **Temperature effect of fire.** Buoyancy and expansion caused by the design fire in accordance with Section B-909.9 of the Building Code shall be analyzed. The system shall be designed such that these effects do not adversely interfere with the system's capabilities.
- **Wind effect.** The design shall consider the adverse effects of wind. Such consideration shall be consistent with the wind-loading provisions of Chapter 16 of the Building Code.
- **HVAC systems.** The design shall consider the effects of the heating, ventilating and air-conditioning (HVAC) systems on both smoke and fire transport. The analysis shall include all permutations of systems status. The design shall consider the effects of the fire on the HVAC systems.
- The design shall consider the effects of low temperatures on systems, property and occupants. Air inlets and exhausts shall be located so as to prevent snow or ice blockage.
- All portions of active or passive smoke control systems shall be capable of continued operation after detection of the fire event for not less than 20 minutes.

(4) L&I Energy Conservation Forms: Certificate of Design and supporting documentation verifying compliance

- Residential Form available for download at http://webapps.phila.gov/li/UpdDocs/energy_conservation_residential_2007.pdf.
- Commercial Form available for download at http://webapps.phila.gov/li/UpdDocs/energy_conservation_commercial_2007.pdf.

And if not proposing a single family dwelling or a detached two family dwelling that is three stories and less in height:

(5) L&I Special Inspections Form

- Available for download at http://webapps.phila.gov/li/UpdDocs/special_inspections_2007.pdf.

(6) L&I Structural Design Criteria Form, signed/sealed by a professional engineer licensed by the State of Pennsylvania

- Available for download at http://webapps.phila.gov/li/UpdDocs/2007struct_criteria_.pdf.

And if proposing alterations exceeding \$50,000; or for residential properties with more than 3 dwelling units; or for buildings built prior to 1981:

(7) Philadelphia Health Department Asbestos Inspection Report

And if proposing a Telecommunications Facility or Hospital:

(8) Hazardous Material Disclosure Form

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Building Permit for Foundations Only*

*(*Optional to obtain prior to a full building permit)*

(1) Application for Building Permit

- Available for download at http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

(2) A Valid L&I Zoning Permit

(3) Building Foundation Plans (3 sets) signed/sealed by a registered design professional licensed by the State of Pennsylvania

- Drawn to scale
- Minimum sheet size is 18" x 24"
- Black & white or blue prints (no pencil or free hand drawings)
- Double-line drawings of the entire building
- Show all of the loads that apply to the design of the structure. Loads that may affect the design of the structure are listed as follows: dead load; uniformly distributed live loads; concentrated loads, impact loads; special loads; roof loads; snow loads (minimum 25 pounds - force per square foot); wind loads (minimum 80 miles per hour for R-3 Use Groups); earthquake loads Seismic Zone ($A_v=0.1$); live load reduction when permitted and where it is proposed to be used.
- The soil classification and design load-bearing capacity shall be shown on the construction documents.
- **Areas Prone to Flooding** - For buildings and structures in flood hazard areas as established by Table R-R301.2(1) of the Residential Code, construction documents shall include: (1) delineation of flood hazard areas, floodway boundaries, and flood zones; and the design flood elevation as appropriate; and (2) the elevation of the proposed lowest floor, including basement; in areas of shallow flooding (AO zones), the height of the proposed lowest floor, including basement, above the highest adjacent grade.
- **Design Calculations** - Two (2) copies of the calculations sealed by a Registered Design Professional. Calculations shall include all design factors listed in Chapter 16 that contribute to the calculations of the loads applied to the design of the structure.

(4) Geotechnical Soils Investigation Report signed/sealed by a professional engineer licensed by the State of Pennsylvania

- A plot plan showing the location of test borings and/or excavations.
- A complete record of the soil samples.
- A record of the soil profile.
- Elevation of the water table, if encountered.
- Recommendations for foundation type and design criteria, including but not limited to: bearing capacity of natural or compacted soil; provisions to mitigate the effects of expansive soils mitigation of the effects of liquefaction, differential settlement and varying soil strength; and the effects of adjacent loads.
- Expected total and differential settlement.
- Pile and pier foundation information in accordance with Section B-1808.2.2 of the Building Code.
- Special design and construction provisions for footings or foundations founded on expansive soils, as necessary.
- Compacted fill material properties and testing in accordance with Section B-1803.5 of the Building Code.

(5) Letter of Owner's Responsibility

(6) Pile Inspection Letter (if applicable)

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Building Permit for Fire Suppression (Sprinkler or Standpipe) System

(1) Application for Building Permit

- Available for download at http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

(2) Licensed fire suppression contractor information (Specify on the Application Form)

(3) No. of new sprinkler heads (Specify on the Application Form)

(4) Building Plans (4 sets) signed/sealed by a registered design professional licensed by the State of Pennsylvania

- Drawn to scale
- Minimum sheet size is 18" x 24"
- Black & white or blue prints (no pencil or free hand drawings)
- Double-line drawings of the entire building
- **Fire Suppression Systems** - Indicate which areas will be protected, the Use Group, use of each room, type of construction and height of building. Piping details are required back to the main with calculations, including location and type of backflow prevention device..
- **Standpipe Systems** - Indicate the locations, type and size of initiating devices..
- **Fire Alarm Detection Systems**
 - A floor plan which indicates the use of all rooms.
 - Locations of alarm-initiating and notification appliances
 - Alarm control and trouble signaling equipment
 - Annunciation
 - Power connection
 - Battery calculations
 - Conductor types and sizes
 - Voltage drop calculations
 - Manufacturers, model numbers and listing information for equipment, devices and materials
 - Details of ceiling height and construction
 - The interface of fire safety control functions
- **Fire Extinguishers** - Indicate location, distribution and type.
- **Fire Hydrants** - If the distance from the extreme portion of a proposed building, addition, or new Use Group exceeds 200 ft. from a public street, sealed plans indicating locations of all hydrants in the surrounding vicinity are required.

(5) Hydraulic Calculations (4 sets) signed/sealed by a registered design professional licensed by the State of Pennsylvania

**(6) To verify an existing backflow preventer assembly, PWD Form CU100, or
To install a new backflow preventer assembly, PWD Form CP100**

And if proposing alterations exceeding \$50,000; or for residential properties with more than 3 dwelling units; or for buildings built prior to 1981:

(7) Philadelphia Health Department Asbestos Inspection Report

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Building Permit for Mechanical Work (Ductwork, Fuel Gas, HVAC, Fireplaces, etc.)

(1) Application for Building Permit

- Available for download at http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

(2) A Valid Use Registration Permit

(3) No. of new registers/diffusers (Specify on the Application Form)

(4) Mechanical Plans (3 sets) - If proposing structural alterations, or alterations exceeding \$25,000, plans must be signed/sealed by a registered design professional licensed by the State of Pennsylvania; otherwise professional seal is not required.

- Drawn to scale
- Minimum sheet size is 18" x 24"
- Black & white or blue prints (no pencil or free hand drawings)
- Double-line drawings of the entire building
- Identify room sizes as they appear on the architectural plans submitted with the building permit application.
- Clearly identify all **penetrations of rated construction**
- Clearly identify all **fire dampers and smoke detectors**
- **Ventilation Schedule** - Show the use of the space and indicate the supply and exhaust cfm for each room on the plan. Show the size, rpm, manufacturer, type, capacity, etc. for all supply and exhaust equipment included in the system.
- **Air Distribution System** - Show the location and materials used to construct all plenums. Show the location and the materials used for all duct construction. Show supply and exhaust openings. Show size, type and manufacturer of registers, grilles and diffusers. Provide size, type, manufacturer, and maximum length of flexible duct proposed. Show location, type and rating of all fire dampers.
- **Fuel Gas Code** - The construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that the work will conform to the provisions of the Fuel Gas Code. Construction documents shall include, but not be limited to design criteria, exterior envelope component materials, U-factors of the envelope systems, U-factors of fenestration products, R-values of insulating materials, size and type of apparatus and equipment, equipment and systems controls and other pertinent data to indicate compliance with the code. Construction documents for buildings more than two stories in height shall indicate where penetrations will be made for installations and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking
- **Kitchen Exhaust Equipment Plan** - Provide details of the hood, duct and automatic fire suppression system, including:
 - Hood and duct sizes and gages provided
 - Location of duct and fans and termination points
 - Exhaust and supply air quantities and velocities
- **Chimneys** - Provide the location, material, termination height and clearance to combustibles for chimneys shown on the plans.
- **Smoke Control Systems** - construction documents shall include sufficient information and detail to adequately describe the elements of the design necessary for the proper implementation of the smoke control systems. A rational analysis supporting the types of smoke control systems to be employed, their

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

methods of operation, the systems supporting them and the methods of construction to be utilized shall accompany the submitted construction documents and shall include, but not be limited to:

- **Stack effect.** The system shall be designed such that the maximum probable normal or reverse stack effect will not adversely interfere with the system's capabilities. In determining the maximum probable stack effect, altitude, elevation, weather history and interior temperatures shall be used
- **Temperature effect of fire.** Buoyancy and expansion caused by the design fire in accordance with Section B-909.9 of the Building Code shall be analyzed. The system shall be designed such that these effects do not adversely interfere with the system's capabilities.
- **Wind effect.** The design shall consider the adverse effects of wind. Such consideration shall be consistent with the wind-loading provisions of Chapter 16 of the Building Code.
- **HVAC systems.** The design shall consider the effects of the heating, ventilating and air-conditioning (HVAC) systems on both smoke and fire transport. The analysis shall include all permutations of systems status. The design shall consider the effects of the fire on the HVAC systems.
- The design shall consider the effects of low temperatures on systems, property and occupants. Air inlets and exhausts shall be located so as to prevent snow or ice blockage.
- All portions of active or passive smoke control systems shall be capable of continued operation after detection of the fire event for not less than 20 minutes.

And if proposing alterations exceeding \$50,000; or for residential properties with more than 3 dwelling units; or for buildings built prior to 1981:

(5) Philadelphia Health Department Asbestos Inspection Report

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Building Permit for Cooking Extinguishing System

(1) Application for Building Permit

- Available for download at http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

(2) A Valid Use Registration Permit

(3) Licensed fire suppression contractor information (Specify on the Application Form)

(4) L&I Dry and Wet Chemical Extinguishing Systems Data Sheet

- Type and manufacturer of system listed
- Flow points for each hazard calculated
- Cylinder adequately sized for total flow points
- Installation by a licensed fire suppression contractor

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Certificate of Occupancy

(1) Application for Building Permit

- Available for download at http://webapps.phila.gov/li/UpdDocs/Bldg_permit_Appl.pdf

(2) A Valid Use Registration Permit

(3) Building Plans (3 sets) of professional quality

- Drawn to scale
- Minimum sheet size is 18" x 24"
- Black & white or blue prints (no pencil or free hand drawings)
- Double-line drawings of the entire building
- Label all rooms as to their use
- Show all locations and sizes of doors, windows, stairways, corridors, etc.
- Show all ceiling types/ratings and heights of the rooms
- Identify wall and partition types/ratings and their locations
- Indicate the Type of Construction classification of each building

And if proposing a change in F (factory), H (high hazard), M (mercantile) or S (storage) occupancy:

(4) Hazardous Material Disclosure Form

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Electrical Permit

(1) Application for Electrical Permit

- Available for download at <http://webapps.phila.gov/li/UpdDocs/81-611A.pdf>

(2) Electrical Contract License Number (Specify on Application Form)

(3) Electrical Plans, signed/sealed by a registered design professional licensed by the State of Pennsylvania

- Provide all applicable International Energy Conservation Code compliance data
- Include a listing and labeling statement
- Label and list all electrical materials, devices, appliances and equipment by a certified testing laboratory or agency
- Provide **panel schedules** with:
 - Circuit Loading
 - Feeder Loading
 - Over current Protection
 - NEC load Summaries for all new and/or affected panels and services. (Loading must be evaluated by highest phase)
 - Include fault current data
 - Include short circuit ratings
 - Include fault current protection co-ordination
- Provide a **single line riser diagram** showing: all new and/or affected services; and all feeders, wire sizes, insulation types, conduit sizes and types
- Indicate **number of services**, including:
 - Physical locations
 - Clearly identify mains and characteristics
- Indicate the **grounding electrode conductor size**:
 - With new and/or affected services
 - Transformers, where necessary provide details or notes on methods
- Show physical locations of all **new and affected panels and switch gear**, indicating the “front”
- Indicate **receptacle plans** with circuitry
- Indicate **lighting plans** with circuitry
- Show **electrical plans for each affected floor**, including roof
- Show **wiring methods**, including:
 - Termination temperature (60, 75, 90) requirements
 - Conductor sizes
 - Insulation types
 - Conduit sizes
 - Conduit types
- Indicate the design and/or operation for any of the following applicable **life safety systems**, including
 - Emergency generators
 - Smoke evacuation
 - Shaft pressurization and relief
 - Smoke detection
 - Egress and emergency lighting

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

- Fire alarm
 - Fire pump
- Indicate how **special needs** such as classified hazardous, corrosive and patient care are treated:
 - Provide detailed plan of classified areas
 - Hangers, waste treatment and collection
 - Flammable dust, gases or liquids
 - Spray booths, vehicle servicing, parking, etc
 - The classifications and method of compliance
- Provide all **HVAC nameplate data**, including MCA and MOCP. List all other appliance and/or equipment with nameplate data (i.e. voltage, phasing, HP, FLA, RLA, etc.)
- Indicate all **motor horse power ratings**, if not supplied elsewhere
- Indicate the **certified testing laboratory of agency** (e.g. UL)
 - Test number and hourly ratings of all new and/or affected rated members and assemblies (i.e. columns, beams, floor/ceiling/roof fire-rated design assemblies.
 - Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.
- Indicate all **penetrations of fire-rated construction** must be per manufacturer's details.
 - The details shall meet or exceed ratings of construction being penetrated.
 - Penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers.
 - New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

Plumbing Permit

(1) Application for Plumbing Permit

- Available for download at <http://webapps.phila.gov/li/UpdDocs/81-21A.pdf>

(2) Plumber License Number (Specify on Application Form)

(3) A Valid PWD Water Service Permit

(4) A Valid PWD Meter Installation Permit

And if proposing the installation, repair or replacement of a water distribution pipe ¾" or less, together with additional installation, repair or replacement of a lateral up to 6":

(5) A Valid Street and Footway Opening Permit

Obtain from the Municipal Services Building-Concourse Level, 1401 JFK Boulevard, 215-686-5500

*And if proposing -Residential construction of 3 or more units or any other new construction project; or
-An addition, except for one- and two-family; or
-Alterations in residential occupancies with 5 or more units; or
-Alterations in non-residential spaces greater than 2,000 square feet, unless installation 7 fixtures or less; or
-Site drainage:*

(6) Plumbing Plan of Professional Quality

- Drawn to scale
- Minimum sheet size is 11" x 17"
- Black & white or blue prints (no pencil or free hand drawings)
- Plan layouts for each floor showing water distribution and drain-waste-vent piping and all details, pipe sizes with fixture unit load (from Table P-904.4 of the Code) and schedules necessary to define the systems being installed.
- Floor plans shall include room names/numbers for each floor.
- On buildings 2 stories or more, provide isometric diagrams and/or schematic riser diagrams for supply and waste/vent piping and identify the risers by number(e.g. R1, R2, etc.); show where riser base terminations connect to the building drain (along with all interconnected piping on each floor plan); all pipe sizes must be clearly defined.
- Include interceptors as applicable (grease, oil, lint, acid, sand) and size by flow rate, manufacturer and model number.
- Include fixture and equipment schedule showing fixture number, detailed description, hot water, cold water, waste and vent connection sizes and other pertinent information.
- Identify all fixtures on floor plans and in riser diagrams with the plumbing fixture schedule number.
- Show water, sanitary drain-waste-vent piping and storm leaders/drains, indicating sizes and materials for above and below grade installations.
- Indicate slope of horizontal sanitary and storm drains.
- Indicate roof drains and emergency roof drains/scuppers with the areas they impact.

Department of Licenses & Inspections

Submission Requirements for Permits and Plan Reviews

- Provide toilet room layouts with minimum $\frac{1}{4}$ " = 1 foot scale and indicate compliance with all accessibility requirements.
- Provide location of drinking fountains and indicate compliance with all accessibility requirements.
- Provide details on sealing through-penetrations of fire rated assemblies, and indicate compliance with all accessibility requirements.
- Provide minimum facilities calculations

And if proposing -Residential construction of 3 or more units or any other new construction project:

(7) Site Plan

- Show domestic water, fire and irrigation services.
- Show the location of water meter.
- Show backflow protection location and type and include a CP-100 form from the Water Department
- Show the sanitary sewer services from building to point of disposal as approved by the Water (or Health for private sewage) Department

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

Plan Reviews for L&I Zoning and Building Permit Applications

- *Subdividing, consolidating or changing a lot line*
- *Making amendments to the official City Plan (adding a new street, relocating a street, vacating a street, changing a lot line that touches a City Street)*
- *Construction of driveways/curb cuts*
- *Construction of loading docks/parking lots/garages*
- *Curb line alterations, bump outs, lay-by-lanes, sidewalks, street signals, signs, lighting and paving*
- *Features and architectural embellishments that encroach or project over the street*

Prepare site plans that include the following:

(1) Plan Information

- Plan shall bear the name, address, telephone number and signature of the professional land surveyor who performed the survey, his or her official seal and registration number, the date the survey was completed and the dates of all of the surveyor's revisions.
- The address of the property surveyed.
- North arrow shall be oriented to top of plan.
- Standard scale 1" = 10', 20', 30', 40', 50', 60' (engineers scale only).

(2) Property Line Information

- Legal Status of all streets shown on plan. Example (On City Plan - 50' wide - legally open) or (On City Plan 60' wide, legally open 33' wide). Footway and cartway width dimensions. Example (12'-26'-12'). Information may be found on the 8th floor, M.S.B. City Plans Road Records.
- All streets abutting property and mentioned in deeds must be shown on plan.
- Point of Beginning of each property as mentioned in deed and dimensioned to nearest legally opened street intersection. Show intersection on plan.
- All property line courses and distances of existing and proposed lots must be shown in Philadelphia District Standard only. Tangent bearings, radii, arc length and degree of curve shown on plan. Dimensions shall be in feet and hundredths of a foot.
- Rights-of-Way, dedicated or non-dedicated easements of record completely dimensioned. Alleys, driveways, and easements of record mentioned in deed or use, bounding on or across property

(3) Existing and Proposed Conditions

- Location and dimension of existing and proposed structures, on and adjacent to property. (Within 10 feet, including buildings, walls, walkways, patio, driveways, posts, poles, concrete, asphalt etc). Indicate the location of all tanks or pumps for the storage or distribution of light petroleum or coal tar products.
- For proposed driveways, the exact location of all street furniture/hardware (such as inlets, hydrants, traffic signal posts, parking regulatory signs, light poles, etc.)
- Dimension buildings, height and number of stories, dimension to property lines and/or right of way lines.
- Type and height of all fences and walls.
- Existing and proposed structures within footway area in front of and adjacent to property shown and dimensioned.
- Existing and proposed curb cuts dimensioned and distance to nearest street intersection right of way line. Location and dimension of off-street parking spaces. (Existing and proposed).
- Location of overhead wires on or across property. (Existing and proposed).

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

- Areas of existing and proposed lots shown on plan. Show areas in square feet and acres.
- Zoning designation and all requirements pertaining to property.

(4) Elevations

- Elevations must be shown in City Datum.
- Existing contours (minimum one foot intervals) and/or spot elevations within and adjacent to the property.
- Proposed first floor and basement elevation.
- Location and elevation of existing or proposed top of drains.
- City Plan and existing top of curb elevations in front of and adjacent to property lines

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

***Contract Requirements for Private Paving of Public Roads,
L&I Building Permit Applications***

**All forms and contract materials will be supplied directly to the applicant
by the Transportation Planning and Analysis Unit*

- (1) Application to Pave or Repave Highways at Private Cost**
- (2) Letter of Agreement to Use City-Approved Paving Contractors; or else
Paving contractor qualifications (if using a non-approved paving contractor)**
- (3) Proposal for Private Paving**
- (4) Labor & Materialmens Bond Document**
- (5) Performance Bond Document**
- (6) Compensation Affidavit**
- (7) Maintenance Bond Document**

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

Approval for L&I Sidewalk Café License

(1) A Valid L&I License to operate a Sidewalk Café

- Attach a business card, signed on the back

(2) Plot Plan (6 sets) drawn a standard scale

(3) If applicable, notarized permission letter from property owner (6 copies)

(4) Photographs (6 sets)

- Three photographs required for non-corner properties. Seven photographs required for corner properties.
- Locations shall be (1) perpendicular; (2) left horizontal; and (3) right horizontal. If a corner property, provide a corner photo shot along with both frontages.

(5) If applicable, Current Liquor License (6 copies)

(6) Current Insurance Certificate (6 copies)

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

Application for City Plan Action

(1) Application for City Plan Action Form

Available for download at http://www.phila.gov/streets/pdfs/City_Plan_Application.pdf

(2) Formal Request Letter

- This letter should be on your organization's letterhead.
- State clearly what changes to the City Plan you are requesting and give a brief explanation of the reason for the request.
- The letter should be addressed to: Clarena I.W. Tolson, Commissioner
Philadelphia Department of Streets
1401 JFK Blvd, Room 730 MSB
Philadelphia, PA 19102

(3) Any relevant blueprints, plans, sketches or supporting documentation

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

Bollard Installation Permit

(4) Application to Install Pipe Posts

(5) Plot Plan (2 copies)

- 8.5" x 11" paper
- Show locations of the proposed posts

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

Curb and Footway Permit

(1) Application for Curb and Footway Permit

(2) A Valid L&I Curb Setters License

(3) Plot Plan

- Drawn to scale
- Provide dimensions of the legal right of way (cartway and footways) at project location. Street breakdown dimensions can be obtained by calling 215.686.5565. Show curb lines and property lines.
- Show all existing street furniture at the project location including those at adjacent properties. Some examples of street furniture are trees, fire hydrant, inlets, traffic signs and signals, poles with street lights, manholes, steps and etc.
- Provide dimensions for those items in the right of way (PROPOSED OR EXISTING) that require Streets Dept. review and approval. Dimensions should include length, width, height, vertical clearance above sidewalk, and distances from curb line(s). Label items either "PROPOSED" or "EXISTING".
- All driveway curb cuts shall be located relative to the curb line(s), dimensioned (width) and labeled "PROPOSED" or "EXISTING".
- Provide a minimum of two (2) photographs showing the existing conditions at the site. The photographs shall provide a parallel and perpendicular view of the location relative to the roadway/sidewalk.

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

Special Hauling Permit

(1) Application for Special Hauling Permit

- Material to be moved.
- Origin and destination within City limits.
- Truck/Tractor license number, Trailer license number, and the states in which they are registered.
- Length, height, and width of vehicles both with and without material to be moved.
- Gross Weight of vehicles. (a) Axle loadings and spacing.
- Proposed route.
- Name and signature of person applying.

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

Street Closure Permit

**Note: Permits apply to closure of streets and sidewalk areas*

For Crane Placement:

(1) Application for Street Closure – Crane Placement

Available for download at <http://www.phila.gov/streets/pdfs/LaneClosureCraneHeli.pdf>

(2) A Valid Streets Dept. Special Hauling Permit

For Equipment Placement:

(1) Application for Street Closure – Equipment Placement

Available for download at http://www.phila.gov/streets/pdfs/Lane_Closure_EQUIPME.pdf

(2) A Valid L&I Building Permit, if related to:

- Demolition
- Façade Restoration
- Shelter Platform

(3) A Valid Streets Dept. Curb & Footway Permit, if related to:

- Footway Restoration

For Utility Work:

(1) Application for Street Closure – Utility Work

Available for download at http://www.phila.gov/streets/pdfs/Lane_Closure_UTILITY.pdf

(4) A Valid Streets Dept. Street Opening Permit, if related to:

- Excavation

(5) A Valid Streets Dept. Curb & Footway Permit, if related to:

- Footway Restoration

Philadelphia Streets Department

Submission Requirements for Permits and Plan Reviews

Street Opening Permit

(1) Application for Permit for Opening and Structural Occupancy of Highways

(2) Site Plan (6 sets)

- Drawn to scale
- Show the complete details of the proposed work
- Indicate the character and location of all adjacent existing structures
- Provide dimensions of the legal right of way (cartway and footways) at project location. Street breakdown dimensions can be obtained by calling 215.686.5565. Show curb lines and property lines.
- Show all existing street furniture at the project location including those at adjacent properties. Some examples of street furniture are trees, fire hydrant, inlets, traffic signs and signals, poles with street lights, manholes, steps and etc.
- Provide dimensions for those items in the right of way (PROPOSED OR EXISTING) that require Streets Dept. review and approval. Dimensions should include length, width, height, vertical clearance above sidewalk, and distances from curb line(s). Label items either "PROPOSED" or "EXISTING".
- All driveway curb cuts shall be located relative to the curb line(s), dimensioned (width) and labeled "PROPOSED" or "EXISTING".
- Provide a minimum of two (2) photographs showing the existing conditions at the site. The photographs shall provide a parallel and perpendicular view of the location relative to the roadway/sidewalk.

Philadelphia Water Department

Submission Requirements for Permits and Plan Reviews

Conceptual Plan Review for L&I Zoning Permit Applications for Earth Disturbances greater than 5,000 square feet and projects subject to the Wissahickon Watershed Ordinance

*Submit application materials online at <http://www.phillyriverinfo.org/PWDDDevelopmentReview/ERSAIntro.aspx>

(1) ERSA Map

- Engineer Name
- Date
- Project Title
- Name of registered owner
- If residential, development type (condo, fee simple, etc.)
- Site address
- North arrow
- Legend
- Graphical scale
- Existing street Lines and street names and confirmed street boundaries
- Vicinity map including watershed(s) and subwatershed(s)
- Property lines
- Proposed lot lines and lot identification numbers
- Location and boundaries of all existing site improvements and improvements on adjacent land within 25 feet of property line
- Outlines of all existing structures within 25' of property line
- Location of all existing utilities (water, sewer, stormwater) above and below ground
- Identify the nearest watercourses / water bodies on the map (within 100 feet)
- Existing topography of site (contours, sub-basins, etc.) in 2 foot contour intervals on-site and on adjacent lands within 25 feet of the property line and on the full width of abutting public lands, and private rights-of-way and easement(s)
- Note any special features of the site (natural depressions, natural berms, views, etc.)
- Show the type and extent of vegetation, and the location of any trees that measure greater than 6 inches diameter at breast height and note their species
- Location and boundaries of all existing right-of-ways or easements

(2) Site Plan

- Engineer Name
- Date
- Project Title
- Name of registered owner
- North arrow
- Legend
- Graphical scale
- Proposed limit of disturbance (LOD) and all utility connections within the LOD
- Street lines, street names, lot names, easements, other land divisions, and their purposes and confirmed locations
- Location/outline of all existing structures to remain within 25' of property line
- Proposed site contours (distinguish between existing and proposed)
- All building lines or street set-back lines and distances to other buildings on the same lot
- Proposed lot-lines and lot identification numbers, dimensions and areas

Philadelphia Water Department

Submission Requirements for Permits and Plan Reviews

- Existing and proposed right-of-ways, easements, cartway widths for all streets and private roads, and drainage right-of-ways
- Location and dimensions of all driveways, curb cuts, and off-street parking lots, with distances from lot lines
- Vicinity Map including watershed(s) and sub watershed(s)
- Clearly identify all existing and proposed site improvements
- If residential, indicate development type (condo, fee simple, etc.)
- If Condo the plan sheet must include the following note: “This development project will be a condominium and all exterior walls, roofs, basements, and ground are common areas and the development will not be subdivided in the future.”
- If homeowner’s Association – indicate all facilities to be owned and maintained by the HOA clearly on a separate lot and include note indicating the responsibilities of the HOA
- Location of all existing utilities (water, sewer, & stormwater). Sewer connections made directly into manholes are not permitted
- Note any vegetation identified for preservation and planned landscape areas
- Show all proposed water, sanitary sewer, fire utility, and stormwater connections (a water/meter pit must be shown within 35’ of the property/house/right-of-way line)
- Clearly indicate area where stormwater will be managed and show safe overflow connections
- All infiltration areas must be located at least 10’ from all property lines
- Show all roof and yard drains and their connections to infiltration/detention basins or sewers
- Approximate loading ratio of 5:1 for directly connected impervious area (DCIA) to infiltration area footprint and 8:1 for drainage area to infiltration area footprint
- Show extent of floodplain in relation to the project
- Depict post-development hydrology of the site with flow lines including discharge points from property and type of discharge (diffused, concentrated, piped, etc)

(3) Site Photos

- One color photograph from each face of the parcel looking into the site
- PDF, JPG or BMP format

Technical Site Plan Review for L&I Building Permit Applications

(1) Stormwater Review (for earth disturbances greater than 15,000 square feet, earth disturbances over 5,000 square feet in the Darby-Cobbs Creek Watershed or projects subject to the Wissahickon Watershed Ordinance)

- Stormwater Checklist B*
- Stormwater Management Guidance Manual Worksheet 2: Directly Connected Impervious Area*
- Stormwater Management Guidance Manual Worksheet 3A: Water Quality, Channel Protection*
- Stormwater Management Guidance Manual Worksheet 3B: Flood Control*
- Stormwater Management Guidance Manual Worksheet 4: O&M Agreement Information*
- Geotechnical and/or Infiltration Report
- Stormwater Management Model Input Files
- Site Development Plans
 - Existing Conditions Plan
 - Site/Layout Plan
 - Grading and Utility Plan
 - Erosion and Sedimentation Control Plan and Details
 - Drainage Area Plan, Existing and Proposed
 - Landscaping Plan
 - Demolition Plan
 - Plan Details
 - Project Name (all plan sheets)
 - Revision dates (all plan sheets)
 - Title of plan sheet (all plan sheets)
 - Dated Signature and Seal of Registered Professional Engineer (all plan sheets)
 - Graphic scale in 1" = 10', 20', 30', 40', 50', 60' or 100' (all plan sheets)
 - North arrow
 - Legend
- For sites larger than 1 acre, submit a National Pollutant Discharge Elimination System (NPDES) Permit

* Forms available for download at

<http://www.phillyriverinfo.org/PWDDDevelopmentReview/RequirementsLibrary.aspx#>

(2) Review for Water and Sewer Availability (all projects)

- Site Plan showing locations of new connections and their distances from the intersection

(3) Review for Sewage Facilities Planning Act, Act 537 Applicability (all projects)

- Application for Exemption from Sewage Facilities Planning*
- Pennsylvania Natural Diversity Inventory (PNDI) Project Planning & Environmental Review Form
- Plot Plan showing anticipated lots to be created and estimated sewer line runs

* Forms available for download at

<http://www.phillyriverinfo.org/PWDDDevelopmentReview/RequirementsLibrary.aspx#>

Philadelphia Water Department

Submission Requirements for Permits and Plan Reviews

(4) Private Cost Approval (for developments proposing the installation of new water mains and/or sewers)

- Stormwater Management Report and Plan (see (1) above)
- Plot Plan*
 - Sheet size 36"x24" (water design only) or 42"x30" (water and/or sewer design)
 - Existing and proposed public streets, right-of-ways, property line
 - Existing and proposed buildings with first floor elevations and basement elevations
 - Existing & proposed grading
 - Geologic Data fill areas, boring locations, boring logs, SPT values. (Specifications available upon request)
 - Proposed water services and sewer laterals, meter pits, etc
 - Existing and proposed utilities. The location, size, and depth of each utility must be shown
 - Areas to be maintained by a Homeowners Association or other non-city entity
- Water Design Plan*
 - Sheet Size 36"x24"
 - All information required on the Plot Plan
 - Plan scale must be 1"=20'
 - Cross section must be 1/4" = 1'-0" (one per sheet minimum, at most critical location)
 - Title block for first sheet must have space for three signatures (Engineer for the consultant, "General Manager, Planning and Engineering" and "Water Commissioner"). Remaining sheets shall only contain the first signature line.
 - General notes on first plan sheet
 - PWD-issued work no.
 - PWD-supplied Approval Disclaimer Note
- Sewer Design Plan*
 - Sheet Size 42"x30"
 - All information required on the Plot Plan
 - Plan scale must be 1"=20'
 - Cross section must be 1/4" = 1'-0" (one per sheet minimum, at most critical location)
 - Profile must be 1"=20" horizontal, 1"=5" vertical
 - Nearest Highway District benchmark location and city datum elevation
 - Title block for first sheet must have space for three signatures (Engineer for the consultant, "General Manager, Planning and Engineering" and "Water Commissioner"). Remaining sheets shall only contain the first signature line.
 - General notes on first plan sheet
 - PWD-issued work no.
 - PWD-supplied Approval Disclaimer Note
 - Show manhole inverts, pipe size, material, and grade, and all proposed connections greater than 8 inches.
 - Show all stormwater management features: Common Drains - Rear yard common stormwater drains will not be approved without a homeowners association maintenance agreement and easement; Swales - Must have the approval of The Planning Commission, the Dept. of Licenses and Inspection and the Water Department; Seepage Pits - Must have the approval of The Planning Commission, the Dept. of Licenses and Inspection and the Water Department; Underground Storage Piping - Must have the approval of The Planning Commission, the Dept. of Licenses and Inspection and the Water Department; Retention/ Detention Basins - Must have the approval of The Philadelphia Planning Commission, the Department of Licenses and Inspection, and the Water Department. A separate lot maintained by a homeowners association must be

Philadelphia Water Department

Submission Requirements for Permits and Plan Reviews

shown. The Water department will maintain the endwall and piping within a designated right-of-way unless it is from a common rear yard stormwater drain.

- All piping and/or drainage structures that are to be maintained by the Homeowners Association must be clearly marked as 'PRIVATE'.
- Drainage Connections – All connections 12” and less to RC pipe shall be made by core drilling and with a resilient saddle (see detail attached). All other connections shall be made as specified and detailed in the PWD standards. Non standard connections shall be shown in a scaled detail
- Soil Borings - A complete soil investigation shall be performed in accordance with PWD's boring specifications and collection procedures with borings taken every 150' and in line with the sewer. Show boring locations in the design plan view. Show profiles and log data on this sheet or a separate boring plan.

** Sample plans are available at*

<http://www.phillyriverinfo.org/PWDDDevelopmentReview/RequirementsLibrary.aspx#>

Philadelphia Water Department

Submission Requirements for Permits and Plan Reviews

Sewer Connection Reviews for L&I Plumbing Permit Applications

For sewer connections smaller than 8":

- (1) Site plan showing property frontage and all piping and/or drainage structures

For sewer connections 8" and larger:

(1) Site Plan

- 1"=40' scale
- Show property frontage and all piping and/or drainage structures
-

(2) Sewer Profile

- 1"=40' horizontal scale
- 1"=5' vertical scale
- Catch basin details (no scale required)

Philadelphia Water Department

Submission Requirements for Permits and Plan Reviews

PWD Water Service Permits

- (1) Application for Special Water Service
- (2) Site Plan showing locations of new connections and their distances from the intersection

Philadelphia Water Department

Submission Requirements for Permits and Plan Reviews

PWD Meter Installation Permit

- (1) Application for Meter Installation
- (2) A Valid PWD Water Service Permit

Philadelphia City Planning Commission

Submission Requirements for Permits and Plan Reviews

Development Plan Reviews for L&I Zoning Permit Applications

- *To determine subdivision regulation applicability;*
- *Wissahickon Watershed Review;*
- *Surface Parking Lots containing more than 25 vehicles; and*
- *Changes in use and all construction within the Institutional Development District, Industrial Transformation District, RC-6 Residential District, Waterfront Redevelopment District, Sports Stadium District and the Commercial Entertainment District*
- *Wireless telecommunication facilities*

(1) Site Plan

- Title block - to include name of subdivider or registered owner
- North point
- Date
- Scale (1"=100' minimum)
- All metes and bounds, boundaries, and dimensions must be in Philadelphia District Standard when used for legal description or streets issues (e.g. Deeds, Easements).
- All lot names and their purposes. Building setback lines and distances to other buildings on same lot.
- Dedicated and non-dedicated right-of-ways (e.g., drainage, stormwater), easements, alleys, location of nearest fire hydrant.
- Measurement of all buildings, footage, height, and stories to determine gross floor area.
- Exact location to the nearest intersection.
- Location and dimensions of all existing or proposed driveways, curb cuts, and off-street parking lots, with distances from lot lines.
- All existing street furniture at project location including those at adjacent properties (trees, fire hydrants, inlets, traffic signs, streetlights, manholes, steps, and meters).
- If applicable, seal of registered architect, engineer or land surveyor in accord with PA Engineer, Land Surveyor, and Geologist Registration Law.
- If applicable, radii, lengths of curves, and tangent bearings for all streets.
- If applicable, existing and proposed contours.
- If applicable, final elevation converted to City Datum (Flood plain, watershed, plats).
- If applicable, yard drains with top elevation in City Datum.
- If applicable, lowest floor elevation in City Datum.
- If applicable, topography (minimum %' intervals), stormwater management plans.
- If applicable, geotechnical information (e.g. soil test bores for determining the properties of the soil (compactness, moisture, bearing power) and the type of foundation necessitated from such information).
- If applicable, elevations, renderings, and additional plans when required.

And if proposing work in the Wissahickon Watershed:

(2) Stormwater Management Plans

And if proposing a surface parking lot in an RC District:

(3) Landscape Plans

Philadelphia City Planning Commission

Submission Requirements for Permits and Plan Reviews

Façade Control Reviews for L&I Zoning Permit Applications

New construction and elevation changes in existing buildings in:

-the Center City Commercial Area (Philadelphia Code Section 14-1607)

- Queen Village Neighborhood Conservation District

-Parking Garages located in C4 and C5 Commercial Districts

(1) Photographs of existing conditions

- From the left
- From the right
- From across the street

(2) Materials samples

(3) Drawings of elevations showing existing and proposed materials

Philadelphia Historical Commission

Submission Requirements for Permits and Plan Reviews

Plan Review for L&I Building Permit Applications

- (1) Cover letter describing the proposed undertaking and any special circumstances**
- (2) Copies of any historic documentation related to the project (such as historic maps, photographs, insurance surveys)**
- (3) Photographs, dated and labeled (shall remain in the property of the Commission)**
 - All elevations and areas proposed to be altered or demolished
 - Of the street or interior context of the building, structure, site, or public interior portion of the building or structure
 - Of the specific setting or environment, in the case of an object
- (4) Scaled and dimensioned detail or shop drawings of all features to be replaced and/or reconstructed (such as doors, door frames, window frames, shutters, cellar bulkheads, cornices, dormers, mantels and stairways)**
- (5) Manufacturer's specifications and/or catalog cut-sheets for all off-the-shelf elements including but not limited to lighting and door hardware**

And if proposing work to designated exteriors:

- (6) Scaled and dimensioned site or plot plan and drawings of elevations (to which alterations are proposed)**
 - Clearly delineate areas of demolition, if applicable
 - Annotated and/or accompanied by a complete set of specifications that describe the proposed undertaking in detail. Annotated photographs and/or photomontages with notes and/or specifications may be acceptable in lieu of drawings for less complex projects.

And if proposing work to designated interiors:

- (7) Scaled and dimensioned interior plan and drawings of all elevations, floors ceilings, and other features to which alterations are proposed**
 - Clearly demarcate interior designation boundary
 - Clearly delineate areas of demolition, if applicable
 - Annotated and/or accompanied by a complete set of specifications that describe the proposed undertaking in detail. Annotated photographs and/or photomontages with notes and/or specifications may be acceptable in lieu of drawings for less complex projects.

Philadelphia Historical Commission

Submission Requirements for Permits and Plan Reviews

Historical Commission Review in Concept*

*(*Developers submit Review in Concept plans to collect preliminary comments from the Historical Commission before entering the formal development process)*

(1) Application for Review in Concept

(2) Cover letter describing the proposed undertaking and any special circumstances

(3) Copies of any historic documentation related to the project (such as historic maps, photographs, insurance surveys)

(4) Photographs, dated and labeled (shall remain in the property of the Commission)

- All elevations and areas proposed to be altered or demolished
- Of the street or interior context of the building, structure, site, or public interior portion of the building or structure
- Of the specific setting or environment, in the case of an object

(5) Scaled and dimensioned drawings of the proposed alterations.

- Detailed drawings not required, but must convey the concept. In some instances massing drawings may suffice. Annotated photographs and/or photomontages with notes and/or specifications may be acceptable in lieu of drawings for less complex projects.
- Clearly delineate areas of demolition, if applicable

And if proposing work to designated exteriors:

(6) Scaled and dimensioned site or plot plan

And if proposing work to designated interiors:

(7) Scaled and dimensioned interior plan with interior designation boundary clearly demarcated

Philadelphia Historical Commission

Submission Requirements for Permits and Plan Reviews

45-Day Review and Comment Jurisdiction* for L&I Building Permit Applications

*(*Applies to the erection of a new building, structure or object upon an undeveloped site that is within an historic district)*

- (1) Cover letter describing the proposed undertaking and any special circumstances**
- (2) Copies of any historic documentation related to the project (such as historic maps, photographs, insurance surveys)**
- (3) Photographs, dated and labeled (shall remain in the property of the Commission)**
 - Of the undeveloped site
 - Of the site's street context
- (4) Scaled and dimensioned site or plot plan, annotated and/or accompanied by the project's specifications**
- (5) Scaled and dimensioned drawings of the proposed construction, annotated and/or accompanied by the project's specifications**

Philadelphia Art Commission

Submission Requirements for Permits and Plan Reviews

Plan Review for L&I Sign Zoning Permit Applications

- Signs that extend more than 12" beyond the property line*
- Signs in the area surrounding the Vine Street Expressway*
- Signs in the area surrounding the Benjamin Franklin Bridge Approach*
- Signs along the Benjamin Franklin Parkway*
- Signs in the Passyunk Avenue Special District*
- Signs in the Convention Center Expansion Area Special District*
- Signs in areas abutting parkways, historical shrines and civic projects*
- Building logo signs located above the bottom of the 2nd Fl located in C-4&C-5 districts*
- All signs located in the RC-4 District*

(1) Cover letter

- A brief description of the sign(s) for which approval is sought. Specify whether the sign(s) are proposed or existing.
- The name, mailing address, fax number and e-mail address of the person to whom the decision should be sent and the name, phone number and e-mail address of someone who can answer questions about the applications.

(2) Color photographs (no polaroids), at least 3"x5", of the following six views of the building or site as it exists at the time of application:

- The entire building façade or site. If the building has security gates, photos must be submitted showing them in the opened and closed positions.
- Adjacent building or site to the right. If property is located on a corner, please include additional views of both streets.
- Adjacent building or site to the left. If property is located on a corner, please include additional views of both streets.
- View down the block to the right. If property is located on a corner, please include additional views of both streets.
- View down the block to the left. If property is located on a corner, please include additional views of both streets.
- View across the street. If property is located on a corner, please include additional views of both streets.

(3) Working drawing(s)

- Drawn to scale on 8.5"x11" sheet. If a larger sheet is necessary, it must be foldable to 8.5"x11"
- Of the actual design with all dimensions, materials and colors clearly labeled, and fonts, logos, etc. accurately portrayed and showing exactly how the sign will look.

(4) A perspective drawing or overlay showing the sign in its exact location

- Drawn to scale on 8.5"x11" sheet. If a larger sheet is necessary, it must be foldable to 8.5"x11"

(5) Plot plan showing the relation of the sign(s) to property lines.

- Drawn to scale on 8.5"x11" sheet. If a larger sheet is necessary, it must be foldable to 8.5"x11"

Philadelphia Art Commission

Submission Requirements for Permits and Plan Reviews

Plan Review for L&I Building Permit Applications

-Construction or alterations of buildings on city-owned property

-Projects financed by City funds

-Building features that extend over the public right of way

For City Construction Projects (city-owned property or city-financed projects):

(1) Cover letter

- A complete narrative description of the project. **Note, this is not merely a transmittal form, it must be a complete description of the proposal.** This narrative should include applicable information on existing conditions of the site and functional reasons for the proposed actions as well as the proposed design. Revised or follow-up submissions must describe how they differ from the original proposal and if applicable, respond to concerns expressed by the Committees or Commission.
- The name, mailing address, fax number and e-mail address of the person to whom the decision should be sent and the name, phone number and e-mail address of someone who can answer questions about the applications.
- For projects that will have a Public Art Components, a statement describing the status of that process should also be included. If a call to artists has already been developed by the Public Art Office, please include a copy.

(2) Color photographs (no polaroids), at least 3"x5", showing the site and its immediate surroundings as they exist at the time of the application.

(3) Drawings of the proposed design

- Drawn to scale
- Label all dimensions, materials and colors clearly
- The number of drawings required will vary with the complexity of the project. A typical submission would include:
 - **Site Plan(s)** showing the location of the site with adjacent streets and land uses labeled and the location of all features and improvements on the site. Landscaping may be shown here or on a separate landscape plan.
 - **Plan view**
 - **Elevations** – All elevations of a structure should be shown. The main façade elevation should be rendered to accurately portray proposed materials and colors unless separate rendered views are also being provided.

For building features that extend over the public right of way:

(1) Cover letter

- A brief description of the sign(s) for which approval is sought. Specify whether the sign(s) are proposed or existing.
- The name, mailing address, fax number and e-mail address of the person to whom the decision should be sent and the name, phone number and e-mail address of someone who can answer questions about the applications.

(2) Color photographs (no polaroids), at least 3"x5", of the following six views of the building or site as it exists at the time of application:

Philadelphia Art Commission

Submission Requirements for Permits and Plan Reviews

- The entire building façade or site. If the building has security gates, photos must be submitted showing them in the opened and closed positions.
- Adjacent building or site to the right. If property is located on a corner, please include additional views of both streets.
- Adjacent building or site to the left. If property is located on a corner, please include additional views of both streets.
- View down the block to the right. If property is located on a corner, please include additional views of both streets.
- View down the block to the left. If property is located on a corner, please include additional views of both streets.
- View across the street. If property is located on a corner, please include additional views of both streets.

(3) Working drawing(s)

- Drawn to scale on 8.5"x11" sheet. If a larger sheet is necessary, it must be foldable to 8.5"x11"
- Of the actual design with all dimensions, materials and colors clearly labeled, and fonts, logos, etc. accurately portrayed and showing exactly how the sign will look.

(4) A perspective drawing or overlay showing the sign in its exact location

- Drawn to scale on 8.5"x11" sheet. If a larger sheet is necessary, it must be foldable to 8.5"x11"

(5) Plot plan showing the relation of the sign(s) to property lines.

Drawn to scale on 8.5"x11" sheet. If a larger sheet is necessary, it must be foldable to 8.5"x11"