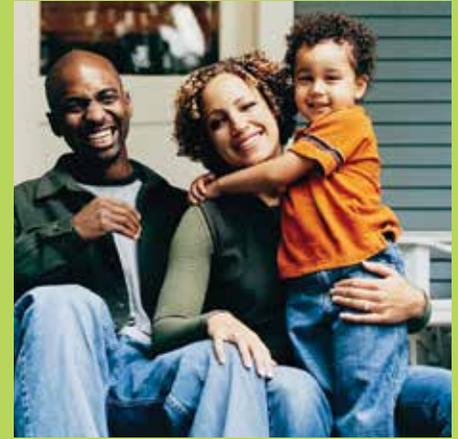


START RIGHT

A GUIDE TO L+I SERVICES



LICENSES + INSPECTIONS
CITY OF PHILADELPHIA



Protect
your project
with L+I

The Department of Licenses and Inspections (L+I) is the most indispensable resource for developers, contractors, property and business owners – protecting investments by helping to keep projects on track, up to code and safe. Let L+I help protect your investment, project, family, business and clients through proper permitting, licensing, plan review, guidance, information, resources and more.

VISION

The Department of Licenses and Inspections is your partner in building safety.

MISSION

The Department of Licenses and Inspections is committed to making Philadelphia the nation's leader in building safety. We support investment, growth, and development through education, code enforcement, and the delivery of outstanding customer service.

L+I CORE VALUES

Integrity • Customer Service • Quality • Commitment • Accountability

CORE SERVICES

L+I is charged with enforcing the Philadelphia Code and educating residents about the code's requirements. L+I's core services are to:

1.

Inspect properties for compliance to fire, property maintenance, business, trades and profession codes.

2.

Inspect/clean and seal vacant properties; conduct demolition program for imminently dangerous buildings.

3.

Review plans, inspect and issue permits according to building, zoning, plumbing and electrical codes.

4.

Issue licenses for various trades, business activities and locations.

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phila.gov/LI your online power tool

Visit L+I's new website and explore all of the great features currently available. Search for property histories and apply for licenses – it's all just a click away at phila.gov/LI.

New features include:

- Improved Look and Content
- Licensed Contractor Search
- Boards Calendar
- Property History
- Powerful Mapping Tools



Electronic Commercial Licensing, Inspection and Permit Services Enterprise

eCLIPSE is revolutionizing the way L+I does business – bringing the power of access to you. This new easy-to-use online portal allows for more swift and efficient management of your license and permitting needs, freeing up valuable time to focus on your business or project.

eCLIPSE represents just one of the ways that L+I is continuously working to be more technologically efficient and transparent, while keeping the City safe and prospering.

FULL **eCLIPSE** LAUNCH COMING IN 2016.

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BUSINESS OWNERS

Protect your investment by making sure your project has the proper permits, licenses, plans and professionals in place.

What is the purpose of permits and codes?

Permits and codes are required to ensure building safety and make sure that new projects and additions align to the general character of the neighborhood. Permits provide reasonable assurance that a building is safe from structural failure, fire hazard, and health risks. Permits also provide a permanent record of work performed and inspections conducted.

All submissions must be accompanied by a complete permit application. Several variables affect the content of your application. The scope of work will determine whether you need plans, a licensed design professional, and/or a licensed contractor. The scope of work will also impact fees, and where and how you must apply.

1. Verify Zoning

Will I need a Zoning Permit?

Yes

1. Change in use
2. Change in height
3. Change in floor area
4. Signage
5. Construction of accessory structures
6. Change in parking conditions

No

Change in ownership or tenancy

Note:

Zoning applies to the property – not the person who owns or operates from the property

Determine Existing and Allowable Uses

You may view Zoning history, including the last approved use, through the Zoning Archives available at phila.gov/LI. To determine if a new use is permitted:

1. Search the Zoning Map on phila.gov/LI to identify the base and overlay Zoning Districts for your desired location.
2. Check Title 14 of the Philadelphia Code to confirm that the proposed use is permitted in that Zoning District.

Zoning Appeals:

If the proposed use or construction is not permitted under the Zoning Code, you may still appeal to the Zoning Board of Adjustment for a variance. To do so, you must apply for a Zoning Permit, obtain a refusal, and submit the appeal to the Board Administration. A public hearing will be scheduled within approximately 8-12 weeks of appeal. Prior to the hearing, the appellant is required to meet with registered community groups to educate the public on the proposal.

START RIGHT

1. Verify Zoning

2. Obtain Permits

3. Obtain Inspections

4. Obtain Required Business Licenses

TIP BOX

- ✔ Before purchasing a property or signing a lease, determine if the site is appropriately zoned for your business.

2. Obtain Permits

Do I need a Building Permit?

Yes

1. Any type of construction, unless specifically excluded by this section
2. Signage or equipment installation
3. Change in occupancy classification as defined by Chapter 3 of the Philadelphia Building Code
4. An increase in lawful occupancy

No (unless on the Philadelphia Historic Registry)

1. Change in ownership or tenancy
2. Change in use with no change in classification
3. Ordinary repairs to structures, not including the cutting away of any wall, partition or structural member
4. Pointing of masonry
5. Painting and papering
6. Floor coverings
7. Cabinets and finishing work
8. Movable cases, counters and partitions below 5'9"
9. Site work (paving, grading) in areas less than 5,000 sq. ft.

Do I need an Electrical Permit?

An Electrical Permit is required for the installation, alteration, replacement or repair of electrical and communications wiring and equipment within or on any structure, and for the alteration of an existing installation.

An Electrical Permit is not required for the following work provided that property is not on the Philadelphia Historic Registry.

- ✔ Minor electrical repair/maintenance (i.e. replacement of lamps, circuit breakers and fuses; repairing or replacement of switches, lamp sockets, ballasts, drop cords, receptacles, bulbs)
- ✔ The connection of approved portable electrical equipment to approved permanently installed receptacles

BUSINESS OWNERS

Do I need a Plumbing Permit?

A Plumbing Permit is required for the installation, alteration, renewal, replacement or repair of plumbing.

A Plumbing Permit is not required for the following work provided that property is not on the Philadelphia Historic Registry:

- ✔ Minor plumbing repairs (i.e. replacement of faucets, valves or parts; removal and reinstallation of water closet with existing pipes/vales)

Where must I make application?

Permit applications must be submitted at the Permit Services counter located in the Municipal Services Building with the following exceptions:

Most building permit applications which do not require plans may also be submitted at one of our District offices. Please visit phila.gov/LI for locations.

Your licensed plumber or electrician may email plumbing and electrical permit applications which do not require plans to mechservices@phila.gov.

Who may make application?

Building and zoning permit applications may be submitted by the business owner or the licensed design professional/contractor/expediter associated with the project.

Electrical and plumbing permit applications must be submitted by the licensed contractor.

How long does the process take?

Permit applications that do not require the submission of plans are typically processed on the same day that they are submitted. All other applications are processed within 20 business days. If the application is incomplete or requires clarification, each subsequent submission is also processed within 20 business days. Some work types are eligible for an accelerated review for an additional fee. Please visit phila.gov/LI for details.

What are the associated fees?

Permit fees vary based on scope and may be viewed on our website, phila.gov/LI. Applications must be accompanied by a \$100 filing fee with the balance of the permit fee due upon permit approval.

How long is a permit valid?

Permits must be picked up within 60 days of notice of approval. Work must commence within six months of permit issuance. If work stops for a period exceeding six months, or is not completed within five years of the date of issuance, the permit is expired.

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Do I need a Plan?

A Zoning Permit application may require plans for a new use and always requires plans for an addition, new construction, or signage.

A Building Permit application requires plans with some exceptions:

- ✓ Interior demolition of non load-bearing partitions
- ✓ Interior alterations in a tenant space less than 2,000 sq. ft. that do not include the construction of new partitions
- ✓ Siding and most other exterior wall coverings
- ✓ Security gates and grilles
- ✓ Window and door replacement within an existing opening
- ✓ Replacement of roof covering and limited sheathing
- ✓ Installation of ductwork contained within tenant space with a maximum area of 2,000 sq. ft., with no demising wall or floor penetrations, and a maximum capacity of associated equipment of 2,000 cfm.
- ✓ Kitchen Hood Fire Suppression System
- ✓ Relocation of sprinkler heads

Work in response to a violation issued by the Department on a structurally unsafe condition does not require a plan but may require a report prepared by a professional engineer licensed by the Commonwealth of Pennsylvania.

An Electrical Permit application requires plans with the following exceptions:

- ✓ Electrical alteration within a tenant space less than 2,000 sq. ft.
- ✓ Telecommunications/data work, except work within hazardous occupancies

A Plumbing Permit application requires plans with some exceptions:

- ✓ Alterations or repairs in spaces, excluding restaurants, less than 2,000 sq. ft. with a total fixture count of seven or less
- ✓ Replacement of house trap, house drain, fixtures, water distribution, and laterals regardless of occupancy



BUSINESS OWNERS

Do I need a contractor?

Yes, a licensed contractor must perform all work.

What type of contractor must I hire?

Electrical work must be performed by a licensed electrical contractor, plumbing work must be performed by a registered master plumber, and sprinkler work must be performed by a fire suppression contractor. A Philadelphia Contractor's License is required to perform all other work. All Philadelphia Contractor Licenses may be verified through phila.gov/LI.

TIP BOX

Hiring a contractor

- ✔ Require a written contract and clearly identify who is responsible for obtaining permits
- ✔ Confirm tax compliance beforehand
- ✔ Request proof of insurance

Do I need an architect or engineer?

Zoning plans are not required to be sealed by an architect or engineer.

Building plans are required to be sealed by a registered design professional with the following exception:

A non-structural alteration (i.e. no modification to bearing walls or floor framing) with an associated cost of work of less than \$25,000.

Electrical plans are required to be sealed by a professional engineer under the following circumstances:

- ✔ Any installation where the connected load is 100 kw and/or 400 amps or more
- ✔ When upgrading service in existing building when load is 100 kw and/or 400 amps or more

Most plumbing plans are not required to be sealed by a design professional.

A business owner or his agent may prepare all other plans, provided that they are of professional quality, drawn to scale, and comply with minimum sheet size, even when the design professional is not required.

TIP BOX

How may I find a design professional?

- ✔ Many professional organizations maintain a public database of services provided by membership. A listing of local architects may be accessed through the website of the local chapter of the American Institute of Architects: aiaphiladelphia.org/find-architect
- ✔ You may also verify your architect or engineer's license through the Pennsylvania Department of State's website: licensepa.state.pa.us

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3. Obtain Inspections

Are inspections required?

All work covered under a permit must be inspected. The contractor or business owner must contact the appropriate district identified on the permit. The inspector must be notified 48 hours in advance of work and all required inspections must be scheduled 48 hours in advance.

The inspector will evaluate work for compliance with the code and approved permit documents. A Certificate of Approval will be issued once the project has passed final inspection.

4. Obtain Required Business Licenses

Commercial Activity Licenses:

All businesses (except registered nonprofit organizations) operating in Philadelphia must have a Commercial Activity License (formerly known as a Business Privilege License). This is a free, lifetime license for which an application may be made at any time.

How to apply for your Commercial Activity License:

You will need:

1. Federal Employer Identification Number (FEIN) from the IRS
2. Sole proprietorships may use a Social Security Number
3. City of Philadelphia Tax Account Number - register any trade name under your tax account
4. Pennsylvania State Sales and Use Tax Number (only for businesses collecting sales tax)

Apply online or in person at the lower level concourse of the Municipal Services Building:
1401 JFK Blvd, Philadelphia, PA 19102

Additional Licensing:

Some businesses may require additional licenses based on activity. Please visit phila.gov/LI for a complete catalog of licenses and required application documents.



CONTRACTORS

Protect your projects and your business. It is your responsibility to secure all licenses, permits and plans.

What is the purpose of permits and codes?

Permits and codes are required to ensure building safety and make sure that new projects and additions align to the general character of the neighborhood. Permits provide reasonable assurance that a building is safe from structural failure, fire hazard, and health risks. Permits also provide a permanent record of work performed and inspections conducted.

All submissions must be accompanied by a complete permit application. Several variables affect the content of your application. The scope of work will determine whether you need plans, a licensed design professional, and/or a licensed contractor. The scope of work will also impact fees, and where and how you must apply.

1. Apply for a Contractor License

What licenses are required to do work?

1. Commercial Activity License (formerly Business Privilege License)

All contractors operating in Philadelphia must have a Commercial Activity License. This is a free, lifetime license for which application may be made at any time.

To apply for a Commercial Activity License you will need:

- ✔ Federal Employer Identification Number (FEIN). Sole proprietors may use Social Security Number
- ✔ City of Philadelphia Tax Account Number
- ✔ Pennsylvania State Sales and Use Tax Number (for businesses collecting sales tax)

Please visit our website, phila.gov/LI for application details.

2. Contractor License

Most general construction can be performed with a Philadelphia Contractor's License. General construction on an existing one or two-family dwelling may be performed with the PA Home Improvement Registration provided that the contractor possesses a Commercial Activity License and provides proof that he/she carries insurance equivalent to that which is required by the Philadelphia Contractor's License.

The following work must be performed by an individual with a specialized trade license:

- ✔ Electrical work
- ✔ Plumbing work
- ✔ Sprinkler work
- ✔ Demolition (effective October 1, 2015)
- ✔ Installation or alteration of duct work, ferrous and non-ferrous
- ✔ All work involving appliances connected to a chimney or flue

Note: Trade license requirements vary, refer to website for more details.

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2. Verify Zoning

When do I need a Zoning Permit?

A Zoning Permit is required for a change in use, a change in height or gross floor area of the building, signage (including the re-facing of an existing sign), the construction of certain accessory structures, or a change in parking conditions.

Zoning applies to the property – not the person who owns or operates from the property.

A Zoning Permit is not required for the following elements:

- ✓ Fences and walls in compliance with Zoning Code
- ✓ Retaining walls not exceeding 2' in height
- ✓ Decks less than 12" above grade
- ✓ Building service equipment (solar panels, mechanical, electrical, plumbing)
- ✓ Covered and uncovered exterior stairs and ramps
- ✓ Trailers used in conjunction with construction operations
- ✓ To reflect a change in ownership or tenancy

Determine Existing and Allowable Uses:

You may view Zoning history, including the last approved use, through the Zoning Archives available at phila.gov/LI.

To determine if a new use is permitted:

1. Search the Zoning Map on phila.gov/LI to identify the base and overlay Zoning District for your desired location.
2. Check Title 14 of the Philadelphia Code to confirm that the proposed use is permitted in that Zoning District.

Zoning Appeals:

If the proposed use or construction is not permitted under the Zoning Code, you may still appeal to the Zoning Board of Adjustment for a variance. To do so, you must apply for a Zoning Permit by appealing to the Zoning Board Administration. A public hearing will be scheduled within approximately 8-12 weeks of appeal. Prior to the hearing, the appellant is required to meet with community groups to educate the public on the proposal.



CONTRACTORS

3. Obtain Permits

Do I need a Building Permit?

Yes

1. Any type of construction, unless specifically excluded by this section
2. Installation of signage or equipment
3. Change in occupancy (Chapter 3 of the Philadelphia Building Code)

No (unless on the Philadelphia Historic Registry)

1. Change in ownership or tenancy
2. Ordinary repairs to structures, not including the cutting away of any wall, partition or structural member
3. Pointing of masonry
4. Painting and papering
5. Floor coverings
6. Cabinets and finishing work
7. Movable cases, counters and partitions below 5'9"
8. Replacement of exterior stairs, ramps, platform lifts, steps and landings (less than six feet high), accessory to a one and two-family dwelling
9. Non-masonry fences below six feet high (accessory to a one and two family dwelling)
10. Construction trailers
11. Retaining walls or masonry fence walls below two feet high
12. One-story detached structures, less than 200 sq ft. (accessory to a one and two-family dwelling)
13. Replacement of windows and doors in existing openings (accessory to a one and two-family dwelling)
14. Site work (paving, grading) in areas less than 5,000 sq. ft.

Do I need an Electrical Permit?

An Electrical Permit is required for the installation, alteration, replacement or repair of electrical and communications wiring and equipment within or on any structure and for the alteration of an existing installation.

An Electrical Permit is not required for the following work, provided that property is not on the Philadelphia Historic Registry.

- ✔ Minor electrical repair/maintenance (i.e. replacement of lamps, circuit breakers and fuses; repairing or replacement of switches, lamp sockets, ballasts, drop cords, receptacles, bulbs)
- ✔ The connection of approved portable electrical equipment to approved, permanently-installed receptacles

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Do I need a Plumbing Permit?

A Plumbing Permit is required for the installation, alteration, renewal, replacement or repair of plumbing.

A Plumbing Permit is not required for the following work associated and provided that property is not on the Philadelphia Historic Registry:

- ✔ Minor plumbing repairs (i.e. replacement of faucets, valves or parts; removal and reinstallation of water closet with existing pipes/valves)

What are the applicable codes?

2010 Philadelphia Building Construction and Occupancy Code, incorporating 2009 ICC codes with 2012 ICC accessibility provisions and local modifications (Title 4 of the Philadelphia Code)

The 2004 Philadelphia Plumbing Code (Title 4 of the Philadelphia Code)

The Philadelphia Zoning Code (Title 14 of the Philadelphia Code)

The 2008 National Electric Code

Where must I make application?

Permit applications must be submitted at the Permit Services counter located in the Municipal Services Building with the following exceptions:

Most building permit applications which do not require plans may also be submitted at one of our District offices. Please visit phila.gov/LI for locations.

A licensed plumber or electrician may email plumbing and electrical permit applications which do not require plans to mechservices@phila.gov.

Who may make application?

Building and zoning permit applications may be submitted by the owner or the licensed design professional/contractor associated with the project.

Electrical and plumbing permit applications must be submitted by the licensed contractor.

How long does the process take?

Permit applications that do not require the submission of plans are typically processed on the same day that they are submitted. All other applications are processed within 20 business days (except residential applications which are reviewed within 10-15 business days). If the application is incomplete or requires clarification, each subsequent submission is also processed within 20 business days. Some work types are eligible for an accelerated review at an additional fee. See phila.gov/LI for details.

What are the associated fees?

Permit fees vary based on scope and may be viewed on our website, phila.gov/LI. Applications must be accompanied by a \$100 filing fee with the balance of the permit fee due upon permit approval.

CONTRACTORS

What is required for permit pick-up?

- ✔ A copy of the invoice
- ✔ A check made payable to the City of Philadelphia
- ✔ A certificate of tax compliance for the contractor issued no more than 30 days prior to date of permit pick-up
- ✔ A certificate of insurance for the contractor issued no more than 30 days prior to date of permit

How long is a permit valid?

Permits must be picked up within 60 days of notice of approval. Work must commence within six months of permit issuance. If work stops for a period exceeding six months, or is not completed within five years of the date of issuance, the permit is expired. There are exceptions for demolition projects and those related to the repair of structures which pose a threat to life safety. Please see the Philadelphia Administrative Code for detail.

Do I need plans?

A Zoning Permit application may require plans for a new use and always requires plans for an addition, new construction, or signage.

A Building Permit application requires plans with some exceptions:

- ✔ Siding and most other exterior wall coverings
- ✔ Security gates and grilles
- ✔ Window and door replacement in an existing opening
- ✔ Replacement of roof covering and limited sheathing
- ✔ Installation of ductwork contained within tenant space with a maximum area of 2,000 sq. ft., with no demising wall or floor penetrations, and a maximum capacity of associated equipment of 2,000 cfm
- ✔ Kitchen Hood Fire Suppression System
- ✔ Relocation of sprinkler heads
- ✔ Interior renovations and alterations to a single family dwelling involving non-load bearing partitions
- ✔ Decks accessory to a single family dwelling located at 1st floor level with a maximum area of 216 sq. ft.
- ✔ Retaining wall with a max height of 4'
- ✔ Interior alterations in a tenant space less than 2,000 sq.ft. and do not include the construction of new partitions
- ✔ Interior demolition of non-load bearing partitions

Work in response to a violation issued by the Department on a structurally unsafe condition does not require a plan but may require a report prepared by a professional engineer licensed by the Commonwealth of Pennsylvania.

An Electrical Permit application requires plans except for:

- ✔ Electrical alteration within a tenant space less than 2,000 sq. ft.
- ✔ Telecommunications/data work, except work within hazardous occupancies
- ✔ One and two-family dwellings with connected load less than 100 kw or 400 amps

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Apply for a Contractor License

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A **Plumbing Permit application** requires plans with some exceptions:

- ✓ Alterations or repairs in other spaces less than 2,000 sq. ft. with a total fixture count of seven or less except restaurants. Restaurants always require plans.
- ✓ Replacement of house trap, house drain, fixtures, water distribution, and laterals regardless of occupancy.

Please visit phila.gov/LI for associated standard identifying conditions and construction requirements for each work type.

Do I need an architect or engineer?

Zoning plans are not required to be sealed by an architect or engineer.

Building plans are required to be sealed by a registered design professional with the following exceptions

- ✓ A non-structural alteration with an associated cost of work of less than \$25,000.

Electrical plans are required to be sealed by a professional engineer under the following circumstances:

- ✓ Any installation where the connected load is 100 kw and/or 400 amps or more
- ✓ When upgrading service in existing building when load is 100 kw and/or 400 amps or more

Most plumbing plans are not required to be sealed by a design professional.

An owner or his agent may prepare all other plans, provided that they are of professional quality, drawn to scale, and comply with minimum sheet size, even when the design professional is not required.

TIP BOX

Understand who holds the permit

- ✓ Who is the permit holder? Contractor information is required for permit issuance; however, the owner is the permit holder. The owner has the authority to change contractors before or after permit issuance.

4. Obtain Inspections

Are inspections required?

All work covered under a permit must be inspected. The contractor or business owner must contact the appropriate district identified on the permit. The inspector must be notified 48 hours in advance of work and all required inspections must be scheduled 48 hours in advance.

The inspector will evaluate work for compliance with the code and approved permit documents. A Certificate of Approval will be issued once the project has passed final inspection.

HOMEOWNERS

Protect your investment and safeguard your loved ones by following these simple steps.

The scope of work determines whether you need plans, a licensed design professional, and/or a licensed contractor. The scope of work will also impact fees, and where and how you must apply.

1. Apply for Permits

What is the purpose of permits and codes?

Permits and codes are required to ensure building safety and make sure that new projects and additions align to the general character of the neighborhood. Building Permits provide with reasonable assurance that a home is safe from structural failure, fire hazard, and health risks. Building Permits also provide a permanent record of work performed and inspections conducted.

Do I need a Zoning Permit?

A Zoning Permit is required for a change in use, a change in height or floor area of a structure, the construction of certain accessory structures, and a change in parking conditions.

Refer to Comprehensive Project Type List for more information.

Do I need a Building Permit?

A Building Permit is required to repair, change, or add to a structure and for the installation of equipment.

Refer to Comprehensive Project Type List for more information.

Do I need an Electrical Permit?

An Electrical Permit is required for the installation, alteration, replacement or repair of electrical and communications wiring and equipment within or on any structure and for the alteration of an existing installation.

An Electrical Permit is not required for the following work provided that property is not on the Philadelphia Historic Registry.

- ✔ Minor electrical repair/maintenance (i.e. replacement of lamps, circuit breakers and fuses; repairing or replacement of switches, lamp sockets, ballasts, drop cords, receptacles, bulbs)
- ✔ The connection of approved portable electrical equipment to approved, permanently-installed receptacles
- ✔ Installation of low voltage wiring in one and two-family dwellings

START RIGHT

1. Apply for Permits

2. Comprehensive Project Type List

3. Find a Contractor

4. Find an Architect/Engineer

Do I need an Plumbing Permit?

A Plumbing Permit is required for the installation, alteration, renewal, replacement or repair of plumbing.

A Plumbing Permit is not required for the following work, if that property is not on the Philadelphia Historic Registry:

- ✔ Minor plumbing repairs (i.e. replacement of faucets, valves or parts; removal and reinstallation of water closet with existing pipes/valves)

Do I need Plans?

Plans are not required for electrical or plumbing work.

Refer to Comprehensive Project Type List for more information on zoning and building permit requirements.

Where must I make application?

Permit applications must be submitted at the Permit Services counter located in the Municipal Services Building with the following exceptions:

Most building permit applications which do not require plans may also be submitted at one of our District offices. Please visit phila.gov/LI for locations.

Your licensed plumber or electrician may email plumbing and electrical permit applications which do not require plans to mechservices@phila.gov.

Who may make application?

Building and Zoning Permit applications may be submitted by the owner or the licensed design professional/contractor associated with the project.

Electrical and Plumbing Permit applications must be submitted by the licensed contractor.

What are the associated fees?

Permit fees vary based on scope and may be viewed on our website, phila.gov/LI. Applications must be accompanied by a \$25 filing fee with the balance of the permit fee due upon permit approval.

How long does the process take?

Permit applications which do not require the submission of plans are typically processed on the same day that they are submitted. All other applications are processed within 10-15 business days. If the application is incomplete or requires clarification, each subsequent submission is also processed within 10-15 business days.

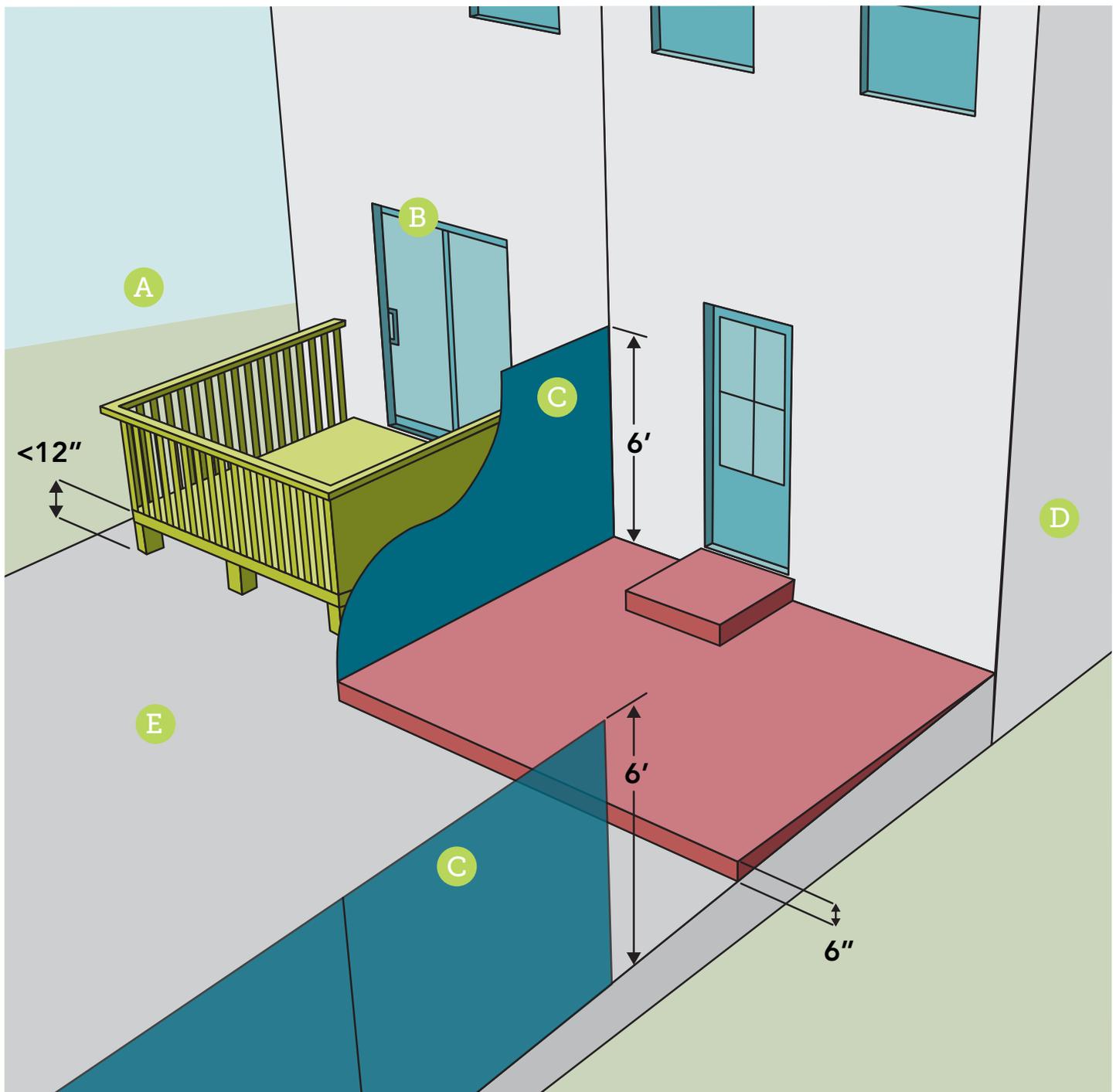
To keep your permit valid, work must commence within six months of permit issuance. If work stops for a period exceeding six months or is not completed within five years of the date of issuance, the permit is expired.

Are inspections required?

All work covered under a permit must be inspected. The contractor or homeowner must contact the appropriate district identified on the permit. The inspector must be notified 48 hours in advance of work. All required inspections must be scheduled 48 hours in advance.

HOMEOWNERS

2. Comprehensive Project Type List



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1. Apply for Permits

2. Comprehensive Project Type List

3. Find a Contractor

4. Find an Architect/Engineer

Proposed Activity or Change:	Zoning Permit Required?	Site Plan Required?	Building Permit Required?	Construction Plans Required?
A Addition to building	YES	YES	YES	YES
Decks, less than 12" above ground	NO	NO	NO	NO
Decks, more than 12" above ground	YES	YES if >216 sq ft or above 1st floor level or in front / side yard	YES	YES if >216 sq ft or above 1st floor level
Door and window openings, new	NO	NO	YES	YES
B Doors & windows, replacement in existing openings (no change in size)	NO	NO	NO	NO*
C Fences or fence walls	NO if <6'-0" at rear or <4'-0" at front and <50% opaque at front	NO if permit required	NO if non-masonry & <6'-0" in height	YES masonry >2'-0", non-masonry >6'-0" in height
Garages & carports	YES	YES	YES	YES
HVAC work	NO	NO	YES	NO*
Parking spaces, new or reconfigured	YES	YES	NO	NO
Playhouse or swing set	NO	NO	NO	NO
Porch, new	YES	YES	YES	YES
Porch, repair	NO	NO	YES	NO*
Ramps, exterior**	NO	NO	YES	YES
Retaining walls	NO if wall does not extend above upper grade level	YES if permit required	NO if <2'-0" in height	YES if >4'-0" in height
Roof covering replacement	NO if limited to covering only	NO	YES	NO*
Sheds	NO if <120 sq ft, <10'-0" height and located in rear yard	YES if size limitations exceeded	NO if <200 sq ft footprint	YES if permit required
D Siding	NO	NO	YES	NO*
Sprinklers, modified / relocated	NO	NO	YES	NO*
Sprinklers, new	NO	NO	YES	YES
Stairs, exterior**	NO	NO	YES	YES
Swimming pool, above ground/in-ground	NO	NO	YES	NO*
E Site work paving, grading	NO unless new parking is established	YES	YES if area of disturbance exceeds 5,000 sq. ft.	YES for grading plans

*Shall comply with applicable ez permit standard **Maximum area of landings limited to 36 square feet

HOMEOWNERS

3. Find a Contractor

Do I need a Contractor?

A homeowner who resides on the premises may perform all work except as noted below:

- ✔ Structural work with potential impact on an adjacent property or walkway
- ✔ Electrical, plumbing, and sprinkler work
- ✔ Installation of a warm air appliance connected to a chimney or a flue

If homeowner is performing work, he/she is required to provide a driver's license for proof of residency.

What type of contractor must I hire?

Electrical work must be performed by a licensed electrical contractor, plumbing work must be performed by a registered master plumber, and sprinkler work must be performed by a fire suppression contractor.

A warm air installer must complete all work involving appliances connected to a chimney or flue.

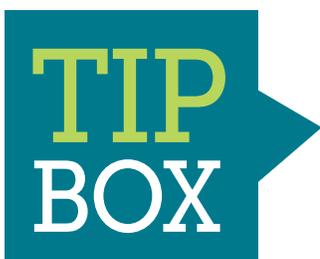
A state registered home improvement contractor may perform work on an existing one or two-family dwelling, provided that he has a Philadelphia Commercial Activity License and required levels of general liability, automobile, and workman's compensation insurance.

A Philadelphia Contractor's License is required to perform all other work.

How do I select a contractor?

Contractors working on existing residential properties must register with the PA Attorney General's Office and adhere to requirements for contract content for every job with a cost of work greater than \$500. You may search for a registered contractor at hicsearch.attorneygeneral.gov.

All Philadelphia contractor licenses may be verified through phila.gov/LI.



Hiring a contractor

- ✔ Require a written contract that clearly identifies which party is responsible for obtaining permits and project schedule.
- ✔ Request proof of insurance.
- ✔ Inquire about your contractor's violation history.

1. Apply for Permits

2. Comprehensive Project Type List

3. Find a Contractor

4. Find an Architect/Engineer

4. Find an Architect/Engineer

Do I need an architect or engineer?

Zoning plans are not required to be sealed by an architect or engineer.

Building plans are required to be sealed by a registered design professional with the following exceptions:

- ✓ A non-structural alteration (i.e. no modification to bearing walls or floor framing) with an associated cost of work of less than \$25,000

Electrical plans are required to be sealed by a professional engineer under the following circumstances:

- ✓ Any installation where the connected load is 100 kw and/or 400 amps or more
- ✓ When upgrading service in existing building when load is 100 kw and/or 400 amps or more

Most plumbing plans are not required to be sealed by a design professional.

A homeowner or his agent may prepare all other plans, provided that they are of professional quality, drawn to scale, and comply with minimum sheet size, even when the design professional is not required.

TIP BOX

How may I find a design professional?

- ✓ Many professional organizations maintain a public database of services provided by membership. A listing of local architects may be accessed through the website of the local chapter of the American Institute of Architects: aiaphiladelphia.org/find-architect
- ✓ You may also verify your architect or engineer's license through the Pennsylvania Department of State's website: licensepa.state.pa.us





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