



CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES & INSPECTIONS
 Municipal Services Building - Concourse Level
 1401 John F. Kennedy Boulevard
 Philadelphia, Pennsylvania 19102

Accelerated Application Checklist

All relevant information is required to be submitted at the time the accelerated application is filed.

Visit our website at www.phila.gov/li for additional information.

GENERAL

- Completed Application**
- Project Address-valid address registered with the Office of Property Assessment (visit www.phila.gov/opa to confirm)
- Complete applicant contact information, including email address, identified on application. *All applicants, other than a homeowner or tax-exempt non-profit agency, must possess a Philadelphia Commercial Activity License.*
- Complete owner information, including email address, identified on application.
- Contractor identified on application possesses valid licenses.
- Check made payable to the City of Philadelphia** in the amount indicated below included with application. *Note: No third party checks will be accepted.*
- Building Applications:**
 One and Two Family: \$25 standard review/ additional \$540 accelerated review All Other Occupancies: \$100 standard review/ additional \$540 accelerated review
- Zoning Only Applications:**
 One and Two Family: \$25 standard review/ additional \$420 accelerated review All Other Occupancies: \$100 standard review/ additional \$420 accelerated review
- Completed Accelerated Application Agreement**
- No open violation for structurally unsafe conditions on subject property** (visit www.phila.gov/li to confirm)
- Application is eligible for accelerated review** (See Application Index located at drop-off collection center)
- Applicant has attended required drop-off seminar (Drop-Off Applications Only)**

All requirements for applicable work type must be denoted as 'PROVIDED' or 'NOT APPLICABLE (N/A)'.

<u>NEW CONSTRUCTION, ADDITIONS & ALTERATIONS</u>	<u>PROVIDED</u>	<u>N/A</u>
Application		
Scope of work is accurately described	<input type="checkbox"/>	<input type="checkbox"/>
Pre-requisite Approvals		
Zoning/ Use Registration Permit	<input type="checkbox"/>	<input type="checkbox"/>
City Planning Commission	<input type="checkbox"/>	<input type="checkbox"/>
Water Department	<input type="checkbox"/>	<input type="checkbox"/>
Streets Department	<input type="checkbox"/>	<input type="checkbox"/>
Art Commission	<input type="checkbox"/>	<input type="checkbox"/>
PA Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Historical Commission	<input type="checkbox"/>	<input type="checkbox"/>
Soils Investigation Report (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>
L & I – Special Inspections Agreement/ Form	<input type="checkbox"/>	<input type="checkbox"/>
L & I - Energy Conservation Forms	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>
Three sets of building plans	<input type="checkbox"/>	<input type="checkbox"/>
Signed/sealed by a PA design professional	<input type="checkbox"/>	<input type="checkbox"/>

<u>FIRE SUPPRESSION</u>	<u>PROVIDED</u>	<u>N/A</u>
Application		
Scope of work is accurately described	<input type="checkbox"/>	<input type="checkbox"/>
Number of new sprinkler heads listed	<input type="checkbox"/>	<input type="checkbox"/>
Pre-requisite Approvals		
PA Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Water Department	<input type="checkbox"/>	<input type="checkbox"/>
Historical Commission	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic Calculations (3 sets)	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>
PWD Form CP100/CU100 for Backflow	<input type="checkbox"/>	<input type="checkbox"/>
Building Plans signed and sealed by a PA Professional Engineer. 4 sets are required where a new backflow is being installed and 3 sets are required in all other cases.	<input type="checkbox"/>	<input type="checkbox"/>

<u>MECHANICAL (ductwork, fuel gas, HVAC)</u>	<u>PROVIDED</u>	<u>N/A</u>
Application		
Scope of work is accurately described	<input type="checkbox"/>	<input type="checkbox"/>
Number of new registers/diffusers listed	<input type="checkbox"/>	<input type="checkbox"/>
Pre-requisite Approvals		
PA Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Historical Commission	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>
Three sets of building plans	<input type="checkbox"/>	<input type="checkbox"/>
Signed/sealed by a PA professional engineer	<input type="checkbox"/>	<input type="checkbox"/>

<u>ZONING</u>	<u>PROVIDED</u>	<u>N/A</u>
Application		
Existing and proposed uses specified	<input type="checkbox"/>	<input type="checkbox"/>
Detailed description of proposed work provided	<input type="checkbox"/>	<input type="checkbox"/>
Six copies of site plan (max of 2 sheets)	<input type="checkbox"/>	<input type="checkbox"/>
New Construction/Additions Only:		
Elevation Drawing	<input type="checkbox"/>	<input type="checkbox"/>
Pre-requisite Approvals:		
City Planning Commission	<input type="checkbox"/>	<input type="checkbox"/>
Water Department	<input type="checkbox"/>	<input type="checkbox"/>
Streets Department	<input type="checkbox"/>	<input type="checkbox"/>
Art Commission	<input type="checkbox"/>	<input type="checkbox"/>

<u>DEMOLITION</u>	<u>PROVIDED</u>	<u>N/A</u>
Contractor Qualifications		
Copy of Contract	<input type="checkbox"/>	<input type="checkbox"/>
Three Past Contracts/ Permits for Structural Demo	<input type="checkbox"/>	<input type="checkbox"/>
Employee Qualifications	<input type="checkbox"/>	<input type="checkbox"/>
Pre-requisite Approvals		
Water Department	<input type="checkbox"/>	<input type="checkbox"/>
Historical Commission	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>
Site Safety Plan (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>
Signed/sealed by a PA professional engineer	<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that all information contained herein is true to the best of my knowledge.

I understand that false information will result in the rejection of the application and /or the assessment of an additional \$100 review fee.

APPLICANT'S SIGNATURE: _____

DATE: _____