



**Plan Requirements for Electrical Permit Applications**

All relevant information is required to be submitted at the time you file your application and electrical plans.  
Visit our website at [www.phila.gov/li](http://www.phila.gov/li)

This document is intended to provide basic information for general application. Additional information may be requested as needed. See separate information sheets for additional details on Electrical and Fire Alarm Permit Applications.

**PLANS ARE REQUIRED FOR THE FOLLOWING:**

- ✎ All new buildings (Exception: one or two-family dwellings)
- ✎ Alterations that involve a change in occupancy class or a change in the path of egress in areas greater than 2000 sq. ft.
- ✎ Additions to existing buildings.
- ✎ Fire Alarm systems, including replacing the Main Fire Alarm Panel, and extensions to existing systems.
- ✎ All total rehabilitation of buildings, part of buildings, floors, tenant space and areas greater than 2000 sq. ft. (Exception: one or two-family dwellings)
- ✎ Hospitals, gasoline stations & special occupancies, including Articles 490 & 500-503

**MINIMUM REQUIREMENTS OF PLANS:**

- ✎ Three (3) sets of professional quality plans not less than 1/16, 1/8 or 1/4 scale. (Sets must be stapled with sheets of same size and quality.)
- ✎ The minimum sheet size is 11"x17", maximum 36"x46"
- ✎ The plans must be black and white or blue prints. No pencil or free drawings will be accepted
- ✎ The plans must be double line drawings of the entire building
- ✎ All rooms must be labeled as to their use. (e.g. bedroom, kitchen, office, etc)
- ✎ All locations and sizes of doors, windows, stairways, corridors, etc. must be shown
- ✎ Ceiling types/ratings and height of the rooms must be shown
- ✎ Wall and partition types/ratings and locations must be identified, (e.g. 8" cement masonry block wall, plaster ceilings, etc)

**ENGINEER SEALS REQUIRED ON PLANS FOR THE FOLLOWING:**

- ✎ Any installation where the connected load is **100 K.W. and /or 400 amps or more**
- ✎ When upgrading service in existing building when load is **100K.W. and/or 400amps or more.**
- ✎ Alterations that involve a change in occupancy class or a change in the path of egress. Hospitals, gasoline stations & special occupancies, including Articles 490 & 500-503 -  
When the connected load is 50 K.W. and/or 200 amps or more

**NOTE: Other information or details may be required as necessary to enable the Department to determine if the proposed work to be done will comply with the provisions of all applicable codes.**

All submitted plans must meet the minimum requirements:  
The plans must be of professional quality and drawn to scale, e.g. 1/4" = 1'-0".  
The minimum sheet size is 11" x 17".

The plans must be black and white or blue prints (no pencil or free hand drawings will be accepted)

