



**CITY OF PHILADELPHIA  
DEPARTMENT OF  
LICENSES & INSPECTIONS**

Municipal Services Building - Concourse Level  
1401 John F. Kennedy Boulevard  
Philadelphia, Pennsylvania 19102

**PROJECT INFORMATION PANEL  
MAJOR BUILDING**

Visit our website at [www.phila.gov/li](http://www.phila.gov/li)

Project information panels conforming to provisions set forth by Section A-1001.7.2 of the Philadelphia Building Code must be provided for all construction and demolition projects with an associated permit application submitted after June 30, 2014 and meeting the following criteria:

- ❖ ***New construction or demolition of a building more than 3 stories in height; or***
- ❖ ***New construction or demolition of a building with an average roof height more than 40 feet above grade, excluding roof access structures or parapets; or***
- ❖ ***New construction or demolition of a building covering 10,000 sq. ft. or more of lot space (regardless of height); or***
- ❖ ***Any alteration to a building façade or any demolition activity which impacts the exterior of the building and is performed at a level above the 3<sup>rd</sup> story or more than 40 feet above grade.***

**Posting Requirements**

- ❖ It shall be the responsibility of the contractor listed on the primary building permit and the owner to develop, install and maintain the project information panel.
- ❖ The required panels must be in place 24 hours prior to commencement of any construction or demolition activity and remain visible at the site until all work is completed.
- ❖ Panels shall remain legible and in good condition during the construction or demolition. Damaged panels shall be replaced.
- ❖ Panels shall be removed upon issuance of final approval or Certificate of Occupancy or when all work covered under the various permits has been inspected and approved, but not more than 20 days after completion of work.
- ❖ All associated permits are required to be posted on site in accordance with Section A-302.8 of the Philadelphia Building Code and must be located with 6" of project information panel.

**Installation**

- ❖ A project information panel shall be required on each street frontage of the building.
  - Where multiple major buildings are being constructed, demolished, or structurally altered, a single panel on each street frontage shall be required.
- ❖ The panel shall be prominently posted onsite in an area reasonably likely to draw the attention of persons passing by and remain visible to the general public at all times.
- ❖ The bottom of the panel shall be a minimum of 4 feet above grade and the top of the panel shall be a maximum of 8 feet above grade.
- ❖ The panel shall be securely attached to the building, covered walkway, barrier, construction railing or construction fence, or shall be mounted on posts. The panel shall be properly supported to prevent against wind loads and be free of sharp edges, protruding nails, or similar hazards.

*Note: The attachment of project information panels to historical buildings shall require prior approval of the Philadelphia Historical Commission.*

**Material**

- ❖ The panel shall be constructed of ¾ inch plywood or sheet metal. Alternative durable and weatherproof material such as vinyl, plastic, or aluminum or other materials approved by the Department may also be utilized.
- ❖ All material shall be flame retardant material in accordance with NFPA 701 or listed under UL 214.

**Size**

- ❖ Each panel shall be a minimum of 3 feet in height and 5 feet in width and a maximum of 4 feet in height and 6 feet in width.

**Font Requirements**

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

**Color**

- ❖ Lettering shall be black on white background.

## Message Content

The panel must include the following information:

1. A title line stating "Work in Progress"
2. Intended type(s) of Building Code Occupancy Classification(s);
3. A rendering, elevation drawing, or zoning diagram of the building exterior that does not contain logos or commercially recognizable symbols except in the following cases:
  - Demolition
  - Alterations where the appearance of the existing façade will not be altered
4. Property address as listed on the permit.
5. Anticipated project completion date;
6. The name or corporate name, physical address, and telephone number of the owner of the property;
7. Website and telephone number of the project developer or development company, if applicable;
8. The corporate name and telephone number of the general contractor, or for a demolition site, the demolition contractor;
9. A statement, in both English and Spanish printed as follows: "TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE, CALL 311 or 911." and
10. A copy of the primary project permit, with the accompanying text "To see other permits issued on this property, call 311 or visit [www.phila.gov/li](http://www.phila.gov/li)." The permit shall be laminated or encased in a plastic covering to protect it from the elements or shall be printed directly onto the project information panel.

*Note: If the information related to the content changes (e.g. new corporate address or telephone number) during the construction or demolition project, the panel must be updated to reflect such changes.*

5'-0" (Minimum) to 6'-0" (Maximum)

3'-0" (Minimum) to 4'-0" (Maximum)

<b>1</b>	<b>WORK IN PROGRESS: COMMERCIAL</b>	<b>2</b>
<b>5</b>	<b>ANTICIPATED COMPLETION: DATE</b>	
<b>6</b>	<b>OWNER: NAME, CORPORATE NAME, PHYSICAL ADDRESS AND TELEPHONE NUMBER OF OWNER</b>	
<b>7</b>	<b>DEVELOPER: WEBSITE AND TELEPHONE NUMBER OF DEVELOPER OR DEVELOPMENT COMPANY</b>	
<b>8</b>	<b>GENERAL CONTRACTOR: CORPORATE NAME AND TELEPHONE NUMBER</b>	
<b>4</b>	<b>PROJECT ADDRESS: _____</b>	
<b>9</b>	To anonymously report unsafe conditions at this work site, <b>call 311 or 911.</b>	
	Para reportar condiciones peligrosas en un sitio de trabajo, <b>llame al 311 or 911.</b> No tiene que dar su nombre.	
	<b>PERMIT</b>	<b>10</b>
		<b>3</b>
		<b>RENDERING (IF APPLICABLE)</b>
		<b>LICENSSES + INSPECTIONS CITY OF PHILADELPHIA</b>