



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

Zoning/Use Permit Instructions

Visit our website at www.phila.gov/li
 See *City Maps for Zoning Classification and Title 14 of the Philadelphia Code for Zoning Code.*

Notes: This document is intended to provide basic information for general application. The Department reserves the right to request additional information as required. See separate information sheets for additional details on new construction /additions/ subdivisions in C-4, C-5, C-7, ASC, AND NSC, for the erection/conversion for a place of worship, and for the creation of a rooming house.

FILING ZONING/ USE INSTRUCTIONS

- Applications must be filed in person by someone acting in the following capacity:
 - Owner.** If the property was recently purchased or the sale is in progress, the equitable owner must present a copy of the deed or agreement of sale.
 - Tenant,** with a copy of current lease.
 - Attorney, Design Professional, Contractor, or Expeditor,** with authorization from the owner and a valid license registered with the City of Philadelphia.
- The application must be filed using an **address registered with the Board of Revision of Taxes.** All other applications will be rejected
- If there are multiple tenants at one address, i.e. strip mall, a key plan showing all buildings and highlighting the building for which the application is being made must be submitted.
- Any violations on dangerous buildings must be resolved by Contractual Services (1st fl, MSB; Phone #: 215-686-2582) prior to application.
- All prerequisite approvals must be obtained at the time of application. See section on Prerequisite Approvals for detailed information.
- Applications require a non-refundable filing fee of **\$25** for one/two family dwellings and **\$100** for all other uses. Checks are to be made payable to the City of Philadelphia.
- The application must specify the existing and proposed uses for the entire structure and a detailed description of the proposed work.
- Six (6) copies of a fully dimensioned site plan must be submitted in the following cases:
 - Lot line relocation, including subdivisions;
 - New construction, additions, and partial demolition of buildings;
 - Decks, fences, and pools;
 - Erection of sign(s);
 - Increase in the number of dwellings in a structure as permitted by the Zoning Code;
 - Parking lots.
- Six (6) copies of an Elevation/Cross Section – drawn to scale – for the erection of any new construction or any addition to an existing structure.
- When applying for a sign permit, three (3) photographs of all relevant building faces must be submitted in addition to a site plan. If the sign is proposed for a site with multiple tenants, photos must be submitted with the entire site.

PREREQUISITE APPROVALS

- ❖ **Streets Department** (Room 940, 1401 JFK Blvd; 215-686-5500)
 - All parking lots and curb cuts.
 - Any encroachment on the public footway/ right-of way, including overhangs.
- ❖ **City Planning Commission** (13th Floor, 1515 Arch Street; 215-683-4615)
 - Construction on a site greater than 15,000 square feet in area.
 - Any subdivision that involves three (3) or more lots, has more than 50' of street frontage, or has frontage on more than one (1) street.
 - Landscaping for parking lots.
 - Facade changes within the Center City Control District (Title 14-1607 of the Philadelphia Code).
 - Construction within the Wissahickon Watershed (14-1603.2) or Flood Plain Areas (14-1606).
 - Changes in use and all construction within the Institutional Development District (14-1100), RC-6 Residential District (14-215), Waterfront Redevelopment District (14-216), and the Commercial Entertainment District (14-400)
 - Applications for wireless services or wireless service facilities.
 - New construction on virgin ground.
- ❖ **Art Commission** (12th Floor, 1515 Arch Street; 215- 683-2095)
 - Any signs that extend more than 12" beyond the property line.
 - Signs installed in certain districts as required by the Zoning Code.
 - Building logo signs located above the bottom of the 2nd floor located in C-4 and C-5 districts (14-305).
 - All signs located in the RC-4 district (14-214).
- ❖ **Fairmount Park** (10th Floor, 1515 Arch Street; 215- 683-0222)
 - All signs defined in 14-2003 and 14-2004.
 - All applications involving Fairmount Park properties.
- ❖ **Water Department** (2nd Floor, 1101 Market Street; 215-685-6270)
 - All construction within 50' of a drainage right-of-way.

GENERAL PLAN INFORMATION REQUIREMENTS

- Plans must be drawn to one of the following scales:
Engineer: 1"=10'; 20'; 30'; 40'; 50'; 60'; 100'
Architect: 1/16; 1/8; 1/4; 3/16
- Site plans are limited to a maximum of 2 sheets per set. An additional sheet listing supplementary information may be submitted.
- The minimum sheet size is 11" x 17" and the maximum is 24" x 36".
- The plans must include the following information:
 - Identification on north point;
 - Existing lot lines and dimensions as recorded in the property deed;
 - All structures with exterior dimensions, building heights, and number of stories;
 - The length and width of all front, side and rear yards and the dimensions of all other open areas; elevations plans for new construction and additions;
 - Curblines and legal sidewalk widths;
 - Streets, alleys, and/or driveways bordering property;
 - Location and dimensions of all off-street parking spaces, including aisles and driveways, and the distances from the lot lines;
 - Landscaping for parking lots.

DETAILED PLAN INFORMATION REQUIREMENTS

Fencing

In addition to requirements previously listed, include the following information:

- The exact location of fencing;
- A detail indicating the size and type of fence (*include percentage of fence which is opaque*)

Signage (Signs)

In addition to requirements previously listed, include the following information:

- The location and sizes of all existing and proposed signs.
Note: With the exception of properties in the Area/Neighborhood Shopping Center Districts, lots containing multiple tenants will require the depiction of all existing signs on all building faces.
- An elevation drawing depicting the heights of the top and bottom of the sign relative to finished grade, and floor level bays, as required by the Zoning Code.
- An artistic rendering of the proposed sign(s).

See sections on applicable Zoning Districts 14-11600, 14-1900, and 14-2000 for permissible signage location and area.

NOTE: A Commercial Activity License is required for all persons/companies conducting business within the City of Philadelphia.