

# APPLICATION FOR BUILDING PERMIT

APPLICATION # \_\_\_\_\_

(Please complete all information below and print clearly)



CITY OF PHILADELPHIA  
DEPARTMENT OF LICENSES AND INSPECTIONS  
MUNICIPAL SERVICES BUILDING - CONCOURSE  
1401 JOHN F. KENNEDY BOULEVARD  
PHILADELPHIA, PA 19102  
For more information visit us at [www.phila.gov](http://www.phila.gov)

ADDRESS OF PROPOSED CONSTRUCTION  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT:

COMPANY NAME: \_\_\_\_\_  
\_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

LICENSE # \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_  
\_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ARCHITECT / ENGINEER IN RESPONSIBLE CHARGE: \_\_\_\_\_  
\_\_\_\_\_

ARCHITECT / ENGINEERING FIRM: \_\_\_\_\_  
\_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

ARCHITECT / ENGINEERING FIRM ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

LICENSE # \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_

CONTRACTING COMPANY: \_\_\_\_\_  
\_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

CONTRACTING COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

LICENSE # \_\_\_\_\_

E-MAIL: \_\_\_\_\_

USE OF BUILDING / SPACE: \_\_\_\_\_

ESTIMATED COST OF WORK

\$ \_\_\_\_\_

BRIEF DESCRIPTION OF WORK:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL AREA UNDERGOING CONSTRUCTION: \_\_\_\_\_ square feet

COMPLETE THESE ITEMS IF APPLICABLE TO THIS APPLICATION:

# OF NEW SPRINKLER HEADS (suppression system permits only): \_\_\_\_\_ LOCATION OF SPRINKLERS: \_\_\_\_\_

# OF NEW REGISTERS / DIFFUSERS (hvac / ductwork permits only): \_\_\_\_\_ LOCATION OF STANDPIPES: \_\_\_\_\_

IS THIS APPLICATION IN RESPONSE TO A VIOLATION?  NO  YES VIOLATION #: \_\_\_\_\_

All provisions of the building code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Department form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PRE-REQUISITE APPROVALS FOR:**

ADDRESS:

APPLICATION #:

√ IF REQ'D	AGENCY	INITIALS	DATE	REMARKS
	ART COMMISSION 13 <sup>TH</sup> FLOOR - 1515 ARCH STREET			
	CITY PLANNING COMMISSION 13TH FLOOR - ARCH STREET			
	FAIRMOUNT PARK COMMISSION			
	<input type="checkbox"/> CITY <input type="checkbox"/> STATE AIR MANAGEMENT / HEALTH DEPARTMENT			
	HISTORICAL COMMISSION ROOM 576 - CITY HALL			
	STREETS DEPARTMENT ROOM 940 - M.S.B.			
	WATER DEPARTMENT 2ND FLOOR - 1100 MARKET STREET			
	EMERGENCY SERVICES & ABATEMENT UNIT ROOM 1140 - M.S.B.			
	ZONING			

**EXAMINER'S APPROVAL (OFFICE USE ONLY)**

APPROVED USE OF BUILDING SPACE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERMIT TO READ:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CODE / EDITION USED FOR REVIEW:

WAS VIOLATION FOR WORK WITHOUT A PERMIT?  NO       YES (INSPECTION FEE MUST BE ADDED TO PERMIT FEE)

VIOLATION # \_\_\_\_\_

OTHER BUILDING PERMITS REQUIRED:     FIRE SUPPRESSION     HVAC / DUCT     FUEL GAS

PLAN #	CONSTRUCTED AREA  _____ SQ FT.	<input type="checkbox"/> NEW CONSTRUCTION  <input type="checkbox"/> ALTERATION	FEE ITEM	AMOUNT
			BUDG. PERMIT /C.O. / L.O.	
			INSPECTION FEE	
CONSTRUCTION TYPE: _____	CO REQUIRED <input type="checkbox"/> NO <input type="checkbox"/> YES	NEW DWG UNITS:	WATER METERS	
			CONSTRUCTION WATER	
USE: _____	VARIANCES <input type="checkbox"/> NO <input type="checkbox"/> YES	PROJECT TYPE		
			<b>TOTAL FEES</b>	

This is to certify that I have examined the within detailed statement, together with a copy of the plans relating thereto, and find the same to be in accordance With the provisions of the law relating to buildings in the City of Philadelphia, that the same has been approved and entered into the records of this Department.

EXAMINER: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

PERMIT # \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

CHECK # \_\_\_\_\_