



Department of  
**Licenses and Inspections**  
CITY OF PHILADELPHIA

Job Number: (for office use only)

(PERMIT TYPE PREFIX – YEAR – NUMBER)

## Application for Construction Permit

Use this application to obtain permits for a residential or commercial construction proposal.  
Mechanical / Fuel Gas, Electrical, Plumbing, and Fire Suppression trade details are found on page 2.

<b>Address</b> Identify the location of work for the permit(s).  If the activity will take place in a specific building, tenant space, floor level, or suite, note that detail in the 'Specific Location' field. If applicable, list PR #.	<b>1</b>	Parcel Address _____  Specific Location _____  <input type="checkbox"/> Check box if this application is part of a project and provide project number <b>PR-2</b>   <b>0</b>
<b>Applicant</b> Identify how you are associated with the property.  Licensed professionals include design professionals, attorneys, and expeditors. A tradesperson must have an active Philadelphia license for their trade or hold a PA Home Improvement Contractor Registration.	<b>2</b>	I am the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Equitable Owner <input type="checkbox"/> Licensed Professional or Tradesperson  Name _____ Company _____  Address _____  Email _____ Phone _____
<b>Property Owner</b> Identify the deeded property owner.  If there was a recent change of ownership, documentation such as a deed or settlement sheet will be required.	<b>3</b>	Name _____ <input type="checkbox"/> Check box if new owner is being listed  Address _____  Email _____ Phone _____
<b>Design Professional in Responsible Charge</b> Identify the PA-licensed design professional who is legally responsible.	<b>4</b>	Name _____ Firm _____  PA License # _____ Phila. Commercial Activity License # _____  Email _____ Phone _____
<b>Project Scope</b> Use this section to provide project details; all fields are mandatory.  (a) Choose the proposed occupancy of the entire building. If not one- or two-family, provide a description of group(s) per code.  (b) Identify if the project will be new construction, an addition, or interior/exterior alterations.  (c) List the site area that will be disturbed by construction, if any. Enter 'zero' if no disturbance.  (d) Note the new floor area created, including basements, cellars, and occupiable roofs. Where existing areas will be altered, list those areas separately.  (e) State the number of new or affected stories.  (f) Provide a detailed description of the work proposed.  (g) Select all conditions that apply to this project (if any).	<b>5</b>	<b>(a) Occupancy</b> <input type="checkbox"/> Single-Family <input type="checkbox"/> Two-Family <input type="checkbox"/> Other: please describe _____  <b>(b) Scope of Work</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition and/or Alteration <input type="checkbox"/> Shell (No Fit Out) – Option for Commercial Permits Only  <b>(c) Earth Disturbance</b> Area of Earth Disturbance _____ (Sq. Ft.) _____  <b>(d) Building Floor Areas</b> New Floor Area _____ (Sq. Ft.) Existing Altered Area _____ (Sq. Ft.)  <b>(e) Number of Stories</b> _____  <b>(f) Description of Work</b> _____ _____ _____  <b>(g) Project Conditions</b> <input type="checkbox"/> Project Impacts Street/Right-of-Way <input type="checkbox"/> New High Rise <input type="checkbox"/> Green Roof Included <input type="checkbox"/> Modular Construction <input type="checkbox"/> Façade Work <input type="checkbox"/> Initial Fit Out of Newly Constructed Space



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**Project Details & Contractor Information**

(a) Select all disciplines of work for which permits are being requested. If 'Building' is not requested, provide the number of the associated permit that was previously issued (where applicable). If a Zoning Permit was issued for this work, provide the related permit number.

(b) Identify the general contractor and estimated cost of building construction.

(c) Identify the mechanical contractor, estimated cost of mechanical work, equipment type, and quantity as:

- Number of registers/diffusers (separate new/relocated)
- Number of appliances
- Number of Type I / Type II kitchen hoods

Where fuel gas work is included, note the estimated cost of fuel gas work.

(d) Identify the licensed electrical contractor, estimated cost of electrical work, and a registered third-party electrical inspection agency.

(e) Identify the registered master plumber, estimated cost of plumbing work, number of fixtures, and check location of work as:

- Interior
- Exterior Drainage and/or Water Distribution

(f) Identify the licensed fire suppression contractor, estimated cost of fire suppression work, and number of devices:

- Sprinkler Heads (separate new/relocated quantities)
- Standpipes
- Fire Pumps
- Stand-alone Backflow Prevention Devices
- Kitchen Extinguishing Systems
- Hydrants

\*ROUGH-IN NOTICE: If you are seeking a rough-in permit, an application for plan review must be submitted already.

**(a) Check all that apply:**

☐ Building ☐ Mechanical & Fuel Gas ☐ Electrical ☐ Plumbing ☐ Fire Suppression

Note: Trades listed below are mandatory for all residential new construction jobs.

RP or CP- 2 0 | | | - | | | | | | | | | |

Provide the associated Zoning Permit number for this construction, if applicable: ZP- 2 0 | | | - | | | | | | | | | |

**(b) General Building Construction Contractor Information**

Name \_\_\_\_\_ Cost of Building Work \$ \_\_\_\_\_

License Number \_\_\_\_\_ Phone | | | | | | | | | |

**(c) Mechanical/Fuel Gas Work & Contractor Information**

Name \_\_\_\_\_ Cost of Mechanical Work \$ \_\_\_\_\_

License Number \_\_\_\_\_ Cost of Fuel Gas Work \$ \_\_\_\_\_

Equipment Types: ☐ Registers / Diffusers ☐ Appliances ☐ Hoods Phone | | | | | | | | | |

Equipment Detail & Quantities \_\_\_\_\_

**(d) Electrical Work & Contractor Information**

☐ New Installation ☐ Alteration ☐ \*Rough-In

Name \_\_\_\_\_ Cost of Electrical Work \$ \_\_\_\_\_

License Number \_\_\_\_\_ Phone | | | | | | | | | |

Third-Party Inspection Agency Name \_\_\_\_\_

**(e) Plumbing Work & Contractor Information**

☐ New Installation ☐ Alteration ☐ \*Rough-In

Name \_\_\_\_\_ Cost of Plumbing Work \$ \_\_\_\_\_

License Number \_\_\_\_\_ Phone | | | | | | | | | |

Number of Fixtures \_\_\_\_\_ Check one: ☐ Interior Work ☐ Exterior Building Drainage ☐ Exterior Water Distribution; line size \_\_\_\_\_ (in.)

**(f) Fire Suppression Work & Contractor Information**

☐ New Installation ☐ Alteration ☐ \*Rough-In

Name \_\_\_\_\_ Cost of Fire Supp. Work \$ \_\_\_\_\_

License Number \_\_\_\_\_ Phone | | | | | | | | | |

Sprinkler Heads \_\_\_\_\_ Standpipes \_\_\_\_\_ Fire Pumps \_\_\_\_\_

Commercial Kitchen Systems \_\_\_\_\_ Backflow Devices \_\_\_\_\_ Hydrants \_\_\_\_\_

**Declaration & Signature**

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 statements herein, I am subject to such penalties as may be prescribed by law or ordinance, inclusive of the penalties contained in 18 Pa. C.S. § 4904.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_