



Application for Administrative Permit

Use this application to obtain permits for approval for Building and Fire Code compliance where **no permanent construction** is proposed.

Address 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 space provided. If applicable, list the project #.	1	<u>Parcel Address</u> <u>Specific Location</u> Check box if this application is part of a project and provide project number: PR- 2 0 -
Applicant 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.	2	I am the: Property Owner Tenant Equitable Owner Licensed Professional or Tradesperson <u>Name</u> <u>Company</u> <u>Address</u> <u>Email</u> <u>Phone</u>
Property Owner Identify the deeded property owner. If there was a recent change of ownership, documentation such as a deed or settlement sheet will be required.	3	<u>Name</u> Check box if new owner is being listed <u>Address</u> <u>Email</u> <u>Phone</u>
Design Professional in Responsible Charge Identify the PA-licensed design professional who is legally responsible.	4	<u>Name</u> <u>Firm</u> <u>PA License #</u> <u>Phila. Commercial Activity License #</u> <u>Email</u> <u>Phone</u>
Project Scope 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) Select the scope of this request. See Section 6 (on page 2) to add more details. (c) If any change of occupancy will occur, select the applicable option. (d) Specify the number of stories under consideration on this request. (e) Check each box where a sprinkler system, standpipe(s), or fire alarm are existing or will be installed. Note their existing or proposed location(s) in the space provided. Provide the fire alarm type. (f) Provide a detailed description of your request here.	5	(a) Occupancy (select one): Single-Family Two-Family Other, please describe: _____ (b) Scope of Request (select one): Certificate of Occupancy and / or Lawful Occupancy Sign Lawful Occupancy Sign (Duplicate of Existing) Special Event (Temporary Short-Term Use) (c) Change of Occupancy (select one): Partial Change of Occupancy Complete Change of Occupancy Other, please describe _____ (d) Number of Stories _____ (e) Fire Protection / Life Safety Sprinkler System / location: _____ Fire Alarm _____ Standpipes Present / location: _____ Alarm Type _____ (f) Description of Proposal _____ _____



Department of
Licenses and Inspections
CITY OF PHILADELPHIA

DO NOT MAIL THIS APPLICATION

Job Number: (for office use only)

(AP – YEAR – NUMBER)

**Project Details &
Contractor Information**

(a) Administrative Permits may be required after obtaining a construction permit or zoning permit. If a prior approval for this location was issued, enter the permit numbers in spaces provided.

(b) If seeking Lawful Occupancy sign(s), note space details in the provided table. If more spaces are needed, attach additional sheets.

For duplicate signs, refer to 'Reissue of Lawful Occupancy Signs Code Solution' on www.phila.gov/li for more information.

(c) For Special Event Permits, specify the event date(s) and start/end time(s).

Refer to 'Code Bulletin A-1501 R1' on www.phila.gov/li for more information on temporary uses.

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(a) Related Permits*

*If a Building Permit was obtained, enter the associated permit number:

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

If there is an associated Zoning Permit for this request, enter the permit number:

ZP- 2 | 0 | | | - | | | | |

(b) Lawful Occupancy Details

Room Name/Number	Use of Space	Quantity of Occupants Requested

(c) Special Event Details

Event Dates	Start Time	End Time

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: _____ / _____ / _____