



Application for Preliminary Review

Use this form to request a preliminary plan review or to request a preliminary project meeting.

Address Provide the property address of the location to be considered.	1	Address _____	
Contacts Provide the applicant's name and contact information in section 2(a), and the design professional's name and contact information in section 2(b).	2	(a) Applicant Name _____ Address _____ Email _____ Phone (b) Design Professional Name _____ PA License # _____ Address _____ Phila. Commercial Activity License # _____ Email _____ Phone	
Preliminary Request Specify the type of service you are seeking and code for review. Refer to the website at www.phila.gov/li for scope of service and requirements.	3	Type of Service (select one): ☐ Preliminary Plan Review ☐ Preliminary Project Meeting Code for Review (select one): ☐ Building ☐ Zoning ☐ Plumbing ☐ Electrical	
Project Description Highlight uses in section 4(a) and provide a detailed project description in section 4(b). For projects reviewed under the Building Code, section 4(c) must also be completed.	4	(a) Use(s) of Building(s) / Property: _____ (b) Describe Scope of Project: _____ _____ _____ (c) For Building Code reviews only: Construction Type: _____ Occupancy Classification(s): _____ Sprinklers: ☐ Yes or ☐ No If Yes, Sprinkler Coverage (if applicable): ☐ Partial or ☐ Complete	
Scope of Review If requesting a Project Meeting, summarize the codes topics you wish to discuss with a plans examiner. The number of topics may not exceed five.	5	1.) _____ 2.) _____ 3.) _____ 4.) _____ 5.) _____	

Applicant Signature: _____ Date: _____ / _____ / _____