

Philadelphia Administrative Code

Chapters 4 - 11


L&I's Administrative Code Webinar Series

2.0 Continuing Education Credits




Philadelphia Administrative Code Course Intent

The intent of this course is to help educate the public on Title 4 Subcode A of the Philadelphia Code, focusing on Chapters 4 through 11. Participants will learn about the regulatory standards established by these chapters, which cover various aspects of building construction, inspections, permitting, safety standards, and property management within the City of Philadelphia. Through this course participants will gain the knowledge and skills needed to navigate and comply with these regulations effectively.





Philadelphia Administrative Code Course Topics


- Topics
 - Inspections
 - Violations
 - Penalties
 - Certifications & Approvals
 - Appeals & Variances
 - Fees
 - Work Site Safety, Worker Training, & Signage
 - Rodent Abatement
 - Use the Q&A feature to ask questions
 - Please keep questions general - no address-specific questions
 - The slide deck will be shared and posted on the website
 - A poll must be completed at the end of the presentation to receive CEU's
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Chapter 4 - Inspections




Right of Entry

- Obtaining a permit grants the department the right to enter the premises at a reasonable time & inspect for compliance with the permitted work being performed.
 - The department also has the authority to enter an existing premises to investigate:
 - Code compliance needed for occupancy
 - Reasonable suspicion of a violation of the code
 - To identify and fix any conditions that could affect public safety, or any other violations related to fire safety laws
 - Court orders can be obtained if refusal to permit entry to the premises is encountered.
 - All occupants of a building must grant access to the owner or their representatives during reasonable times to check or make any necessary changes to comply with the code.
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Permit Inspections

- Passing an inspection doesn't mean violations are approved; it's still necessary to comply with the provisions of the code or any ordinances.
 - Work must remain accessible and exposed for inspection until approved.
 - Any work concealed without inspection must be exposed at the owner's expense.
 - The department is required to keep a record of all inspections and violations related to the code.
 - The permit holder or their authorized agent must inform the department when the work is ready for inspection & are responsible for allowing access to and providing the means for inspection as required by the code.
 - The Department can accept reports from approved inspection agencies if they meet the Department's requirements, as outlined in Chapter 9-1300 of The Philadelphia Code.
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Permit Inspections

- Work must not proceed beyond the designated point in each inspection without the code official's approval.
 - Upon notification, the department will conduct the requested inspections and either approve the completed portion or inform the owner or agent that the work is non-compliant.
 - Non-compliant portions must be corrected, and they cannot be covered or concealed until authorized by the department.
 - The permit holder or their representative must contact the department or inspection agency at least 24 hours before starting work under a permit.
 - The department may conduct an initial inspection of the site to verify that all necessary safety measures are in place before work begins.
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Permit Inspections

- After completing the authorized work and before receiving a certificate of occupancy or final approval, a final inspection is required.
 - Any violations of the permit or approved construction plans will be recorded, and the permit holder will be notified.
 - A re-inspection will be conducted to ensure that all violations have been corrected before issuing the certificate of occupancy or final approval.
 - The final inspection must be conducted by individuals certified in accordance with Pennsylvania regulations for the relevant scope of work.
 - If the permit holder fails to arrange for a final inspection, the permit will become invalid, and code violations may be issued.
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Permit Inspections

- Mandatory inspections will cover specific items as outlined in the technical codes.
 - The Department may conduct extra inspections based on project conditions and the authorized scope of work.
 - The permit holder and contractor are responsible for scheduling these inspections.
 - Before continuing with the work, the contractor must ensure that all required inspections are approved.
 - Building permit inspections cover various aspects, including construction site and building location, foundations, framing, masonry, concrete, exterior siding, fire and draft stopping, life safety components, and fire protection systems.
 - Specific inspections will focus on items listed in A-402.10.1.1 through A-402.10.1.10, depending on the authorized scope of work.
 - The stamped plans must be kept on site for inspection.
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Building Permits

- Building permit inspections cover various aspects, including construction site and building location, foundations, framing, masonry, concrete, exterior siding, fire and draft stopping, life safety components, and fire protection systems.
 - Specific inspections will focus on items listed in A-402.10.1.1 through A-402.10.1.10, depending on the authorized scope of work. These include inspections for:
 - Footing and foundation
 - Concrete slab or under-floor
 - Lowest floor elevation
 - Framing
 - Wallboard
 - Fire-resistant and smoke-resistant penetrations
 - Energy efficiency
 - Accessibility
 - Special inspections
 - Any additional
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Building Permits


Footing & Foundation Inspections

- Footing and foundation inspections occur after excavations are finished and reinforced steel is installed.
 - For concrete foundations, forms must be set up before inspection.
 - Foundation materials should be on-site, except for ready-mixed concrete.
 - Waterproofing or damp-proofing must be installed before backfilling.
 - Survey marks should be visible to determine proper structure placement on the lot.
 - Safe access to the excavation should be provided to the inspector.
 - Stamped plans must be on site for verification of the footing, foundation, and placement.
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Building Permits


Concrete Slab & Under-Floor Inspections

- Inspections for concrete slabs and under-floors occur after reinforcing steel and building service equipment are installed, but before concrete placement or floor sheathing installation.
 - Any crushed stone or vapor barriers if required must also be installed at the time of inspection.
 - Insulation if required must also be installed and visible for inspection for slab placement.
 - All necessary equipment items and accessories should be in place prior to inspection. This includes any plumbing or electrical that will be installed under slab.
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Building Permits


Framing Inspections

- All interior and exterior framing is required to be completed.
 - Exterior sheathing and the roof deck is completed.
 - All mechanical duct work, plumbing piping, fire suppression piping work must be roughed in.
 - All electrical wiring work must be roughed in and approved by the 3rd party electrical agency.
 - All fire blocking, draft stopping, bracing, and shear walls must be installed.
 - Any sound transmission rating channel must also be installed.
 - Joints and penetrations in fire-resistance-rated assemblies, smoke barriers, and smoke partitions cannot be covered and must be sealed for the inspection.
 - Stamped plans are required to be on site for inspection and verification.
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Building Permits

Energy Efficiency Inspections

- All windows and fenestrations must be installed and have visible factory stickers for U factors
 - Any assembly required to be insulated and any sound transmission material being used must be installed with visible R values
 - Duct & plumbing equipment and material required to be insulated are required to be installed with visible R values
 - HVAC and water heater equipment are required to be installed to verify efficiency
 - Blown-in or spray foam insulation being used to attain minimum R values require a certification
 - Stamped plans are required to be on site for inspection and verification
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Building Permits

Wallboard Inspections

- Requires drywall or wall covering to be installed and available for inspection for all fire rated or shear wall assemblies.
- No finishing material, joint compound or tape may be installed until approved.
- Fasteners, joints, and material thickness must be visible for inspection.
- Stamped plans are required to be on site for inspection and verification.


Accessibility Inspections

- The building site, any interior components, or equipment required to meet accessibility standards are required to be installed for approval.
 - Clearances and placement of equipment must be properly placed and available for inspection.
 - Stamped plans are required to be on site for inspection and verification.
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Building Permits

Final Inspections

- Required once all work is completed and the structure is ready for occupancy.
 - All associated child permits for any electrical, mechanical/fuel gas, fire suppression, or plumbing certifications must be submitted prior to requesting the final inspection.
 - All components, fixtures, equipment and devices must be installed & operational for the final inspection.
 - All previous violations or deficiencies cited must be resolved before the final inspection can be passed.
 - Any holds or outstanding fees existing on the permit must be resolved before requesting the final inspection.
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Building Permits

Special Inspections

- Structural observations by an approved agency are required under the following conditions:
 - Excavation deeper than 5 feet within 10 feet of an adjacent building, necessitating continuous observation.
 - Work within 90 feet of a historic building, requiring periodic observation.
 - Modifications to a wall serving two buildings on separate lots, including demolition or addition of loading, requiring periodic observation.
 - The Special Inspection Final Compliance Form is required prior to requesting the final inspection.
 - The special inspector is required to be on site for monitoring during the performance of any required special inspection work.

Additional Inspections

- Besides the specified mandatory inspections listed on the permit, the code official can conduct or demand additional inspections of any construction work to ensure compliance with this code and other laws enforced by the Department.
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Plumbing Permits


Underground Inspections

- All piping installed in an excavation or trench must be inspected and approved before backfilling.
- Excavation safety regulations per OSHA standards must be maintained for any and all excavations.

Rough-In Inspections

- All piping must be installed in areas that require concealment prior to any wall or ceiling membrane is installed which would conceal plumbing work.
- Will be performed during the framing inspection of the associated parent building permit.

Final Inspections

- Conducted once all plumbing fixtures are installed, connected, and the structure is ready for occupancy.
 - Will be performed during final inspection of the associated parent building permit.
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Mechanical / Fuel Gas Permits


Underground Inspections

- All piping installed in an excavation or trench must be inspected and approved before backfilling.
- Excavation safety regulations per OSHA standards must be maintained for any and all excavations.

Rough-In Inspections

- All piping and ducts must be installed in areas that require concealment prior to any wall or ceiling membrane is installed which would conceal mechanical/fuel gas work.
- Will be performed during the framing inspection of the associated parent building permit.

Final Inspections

- Conducted once all mechanical and fuel gas equipment is installed, connected, and the structure is ready for occupancy.
 - Will be performed during final inspection of the associated parent building permit.
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Electrical Permits

Rough-In Inspections

- Must be coordinated and performed by 3rd party electrical agency
- Required once all wiring and fixture location boxes are roughed-in
- No work may be concealed by insulation, wall or ceiling covering or backfill until approved
- 3rd party approval required prior to the department framing inspection being requested on associated parent building permits

Final Inspections

- Must be coordinated and performed by 3rd party electrical agency
 - Required once all equipment and appliances are installed, grounded, and energized, including low voltage and data wiring systems
 - 3rd party certification must be uploaded and approved to the electrical permit prior to the department final inspection being requested on associated parent building permits
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Demolition Permits


Initial Site Safety Inspections

- Must be scheduled at least 48 hours prior to starting work.
- Must have the site safety plan on site for review and provide proof of utility disconnections.
- Pedestrian protection, must be in place before work begins.

Demolition Progress Inspections

- Required at each floor level to ensure the contractor is maintaining all safety measure.
- If needed, an additional inspection may be necessary to ensure proper drainage by breaking up the cellar floor.

Adjacent Wall Inspections

- All openings in adjacent property exposed party walls must be sealed before stucco or another final finishing application is applied.
 - Adjacent foundation walls exposed must be sealed prior to backfilling.
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Demolition Permits

Pre-Final Inspections


- All improper fill materials must be removed, and clean fill used prior to backfilling floors below grade.
- Test pits may be required and conducted by the contractor as proof of the approved fill being used.

Final Inspections

- All required work associated with the demolition including grading, if necessary, must be completed.
 - Any associated permits must be completed prior to passing final inspection.
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Coordination of Inspections

- Officials and departments must coordinate inspections and administrative orders to minimize inconvenience for property owners and occupants, avoiding multiple visits or conflicting orders.
 - If an inspector from one agency observes a violation outside their jurisdiction, they must report it to the code official in charge.
 - However, in emergency situations, departments cannot delay issuing necessary orders.
 - L&I, Fire, Police, & Health departments cooperate and assist each other in performing duties as required.
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Service Utilities


- No connections from utilities or energy sources to buildings or systems requiring permits are allowed without approval.
 - Temporary connections may be authorized by the department.
 - The department can authorize disconnection of utilities or energy sources if there's an immediate hazard to life or property, notifying the utility, owner, and occupant before taking action.
 - The department is required to notify the utility, owner, and occupant before taking action. If not notified beforehand, the owner or occupant will be informed in writing as soon as possible.
 - Reconnection of systems disconnected by order of the department requires authorization before reconnection & use.
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Chapter 5 - Violations




Notices

- Anytime a violation is witnessed by a code official, the department will notify the owner and/or responsible parties in writing describing the conditions in violation and the timeframe in which the corrections are required to be made.
 - The department has the right to take immediate action to repair, remove, or order any violations found that pose a hazard to life or property while the notice is being prepared.
 - The department issues 5 types of notices:
 - Notice Of Violation & Order To Correct (NOV's)
 - Site Violation Notices (SVN's)
 - License Violation Notices (LVN's)
 - Vending Confiscation
 - Warnings
- 



Notices


Notice Of Violation & Order To Correct (NOV's)

- Issued for any violations that require compliance.
 - Time limitation for corrections to be made may not exceed 35 days.
 - The department is only required to issue an “Initial Notice” but may issue a “Final Notice”.
 - The inspector has the right to grant an extension before taking action for non-dangerous conditions if there is movement towards compliance.
 - Notice Of Violations have multiple types of notices based off the violations being issued:
 - In Violation (Standard)
 - Unsafe (U)
 - Imminently Dangerous (ID)
 - Hazardous
 - Unfit
 - Unlawful
- 



Notices


Notice Of Violation & Order To Correct (NOV's)

- In Violation
 - This designation deems the property to be in violation and requires corrections to be made.
 - Unsafe (U)
 - This designation deems the property to be unsafe and requires corrections to be made. The department may take action if no corrections are made to eliminate the unsafe condition.
 - Imminently Dangerous (ID)
 - This designation deems the property as imminently dangerous and requires corrections to be made. The department will often take action against these property to correct the conditions to eliminate the public safety risk.
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Notices

Notice Of Violation & Order To Correct (NOV's)

- Hazardous
 - This designation deems the property as hazardous and requires corrections to be made. The department will often take action against these properties to correct the conditions to eliminate the hazard.
 - Unfit
 - This designation deems the property as unfit and requires corrections to be made. The department will often take action against these properties to correct the violation to eliminate the unfit conditions and maintain the safety of the inhabitants.
 - Unlawful
 - This designation deems the property as unlawful and requires corrections to be made. The department will often take action against these properties to correct the violation to comply with the approved use of the property.
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Notices

Site Violation Notice (SVN's)

- Issued for violations that can not be corrected, that should be immediately corrected, or that are not permitted to provide time to comply.
- Often issued to trade and business license holders who are required to comply with the code.
- Serves an immediate fine that can be issued once per day if necessary.
- Option to admit guilt and pay a remittance fee (50% of the total fine) within first 30 days of the violation.

License Violation Notice (LVN's)

- Issued specifically to trade license holders.
 - Violations are issued for failing to comply with Title 9 of the contractor license code.
 - Serves as an immediate fine against the trade license.
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Notices

Vending Confiscation


- Issued to vendors selling goods on the streets.
- Can be issued for not having the proper vending license or selling items that are prohibited.
- All items are confiscated and must be retrieved within 30 days.
- All items perishable, hazardous, counterfeit, or items not retrieved within 30 days will be disposed.

Warnings

- Similar to Site Violation Notices (SVN's) but carry no monetary fine.
 - Used by the department to start enforcing new codes or regulations to allow the public time to comply and adjust.
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Orders

- Orders are issued by the department to prevent dangerous activity and protect citizens.
 - The Philadelphia Police Department works with L&I to help enforce compliance with the orders issued. Failure to comply with an order may result in arrest.
 - The department has 3 types of orders that may be issued:
 - Stop Work Orders
 - Issued to stop the work of construction that is in violation with the code if it creates a dangerous condition or violates the zoning code.
 - Intent to Cease Operations and Order
 - Issued as a notice before a cease operations order is issued to allow to property or business to comply before being forcibly closed.
 - Cease Operations Order
 - Issued to properties or businesses requiring them to cease all activity, vacate, and/or close to the public.
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Prosecution


- After the stated compliance deadline on a violation notice expires, the code official conducts a reinspection to check for compliance. If the violation persists and no appeal is ongoing, the code official can initiate legal action to enforce penalties or require corrective actions.
 - Immediate threats to health or safety can prompt the code official to take immediate action, regardless of the inspection cycle.
 - If violations persist, the department can correct them directly or through contracts, charging the violator for costs, and potentially placing a lien on the property.
 - In cases where vacant lots are fenced off, hindering access for violation correction, the code official can use legal means, including obtaining an administrative warrant, to access the lot.
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Chapter 6 - Penalties




Fines

- Violations of the code, failure to comply with orders, approved documents, or unauthorized construction activities incur a fine of \$300 per offense.
 - Repeat violations of specific sections, requiring multiple abatements within twelve months, carry an additional penalty of \$100 per repeat action.
 - Violations of the code for Class II offenses incur a fine of \$1000 per offense.
 - Violations of the code for Class III offenses incur a fine of \$2000 per offense.
 - Each day a violation persists beyond the stated correction time in the initial notice constitutes a separate offense, with fines accruing accordingly.
 - If no timely appeal is filed, fines specified for the violation are deemed imposed, and they continue to accrue for each separate offense of each violation.
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Effects on Licenses


- If a facility owner or operator doesn't pay a fine within 10 days of a final order, their license will be suspended, and the department will issue a Cease Operations Order if fines aren't paid, vacating the premises until fines are settled.
 - If a licensed person doesn't pay a fine within 10 days of a final order, their license will be suspended, and the department will issue a Stop Work Order at work locations where fines aren't paid.
 - If a license holder doesn't pay required permit fees, the department can withhold additional permits until fees are paid in full.
 - The department can suspend or revoke a license for willful violations of the code.
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Chapter 7 – Certificates & Approvals




Certificate Of Occupancy

- A certificate of occupancy is necessary before occupying a building or part of it in several cases:
 - New Construction
 - Additions (Except 1 & 2 family dwellings)
 - Changes of use
 - Changes in occupancy
 - The Department will issue a Certificate of Occupancy for an existing building that lacks one if it meets the requirements of the Existing Building Code under the UCC.
 - However, the department reserves the right to deny a Certificate of Occupancy if the building is deemed unsafe.
 - If a building permit requires prerequisite approval from another department, and such approval is granted with conditions, the department can hold back the Certificate of Occupancy until those conditions are met.
 - No certificate of occupancy will be issued unless all fees, documents, submissions, inspections, and violations are resolved.
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Certificate Of Occupancy

- The department may grant a Temporary Certificate Of Occupancy (TCO), which would allow the occupancy of premises or portion of a premises for a limited amount of time (Excluding single family dwellings).
 - Refer to the departments [Temporary Certificate of Occupancy \(TCO\) Approval During Construction Information Sheet](#) found on our website for more information and criteria.
 - Obtaining a TCO requires a request and communication, an inspection to be conducted, document submittal, and payment to be made prior to issuance.
 - No building or space requiring a Certificate Of Occupancy may be occupied without issuance of the Certificate Of Occupancy or Issuance of a Temporary Certificate Of Occupancy.
 - The department has the right to revoke any certificate of occupancy that was issued in error or issued based on incorrect information being provided.
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Certificate of Approvals


- Certificates of Approval will be issued for all permitted work that does not require a Certificate of Occupancy.
 - Rough-In permits will not be granted a certificate of approval since the permit is issued to only allow work to start and not concealed.
 - Certificates of Approval will be issued after all mandatory inspections are completed, all necessary documents are submitted, and all violations and fees have been resolved.
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Chapter 8 – Appeals & Variances




Appeals

- Most decisions made by the department can be appealed.
 - You can make an appeal if you think you have:
 - Been incorrectly denied zoning approval
 - Have been issued a citation or violation in error
 - Want to get an exemption for building materials standards
 - Want to appeal a decision related to a license to carry firearms
 - Appeals must be filed within 30 days from the action except for unsafe and imminently dangerous violations which must be filed within 5 days.
 - Department forms for in-person appeals must be used to correctly file.
 - L&I breaks the boards into 2 separate categories:
 - Technical Appeals
 - Non-Technical Appeals
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Technical Appeal Boards

Board	Use
Zoning Board Of Adjustment (ZBA)	All appeals related to Zoning permit denial, issuance, or violation, including those where the underlying cause is zoning.
Board Of Building Standards (BBS)	All construction permit denials, excluding accessibility and plumbing issues. Advisory to L&I Commissioner.
Plumbing Advisory Board (PAB)	Permit denials/ material requests related to plumbing. Advisory to the BBS.
Board Of Safety & Fire Prevention	Fire Code Appeals (Construction-related appeals are usually heard by BBS). Advisory to Fire Commissioner.
PA Accessibility Advisory Board	Construction related appeals of accessibility provisions.






Technical Appeals

- A technical appeal may be filed if:
 - The code was misinterpreted
 - The provisions of the code do not fully apply
 - Alternative method of construction is proposed
 - All technical appeals will be heard in public.
 - Boards may partially or in whole deny or grant requests based on certain conditions being satisfied.
 - Variances from the technical codes may be granted through one of the technical boards.
 - The BBS may delegate appeals to the PAB.
 - The right to appeal a denied variance must be made to the Court Of Common Pleas (CCP) within 30 days of the decision.
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Non-Technical Appeal Boards

Board	Use
Board Of Licenses & Inspections Review (BLIR)	All non zoning/ Fire Code appeals against L&I. Hears appeals against other departments, as well.
Tax Review Board (TRB)	Not part of L&I. Operates under Office of Administrative Review (OAR). Hears taxpayer appeals from most City assessments or bills.





Rights During Appeals

- Pending appeals are not required to comply with a decision, notice, or action until after the appeal has been heard.
- The department may still take action during an appeal if a violation poses an immediate danger to the citizens.
- An appeal shall not constitute grounds for lifting a Stop Work Order or Cease Operations Order.
- For more information visit the [Appeals section of the L&I website](#).






Chapter 9 – Fees



Fee Guidelines

- An application will not be processed, and permits, licenses, or certificates will not be issued until all fees are paid. Failure to make final payments may result in revocation.
 - The department may adjust any fee associated with issuing permits or licenses as long as they don't exceed the fee amount from July 1, 2017, multiplied by the CPI-U Multiplier.
 - All filing fees are non-refundable and will be applied as a credit upon charge to the service.
 - License fees are to be paid annually as determined by the department & permit fees per occurrence per property.
 - Permit fees will be doubled if violations were issued for working without permits.
 - The department can require applicants to provide a copy of the original signed contract.
 - If work has not started, a permit refund may be requested within 1 year of the issue date.
 - The refund will not exceed 50% minus \$200 of the original permit fee (Refund denials can be appealed to TRB)
 - The department maintains a schedule of all current fees. For more information about fees visit the [L&I Website](#)
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Administrative Fees

- Administrative fees will be charged for non-routine or administrative services such as:
 - Amending permits
 - Copies or permits, licenses, & certificates
 - Replacement of a permit or certificate
 - Permit extension requests
 - Permit reinstatement requests
 - Electronic storage of plans






Inspection Fees

- A permit re-inspection fee is charged for each additional inspection necessitated by reasons such as non-compliance with applicable codes, unpreparedness for inspection, lack of access to the work site, or observation of a code violation during a permit inspection.
 - For subsequent re-inspections on cases where previously found non-compliance persists, the Department charges:
 - \$100 for the second re-inspection
 - \$200 for the third re-inspection
 - \$350 for the fourth and subsequent re-inspections
 - Failure to pay the required re-inspection fee can result in the suspension of the license or permit until the fees are settled
 - A designated after-hours fee per hour, with a minimum charge of four hours, applies to inspections requested outside of ordinary working hours.
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Building Permit Fees

- Accelerated review fees are due at application and are non-refundable.
 - The fee for accelerated reviews will not be credited toward the final permit fee.
 - Accelerated review filing fee is \$350.
 - Accelerated review fee is \$1,650 for building permits & \$700 for other permits.
 - No fee will be charged on associated permits if the building permit is accelerated and associated permits are filed at the same time.
 - Permit fees for new construction, additions, alterations, demolition, occupancy, and repairs are determined based on the constructed area.
 - For alterations and repairs, the permit fee can be based on two percent (2%) of the contract value for construction regulated by the Building, Fuel Gas, and Mechanical Codes, provided that the value is substantiated by the submission of a valid contract.
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Building Permit Fees

- Fees for complete demolition and non-bearing partitions are calculated based on the square footage.
 - Minor alterations like exterior wall covering, roof replacement, and window replacement are determined based on the area or number of units.
 - Foundation only installation fees are based on the constructed area.
 - Fees for fire suppression system installation or alteration are calculated based on the number or type of components.
 - Installation of mechanical systems with ductwork is based on the number of registers and diffusers being served.
 - Fees for the replacement of appliances are charged per appliance.
 - Installation of fuel gas piping systems and equipment is based on 2% of the contract value for construction.
 - Fees for construction or alteration not covered elsewhere are based on 2% of the total value of construction.
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Electrical & Fire Code Permit Fees

- The permit fee for electrical work is calculated based on the estimated electrical construction costs.
 - The annual license fee for an electrical inspection agency is a fixed amount, with an additional non-refundable initial application fee.
 - Fees for obtaining and renewing a license as an electrical inspector & electrical contractor include a non-refundable application fee and an amount for initial license and annual renewals.
 - For fireworks and other pyrotechnic displays, the fee is a fixed amount per event.
 - The fee for a Family Child Day Care Home License application and examination is a fixed amount.
 - The annual fee for Hazardous Material Handling License is a fixed amount per building or yard.
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Plumbing Permit Fees

- For new building construction and additions, the fee is calculated based on the number of fixtures, with a fixed fee for the first seven fixtures and an additional fee for each additional fixture.
 - Alterations of existing buildings have a separate fee structure, also based on the number of fixtures being installed.
 - Fees for specific repair or replacement work, such as water and waste lines, house drains, traps, fresh air inlets, area drains, storm drains, roof drains, laterals, water heaters, and fixture replacements, are specified separately per fixture or per section of pipe being replaced.
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Property License Fees

- An annual fee is required for a rental license, with a set amount per dwelling or rooming unit and a maximum annual fee per dwelling.
 - Exceptions exist for certain owner-occupied units in two-family dwellings, where the license fee is waived
 - There's a maximum annual aggregate fee for agencies or authorities providing low-cost or public housing
 - An annual fee is required for a vacant lot license, vacant structure license, or vacant waterfront structure license.
 - If an owner's unit, previously exempted, becomes vacant, the owner must obtain the proper license and pay the related fee within a specified timeframe.
 - An annual fee is required for a Limited Lodging Operator License.
 - There's an initial license fee and an annual renewal fee for a Limited Lodging and Hotels Booking Agent License.
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Zoning Fees


- Fees for zoning permits vary based on the type of construction or revision, with different rates for new construction of one- or two-family dwellings, other structures, zoning revisions, complete demolition, and sign permits.
 - Use registration permits incur a separate fee for each use in new construction or change in an existing structure.
 - Additional fees may apply for accessory sign permits, non-accessory (outdoor advertising) sign permits, preliminary zoning permit review, conditional zoning approval, and bonuses related to floor area and height.
 - Fees for matters brought before the Board vary depending on the property type, with distinctions made for properties containing existing one- or two-family dwellings and those not included in that category.
 - Additional fees are charged for accelerated hearings before the Board, administrative reviews, and reposting of notices of hearings.
 - Fees are charged for administrative services related to document review or approval by the Department.
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Chapter 10 –
WORK SITE PUBLIC SAFETY, WORKER
TRAINING IDENTIFICATION, AND
SIGNAGE




Worker Training

- All workers, regardless of their role, involved in construction or demolition activities requiring permits at a site must have completed OSHA 10 training and carry the corresponding card at all times.
 - The general contractor overseeing the construction or demolition of a Major Building must appoint a Site Safety Manager who has an OSHA 30 card.
 - A Major Building is defined when they meet one of the following conditions:
 - More than 3 stories in height; or
 - More than 40 feet in height; or
 - Covers 10,000 square feet or more of lot space, regardless of height
 - The Site Safety Manager is responsible for ensuring safety protocols are adhered to throughout the construction or demolition process of the Major Building.
 - Contractors and subcontractors must ensure public safety at work sites, including OSHA compliance, and provide necessary equipment and structures for protection.
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Major Building Work Site Signage


- Signs required must be made of 3/4 inch plywood or sheet metal, with black lettering on a white background, at least 1.5 inches in height, prominently displayed onsite.
 - Project Information Panel sign for new construction, alteration, or demolition of Major Buildings must include:
 - Rendering or elevation drawing of building exterior without logos
 - Title line: "Work in Progress" with intended Building Code Occupancy Classification(s)
 - Anticipated project completion date
 - Owner's name, address, and telephone number
 - Website and telephone number of project developer or development company
 - General contractor's corporate name and telephone number, or demolition contractor's information for demolition sites
 - Safety reporting statement in English and Spanish
 - Copy of primary project permit or notice of permit issued by the Department
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Chapter 11 –
REQUIREMENTS CONCERNING
RODENT ABATEMENT



Rodent Abatement

- Prior to any demolition, full rehabilitation, or new construction with excavation, the site owner must prepare a rodent control management plan.
 - The plan should cover detection, inspection, and treatment of rodents at the site, with provisions for abatement by a licensed structural pest control company.
 - The owner is responsible for maintaining a written record of the plan and any pest control measures performed by professionals, including reports and receipts.
 - These records must be kept at the site until construction is completed and made available for inspection upon request by department employees.
 - The Department of Public Health and the Department of Licenses and Inspections are authorized to issue regulations to enforce and implement this code.
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Questions

