




Certificate of Occupancy

1.5 Continuing Education Credits



Agenda

- What is a CO and when is it required?
 - Existing Buildings
 - Permitting
 - Licensing
 - Future Initiatives
 - Contact Us
- 

Webinar

- Use the Q&A feature to ask questions.
- Please keep questions general - no address-specific questions.
- The slide deck will be posted on the website.
- A poll must be completed at the end of the presentation to receive CEUs.






What is a Certificate of Occupancy?




Certificate of Occupancy


- A Certificate of Occupancy (CO) confirms that a space is safe and legal to occupy at the time of issuance.
 - In Philadelphia, a CO is generally required when:
 - a new building or addition is constructed
 - a building has undergone a major alteration, impacting egress, fire protection, or construction type
 - a building built for one use is to be used for another (e.g., an industrial building converted for residential use)
 - A CO is issued after plans are submitted and reviewed for compliance with the Building Code, and an inspection of the building or space is completed.
- 



Certificate of Occupancy (cont'd)

- A CO is issued to a building.
 - A separate CO is required for each building on a property.
 - A building must meet the provisions of the Code under which it was constructed. The CO remains valid for the life of the building, as long as the occupancy does not change.
 - The Fire and Property Maintenance Codes may include some retroactive provisions that would require a building upgrade (i.e. alarms, sprinklers).
 - If the building is undergoing alteration, the Existing Building Code identifies any required upgrades based on the scope of work.
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Certificate of Occupancy



Certificate of Occupancy

Permit Number CP-2023-003226 **8**

LOCATION 1702 MASTER ST, Philadelphia, PA 19121-4222 1 2			
PERMIT HOLDER OMEGA INVESTMENT FUND LLC 10			
OCCUPANCY CLASSIFICATION(S) R-2 4	TYPE(S) OF CONSTRUCTION V-B 5	REVISED BASED ON Building Code (2018) 3	
LOCATION OF SPRINKLERS NFPA 13 THROUGHOUT 6	LOCATION OF STANDPIPES NONE	FIRE ALARM SYSTEM MINIMUM DEDICATED FOR THE SPRINKLER SYSTEM	
VARIANCE None 7			
CERTIFICATE OF OCCUPANCY DETAILS SIX DWELLING UNITS. Use this box for additional detail or restrictions critical to CO.			
DATE OF FINAL APPROVAL 12/23/2024 9			
BUILDING CODE OFFICIAL 11 Elizabeth Baldwin	PLANS EXAMINER RICHARD CHEN	INSPECTOR BRIAN HESTON	SUPERVISOR KEVIN SZYCHULSKI
ⓘ LIMITATION AND CONDITIONS: The Building, or portion thereof named herein, is in conformance with the construction documents approved as part of the above listed Permit Number and is considered in compliance with the Philadelphia Building Construction and Occupancy Code and the PA UCC. The issuance of this CO/permit does not affirm that the subject property is federally compliant with the Americans with Disabilities Act. Owner remains responsible for ensuring property complies with all local, state and federal requirements.			
⚠ Certificate must be kept on the premises and made available for inspection.			

Contents required as per A-701.4:

1. The address of the building
2. The location within the building if for part of a building
3. The edition of the code under which the permit was issued.
4. The Occupancy Classification Group(s) in accordance with the Building Code.
5. The type of construction as defined by the building code.
6. If and where an automatic sprinkler system is provided and whether it is required.
7. Any variance or special conditions.
8. The permit number.
9. The date of final inspection.
10. The name and address of the permit holder.
11. The printed name of the building code official.

Occupancy Class, Construction Type, and Sprinkler Condition dictate code requirements.

If the No of Units is not displayed, it does not invalidate the CO.



Occupancy Class (Ch 3)

Primary function of building, categorized according to nature of hazards and risks to building occupants

Class	Group
Assembly	A-1, A-2, A-3, A-4, A-5
Business	B
Educational	E
Factory & Industrial	F-1, F-2
High Hazard	H-1, H-2, H-3, H-4, H-5
Institutional	I-1, I-2, I-3, I-4
Mercantile	M
Residential	R-1, R-2, R-3, R-4
Storage	S-1, S-2
Utility & Misc	U


Construction Type (Ch 6)

Classified by relative fire safety, according to combustibility and fire resistiveness. Dictates allowable height / area.

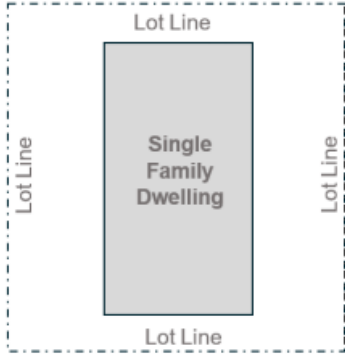
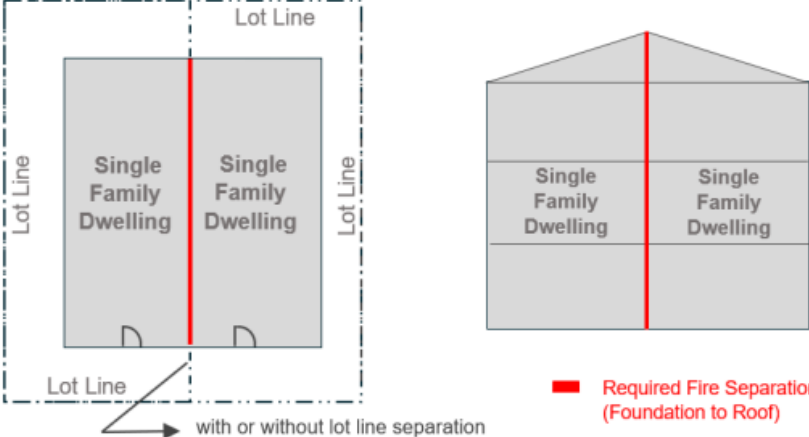
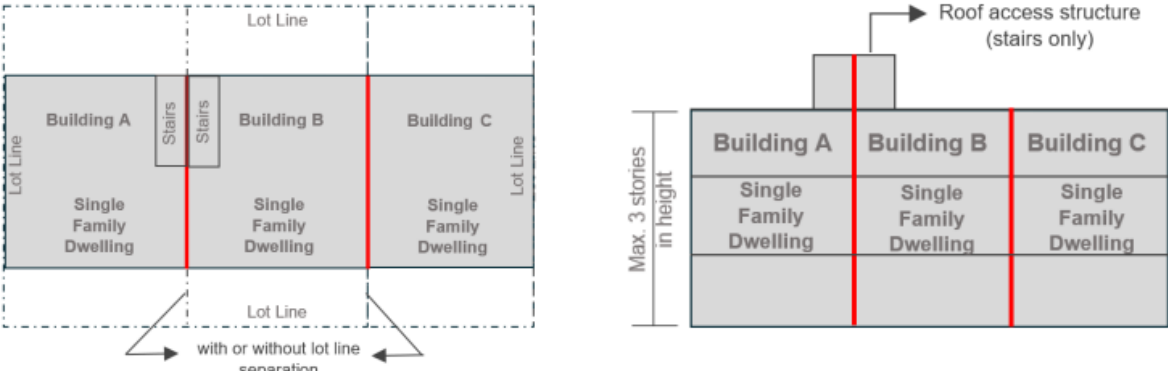
Type	Description
Type I	Non-combustible materials and high-fire-resistance ratings
Type II	Non-combustible materials with lower fire-resistance ratings
Type III	Non-combustible (or approved fire-retardant wood) for exterior; combustible interior
Type IV	Heavy timber
Type V	Non-combustible exterior and interior

A and B designations within type indicate if there are additional fire-resistant coatings or covers.

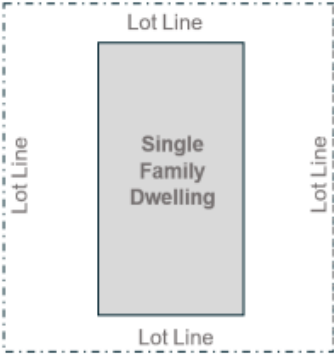



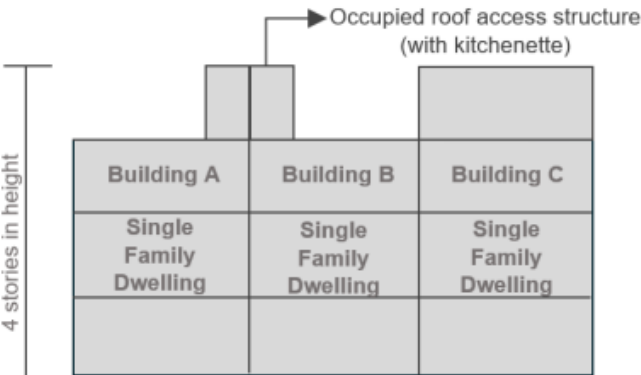
A=Protected; B=Unprotected.



One- and Two-Family Dwelling (Residential Code)


Code	Use and Number of Stories	
<p>Residential Code</p> <p>The provisions of the Residential Code apply to one of the following:</p> <ul style="list-style-type: none"> • Detached one-family dwelling • Detached two-family dwellings with separate means of egress • Townhouses <p>Additional Codes/Standards include:</p> <ul style="list-style-type: none"> • Plumbing Code 	<p>Detached one-family dwelling (up to 3 stories in height)</p> 	<p>Two-family dwellings (up to 3 stories in height)</p> <p><i>Each dwelling has a separate means of egress.</i></p> 
	<p>Townhouses (up to 3 stories in height)</p> 	

One- and Two-Family Dwelling (Building Code)

<p>Building Code</p> <p>The provisions of the Building Code apply to all other buildings or structures that do not comply with the Residential Code provisions.</p> <p>Additional Codes/Standards include:</p> <ul style="list-style-type: none"> • Existing Building Code • Plumbing Code • NFPA Standards • Mechanical Code • Energy Code • Accessibility Standard 	<p>Detached/semi-detached/attached one-family dwelling (4 or more stories in height)</p> 	<p>Two-family dwellings (all others not meeting scope of the Residential Code)</p> 	<p>Mixed-use building (i.e. business on first floor and dwelling unit on upper floors)</p> 
	<p>Multi-family dwelling (3 or more dwellings)</p> 	<p>Townhomes (4 or more stories in height)</p> 	



One- and Two-Family Dwelling

- Analysis of a change to a one- and two-family dwelling is complex for several reasons:
 - After the adoption of the UCC in 2004, one- and two-family dwellings may be regulated by the Residential Code or the Building Code, depending on the use, number of stories and configuration.
 - While we identify buildings constructed under the Residential Code as 'R-3', they are really townhouses and one- and two-family dwellings. A change to an R-3 permitted under the Residential Code that would kick it into the Building/Existing Building Codes requires a new CO.
 - Before the adoption of the UCC in 2004 (and the introduction of a separate Residential Code), all one- or two-family dwellings were classified as an R-3, regardless of use and number of stories.
- 




One- and Two-Family Dwelling (cont'd)

- What this means:
 - If the building was constructed under the Residential Code after January 2004, and the change removes it from the scope of the Residential Code, a new CO is required to reflect the new Building Code R-3 use. This includes an increase in stories (above 3) or conversion from a one-family to a two-family dwelling.
 - If the building was constructed under the Philadelphia Building Code prior to January 2004, it is viewed as an existing R-3 and no CO is required; however, if the building falls outside of the scope of the Residential Code, then it is reviewed under the Existing Building Code. This includes the addition of stories (above 3) or conversion from a one-family to a two-family dwelling.





When a CO is Required

- In accordance with A-701.1, a certificate of occupancy, indicating compliance with permits and construction documents, shall be obtained prior to occupancy of a building or portion thereof in the following cases:
 1. Erection of a new building, compliant with the Residential or Building Code
 2. Erection of an addition to a building, compliant with the Existing Building Code. This includes additions to residential buildings resulting in 4 or more stories
 3. Change from one Occupancy Classification to another, compliant with the Existing Building Code. This includes:
 - changes within a class (i.e., A-3 (art gallery) to an A-2 (restaurant))
 - conversion of a one-family to a two-family in a building constructed after 2004.
 4. Relocation of a building, compliant with the specific provisions of the Existing Building Code
- 




When a CO is Required (cont'd)

- A certificate of occupancy, shall be obtained... (cont'd):
 5. Interior alteration of an existing building or space, impacting minimum egress or fire protection requirements.
 6. A change of occupancy as defined in A-106.1, compliant with the specific provisions of Existing Building Code. This definition includes the change of activity level within an existing group, also referred to as a change in occupancy without a change in occupancy classification. Examples are the addition of dwelling units in an existing R-2 (multifamily dwelling) or a significant increase in occupant load of an existing A-2 (e.g. a restaurant or nightclub).




When is a CO NOT Required

- In accordance with A701.1, a certificate of occupancy shall not be required under the following conditions:
 1. Additions or alterations to a one- or two-family dwelling. This only applies where there is no change in occupancy classification.
 2. The work is limited to minor alterations of any existing occupancy that do not impact the egress or fire protection of the building or space. Most alterations to a legally occupied space with no change in classification meet this exception.
 3. Where a Family Child Day Care facility is operated in a one- or two-family dwelling.
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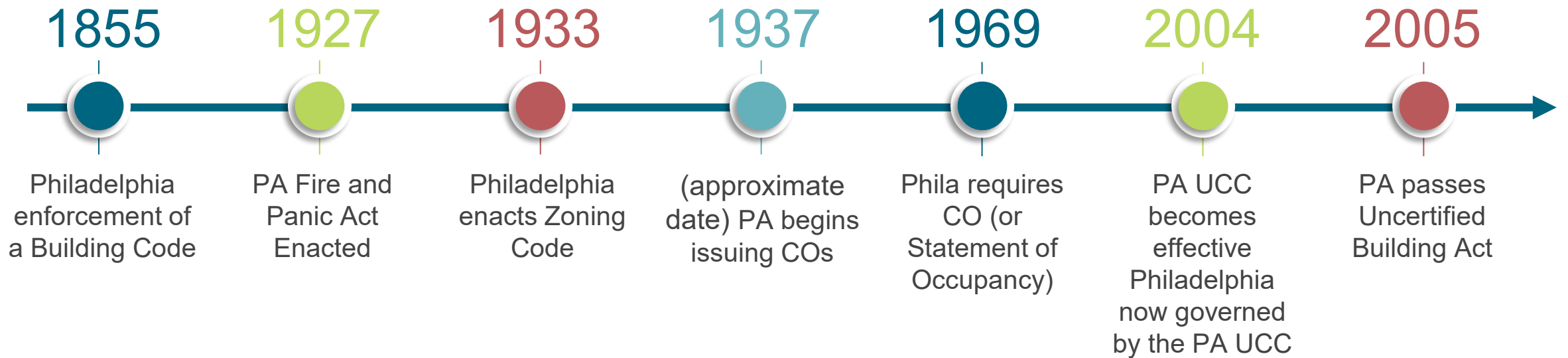
When is a CO NOT Required (cont'd)

- A new CO is NOT required under these additional conditions:
 - Change in ownership
 - Change in address. *The CO stays with the building; however, it is recommended that a duplicate CO be obtained under new address.*
 - Resuming activity in a building after a period of discontinuance, provided it has not been repurposed.
 - Conversion of a one-family to a two-family in a building constructed before 2004
 - Conversion of a one-family dwelling to an owner-occupied lodging houses with five or fewer guestrooms.
 - Inclusion of a care facility with five or fewer persons receiving care within a dwelling unit (in a one- or two-family), including custodial or medical care.
- 




Existing Buildings

Certificate of Occupancy Timeline






Existing Buildings

- The City of Philadelphia has been enforcing building regulations since at least 1855. Furthermore, we maintain zoning records documenting the specific usage of buildings back to 1933. However, the issuance of Certificates of Occupancy (COs) did not commence until 1969.
 - The PA Fire and Panic Act was passed in 1927, establishing minimum safety requirements for commercial buildings in Pennsylvania.
 - Philadelphia was exempt from these regulations, as we enforced our own Building Code.
 - One- and two-family dwellings were excluded from the Act
 - By 1937, PA DLI was issuing COs for regulated buildings.
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Existing Buildings (cont'd)

- The Pennsylvania Uniform Construction Code (UCC) took effect in 2004, establishing uniform construction standards throughout the state and replacing previous municipal and state codes, including the Philadelphia Building Code.
 - The PA Uncertified Building Act was passed in 2005, requiring a CO for existing, commercial buildings constructed after April 1927 with modified requirements designed to ensure reasonable safety. The Act was intended to provide an alternative pathway for older buildings (that were legally occupied prior to 2004 without a formal CO) to occupy or reoccupy.
- 



Existing Buildings (cont'd)

- Conformance with the PA Uncertified Building Act presents challenges. While Philadelphia enforced a Building Code long before the Fire and Panic Act and has comprehensive records of building use dating back to the 1930s, our COs only date back to 1969. Furthermore, many building owners have lost track of their COs, and L&I records prior to 1999 are incomplete or inaccessible at this time.



Existing Buildings – CONR Policy

DEPARTMENT OF LICENSES AND INSPECTIONS CODE BULLETIN OF INFORMATION No. A-1301		CODE OF GENERAL ORDINANCES OF THE CITY OF PHILADELPHIA TITLE 4 — Building Construction and Occupancy Code
SUBJECT OF BULLETIN: CERTIFICATES OF OCCUPANCY FOR EXISTING "UNCERTIFIED BUILDINGS"		REFERENCE CODE SECTION(S): A-701 PA Act 45 (UCC)
ISSUED BY		ISSUE DATE February 20, 2013
NAME: Michael E. Fink	PAGE 1 OF 3	
TITLE: UCC Building Code Official		

BACKGROUND

The Pennsylvania Uniform Construction Code (UCC) requires the issuance of a Certificate of Occupancy upon completion of construction of a structure. The UCC was revised to also require that "uncertified buildings" obtain a Certificate of Occupancy. An "uncertified building" is defined as an existing building which was constructed prior to adoption of the UCC which was not approved for use and occupancy by a municipality enforcing a building code. (The term does not include one- or two-family residential buildings.) The UCC authorizes municipalities to issue Certificates of Occupancy to uncertified buildings using the International Existing Building Code (IEBC) or International Building Code (IBC).

The City of Philadelphia has enforced a building code since at least 1855. The Board of Building Inspectors was created through an Act of Assembly approved on May 7, 1855 providing for the appointment by the Judges of the Court of Common Pleas of two "suitable persons of experience and skill" to be inspectors of buildings. In the enabling ordinance of December 30, 1886, the Board of Building Inspectors was placed into the Department of Public Safety. An Act approved on May 5, 1899 mandated the establishment of a Bureau of Building Inspection to replace the former Board of Building Inspectors. Upon the passage of the Philadelphia Home Rule Charter and the subsequent dismemberment of the Department of Public Safety, the functions of the Bureau of Building Inspection were moved into the newly created Department of Licenses & Inspections.

Certificates of Occupancy (then referred to as Statements of Occupancy) were not required until a revision of the Philadelphia Building Code became effective on June 30, 1969. That code, and subsequent codes, including the Administrative Code of 2004, only required that Certificates of Occupancy be issued or required in the following cases:

1. Erection of a new building;
2. Erection of an addition to a building;
3. Change from one Occupancy Group to another.

Exception: A Certificate of Occupancy for change in non-residential Occupancy Group shall not be required under the following conditions:

1. The gross building floor area does not exceed 2,000 square feet per floor; and
2. The part of the building changed requires no substantial increase in live loads; and
3. The part of the building changed requires no increase in occupant load, or the occupant load for the new use does not exceed 100 persons.

These facts reveal that there are many buildings and spaces in Philadelphia that are approved for use and occupancy, but Certificates of Occupancy were not issued for these buildings and spaces.

- [Code Bulletin A-1301](#) outlines policy on uncertified buildings:
- An uncertified building is a building that is legally occupied under the Building Code without a CO. This includes 1) building pre-dating building code regulation 2) buildings permitted prior to 1969 and 3) buildings permitted after 1969 where records indicate a CO was issued but the certificate cannot be located.
- This excludes any building that was not legally occupied. These buildings must meet current provisions for new construction or change in occupancy, regardless of when the building was erected, or a change occurred.
- These provisions are applied to permit applications received by the Department. Violations are not issued for lack of CO if records confirm that a building is legally occupied.




Existing Buildings – CONR Policy

- Code Bulletin A-1301 includes the following:
 - No CO is required for existing one-and-two-family dwellings. Note: this excludes those undergoing change in occupancy classification.
 - A building that was built before April 27, 1927, is deemed to be legally occupied until the owner proposes to renovate, add an addition, alter or change the occupancy of the building. The renovation, addition, alteration or change in occupancy must comply with the Existing Building Code.






Existing Buildings – CONR Policy

- Code Bulletin A-1301 includes the following (Cont'd):
 - For all other existing structures built on or after April 27, 1927, the code official is authorized to issue a certificate of occupancy if the building meets the requirements of the Existing Building Code, and no CO exists. This primarily involves verification of compliance with relevant Fire and Property Maintenance Code provisions.
 - Note: In addition to retroactive provisions, the Fire and PM Codes require that a building comply with the code under which it was constructed or a change in occupancy occurred. The examiner may flag a condition based on date of construction.
 - The code official may deny the issuance of a certificate of occupancy if the building is unsafe because of inadequate means of egress, inadequate lighting and ventilation, fire hazards or other dangers to human life or to public welfare.
 - No CO is required for a change in ownership.
- 



Existing Buildings – CONR Policy

- The Department relies on several sources to determine if a building is legally occupied:
 - Any building permitted after 2006 has a CO on file.
 - Any building permitted 2000-2006 has an internal, electronic record of a CO. A new or duplicate CO must be issued.
 - Any building permitted 1969-2000 is likely recorded in internal building permit ledgers; however, the Department does not rely on solely on these records. Zoning records and other forms of proof provided by the applicant may be used to establish legal occupancy, provided that the Department does not possess records to the contrary (i.e. violations, identification of non-compliant conditions).
 - The Department may rely on zoning records or other forms of proof for buildings erected prior to 1969.
- 



Existing Buildings – CONR Policy

- The Department will issue a new CO for the existing use of a building or a space within a building:
 - No work performed - If no CO exists and proof of legal occupancy has been established.
 - Work performed - If no CO exists, proof of legal occupancy has been established, AND the area of alteration exceeds 2,000 sq ft.
 - Note: If the area of alteration is 2000 sq ft or less and the applicant seeks a CO, the request must be noted in the permit application. Additional detail may be required.





Existing Buildings – CONR Policy

- The Department will NOT typically issue a new CO under the following conditions:
 - Alterations or additions to a one-or-two family dwelling, unless a change in occupancy is triggered.
 - Change in ownership, unless extenuating circumstances
 - Alterations less than 2,000 sq ft where no change in occupancy occurs, unless explicitly requested in permit application.





Researching Prospective Buildings



Is Existing Occupancy Legal?

- Determining if the current occupancy of a building is legal can be complicated
 - Check Zoning Archives and Building Permit Records for indication of COs
 - Research Zoning History
 - Research other L&I records (permits, licenses, violations)
 - Be aware of existing building issues that likely indicate an illegal use
 - Understand Property Certification
 - Commercial Spaces – Refer to the [Commercial Leasing Notice](#)



Copies of COs

Any COs issued prior to 2006 on file may be found on Atlas in the Zoning Archives.

1028 E LYCOMING ST
PHILADELPHIA, PA 19124-5237

Licenses & Inspections

Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address. Source: Department of Licenses & Inspections

There is 1 building at this address

1215908

Building ID	1215908
Building Name	N/A
Parcel Address	1028-42 E LYCOMING ST
Building Height (approx)	20 ft
Building Footprint (approx)	5,578 sq ft

Building Certifications (1)
Selected Building

Inspection Type	Date Inspected	Inspection Result	Expiration Date
Fire Alarm Certification	01/15/2025	Certified	01/15/2026

See all building certifications for this property at L&I Property History

Permits (1)

Date	ID	Description	Status
11/10/2021	ZP-2021-013251	Zoning Permit	Issued

See all permits at L&I Property History

Zoning Permit Documents (2)
Formerly "Zoning Archives"

Date	Permit Number	# Pages	ID
01/07/2009	N/A	45	219-235981
01/07/2009	N/A	2	219-236027

PLAN NO. 1270-C 1969
BUILDING PERMIT NO. 50328
FLOOR CERTIFICATE NO.

STATEMENT OF OCCUPANCY

CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES AND INSPECTIONS

PUBLIC SERVICE CONCOURSE ; MUNICIPAL SERVICES BUILDING
SECTION 4-3005, CODE OF GENERAL ORDINANCES, EFFECTIVE DATE 1958

The building situated at SEC LYCOMING & PALMETTO STS 1018 E Lycoming 33 RD Ward, conforms with the plans approved by this Department, the requirements of the Philadelphia Building Code for this group of occupancy, and as stated below:

DATE OF COMPLETION	TYPE OF CONSTRUCTION	PRINCIPAL OCCUPANCY
	IV	19 APTS & 1 DOCTORS OFFICE

NUMBER	ENCLOSURE	STORY	GROSS AREA EACH FLOOR	GRP.	DESCRIPTION	NUMBER OF APARTMENTS SEATS ETC.	LIVE LOAD (PSF) Sq. Foot
FIRE TOWERS	NONE	BASEMENT	5,515 ^{sq ft}	B-1			
FIRE STAIRWAYS	NONE	1ST FLOOR	5,515 ^{sq ft}	D-1			40 LB CORR 100
ADD. STAIRWAYS	2 MASONRY	2ND FLOOR	5,515 ^{sq ft}	D-1			40 LB CORR 100
EXITS TO BASEMENT	2	SIZE 3'x6'-8"					
EXIT DOORS	2	SIZE 3'x6'-8"					
EXIT DOORS		SIZE					
LOCATION OF SPRINKLERS	NONE						
NUMBER OF STANDPIPES	NONE						

INSPECTED BY (Fire Examiner) Robbie DATE JULY 3, 1969 (Inspector or Other Licensed Architect or Engineer) Mark B. Spill DATE 8/6/70

THIS BUILDING COMPLIES WITH THE BUILDING, HOUSING, FIRE, ELECTRIC, ZONING AND PLUMBING CODES OF PHILADELPHIA

DISTRICT SUPERVISOR (Signature) W. J. Hain DATE 8-6-70 DISTRICT NO. 33 ADDRESS 1018 FRONT & WESTMORELAND STS. GAS-B366

POST THIS STATEMENT OF OCCUPANCY IN A CONSPICUOUS LOCATION

Copies of COs

The Department has electronic copies of COs issued after 2006; however, you must research permit records and request by permit number.

Visit [website](#) for instructions. A charge of \$15 applies if you are not the property owner.

Get a copy of a license, permit, or violation

Service overview

You can access information from the [Department of Licenses and Inspections](#) (L&I) online at no cost, including:

- Business license information.
- Certificate of Occupancy information.
- Construction permit details.
- Lawful Occupancy Sign information.
- Violation information.
- Zoning records.

You can also request copies of permits, licenses, certificates, and some plans.

Any requests for information exceeding these services must be filed through a [Right to Know request](#).


Certificates of Occupancy

The availability of a Certificate of Occupancy is based on the construction date.

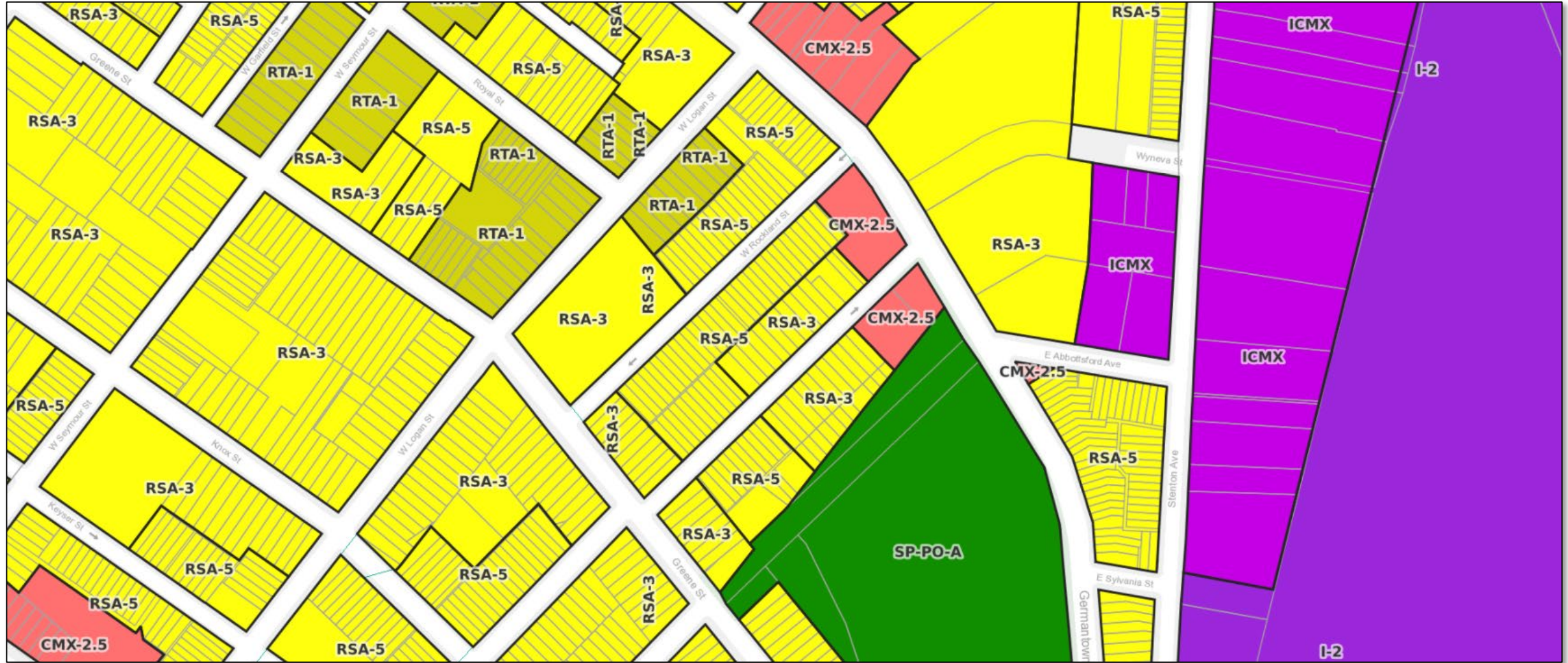
- **Before 1969:** Most buildings constructed before 1969 or used as a single-family dwelling do not have a certificate of occupancy. For more information, see the [Code Bulletin regarding Certificates of Occupancy for uncertified buildings](#).
- **1969 to 2006:** You can find all certificates retained by L&I in the zoning file on [Atlas](#).
- **2006 to present:** You can get a duplicate certificate at the Permit and License Center by following these steps:
 1. Check [Atlas](#) and confirm the building permit number.
 2. Submit the [online record-check form](#) .
 3. If the records are available, L&I will notify you to [make an appointment to visit the Permit and License Center](#).
 4. Submit the [Permits, licenses, and certificate of occupancy request form](#) with the associated fee.



Zoning

- Zoning records may be used to demonstrate legal occupancy for uses established before 2000; however, exercise caution in evaluating records.
 - Zoning dictates how land may be used. A Zoning Permit is different from a CO, which addresses building safety.
 - Obtaining a zoning permit to establish or legalize a use is typically the first step in compliance. The zoning permit does not supersede or waive any life safety requirements in the Building Code.
 - Similar use of alpha-numeric classification system tends to create confusion for unfamiliar owners.
 - A use change under the Zoning Code does not necessarily correlate to a use change under the Building Code, and vice versa.
- 

Zoning



Zoning - Identify Existing Use

7942 FRANKFORD AVE
PHILADELPHIA, PA 19136-3016

Licenses & Inspections

Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address. Source: Department of Licenses & Inspections

Permits (4)

Date	ID	Description	Status
09/08/2016	709640	ZONING/USE PERMIT	COMPLETED
03/09/2012	392420	PLUMBING PERMIT	COMPLETED
03/12/2009	204838	PLUMBING PERMIT	COMPLETED
04/05/2007	66907	ALTERATION PERMIT	COMPLETED

Zoning Permit Documents (1) formerly "Zoning Archive"

Date	Permit Number	# Pages	ID
12/15/2008	N/A	58	219-163431


7942 frankford

Living Word Church

- Approved Zoning stays with a property.
- Is active use consistent with zoning permit? If not, use may never have been established or may be subject to discontinued use provisions.



Zoning

- A use change under the Zoning Code does not necessarily correlate to a use change under the Building Code, and vice versa.
 - Zoning Permit Required / Building Permit NOT Required:
 - Change from Retail Sales of Groceries to Retail Sales of Pet Supplies.
 - Different Zoning Use Categories. Same Building Code Occupancy (M)
 - Zoning Permit NOT Required / Building Permit Required:
 - Restaurant changes from 40 occupants to 60 occupants
 - Same Zoning Use Category. Different Building Code Occupancies (B to A-2)
 - Both building and zoning
 - Change from two dwelling units to three dwelling units
 - Two Family Household Living to Three Family Household Living, R-3 to and R-2
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City of Philadelphia | Atlas

7942 FRANKFORD AVE
PHILADELPHIA, PA 19106-3016

Property Assessments

Deeds

Licenses & Inspections

Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address. Source: Department of Licenses & Inspections

Permits (4)

Date	ID
05/08/2016	794640 ↗
03/05/2012	282420 ↗
03/12/2009	284836 ↗
04/05/2007	66907 ↗

Zoning Permit Documents (formerly "Zoning Archive")

Date	Permit Number
12/15/2008	N/A

Inspections (13)

Date	ID
01/23/2014	414508 ↗
12/19/2013	414508 ↗
06/04/2012	322289 ↗
05/14/2012	322289 ↗
04/04/2012	322289 ↗

See 8 older inspections at L&I Property History [↗](#)

Violations (7)

Date	ID
12/19/2013	414508 ↗
12/19/2013	414508 ↗
12/19/2013	414508 ↗
04/04/2012	322289 ↗
10/11/2007	128879 ↗

See 2 older violations at L&I Property History [↗](#)

Business Licenses (2)


Issue Date	License Number
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Other Considerations

- View other permits, licenses, and violations at Atlas.Phila.gov.
- If a Zoning permit was issued after 2006, are there associated building permits?
- Are there recent business licenses (i.e., rental, food, special assembly)?
- Are there open violations?




Code Analysis

- Code requirements are based upon level of alteration and change of occupancy as per the Existing Building Code.
 - Even if a property has a zoning permit and the use was established, it may be illegal if a Certificate of Occupancy was never obtained.
 - If legalizing a use and occupancy, must meet current Code requirements.
 - Major areas of concern:
 - Fire Protection - Sprinklers and Alarms
 - Exits
 - Accessibility
 - Plumbing Fixtures
 - Consult with your design professional - make sure that the design professional is a PA-licensed architect or engineer and be wary of expeditors acting as design professionals.
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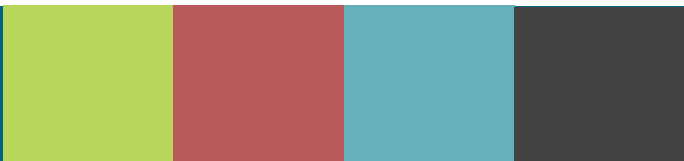
Code Flags

- Residential
 - Basement apartment, more than 2 dwellings or storefront conversion with no fire suppression system
 - Only one exit (and no fire escape) from the 3rd floor of a building with 3 or more apartments.
 - No fire alarm system in a mixed-use building.
 - Assembly
 - More than 50 occupants should have an existing LO.
 - Expansion to 2nd floor - two exits, fire suppression system, structural analysis may be required
 - Plumbing Fixture Counts
- 




Code Flags (cont'd)

- Daycare
 - Two exits
 - Plumbing Fixture Counts
- Accessibility
 - Accessible entrance/ Adequate sidewalk width to install a ramp and provide a passable sidewalk.
 - Accessibility variance requests must be submitted to the State.




Property Sales Certification

 Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Property Certificate

Certification Number PC-2021-046907

PROPERTY ADDRESS 1917 E PASSYUNK AVE, Philadelphia, PA 19148-2220	ISSUE DATE 11/29/2021
	ZONING CLASSIFICATION CMX2.5
OWNER BELLA VISTA PROPERTIES IN 1827 S BROAD ST PHILADELPHIA PA 19148	APPLICANT Kimberly Thomas
DEPARTMENT RECORDS INDICATE THIS PROPERTY IS LEGALLY REGISTERED FOR USE AS FOLLOWS Eating and Drinking Establishments - Take-Out Restaurant, Residential - Household Living - Single-Family	
ADDITIONAL USE DESCRIPTION	
 If this property is not being used as indicated above, it is the owner's responsibility to file for a new use registration permit with the Department's Zoning unit. THE PROPERTY CERTIFICATE DOES NOT CERTIFY COMPLIANCE WITH THE PHILADELPHIA BUILDING CONSTRUCTION AND OCCUPANCY CODE. ADDITIONAL OCCUPANCY AND CONSTRUCTION PERMITS MAY BE REQUIRED TO ESTABLISH OR LEGALIZE A USE UNDER THE PHILADELPHIA BUILDING CONSTRUCTION AND OCCUPANCY CODE.	
PROPERTY NOTE IF THE DESCRIBED USE HAS BEEN DISCONTINUED FOR A PERIOD OF THREE (3) YEARS, A NEW USE REGISTRATION PERMIT MAY BE REQUIRED. THE DEPARTMENT IS NOT RESPONSIBLE TO VERIFY CONTINUOUS USE. CERTIFICATE OF OCCUPANCY IS REQUIRED TO LEGALIZE USE IN ACCORDANCE WITH THE BUILDING CODE.	

Under PA Law, the seller is required to provide a property cert at settlement. A Property Cert DOES:

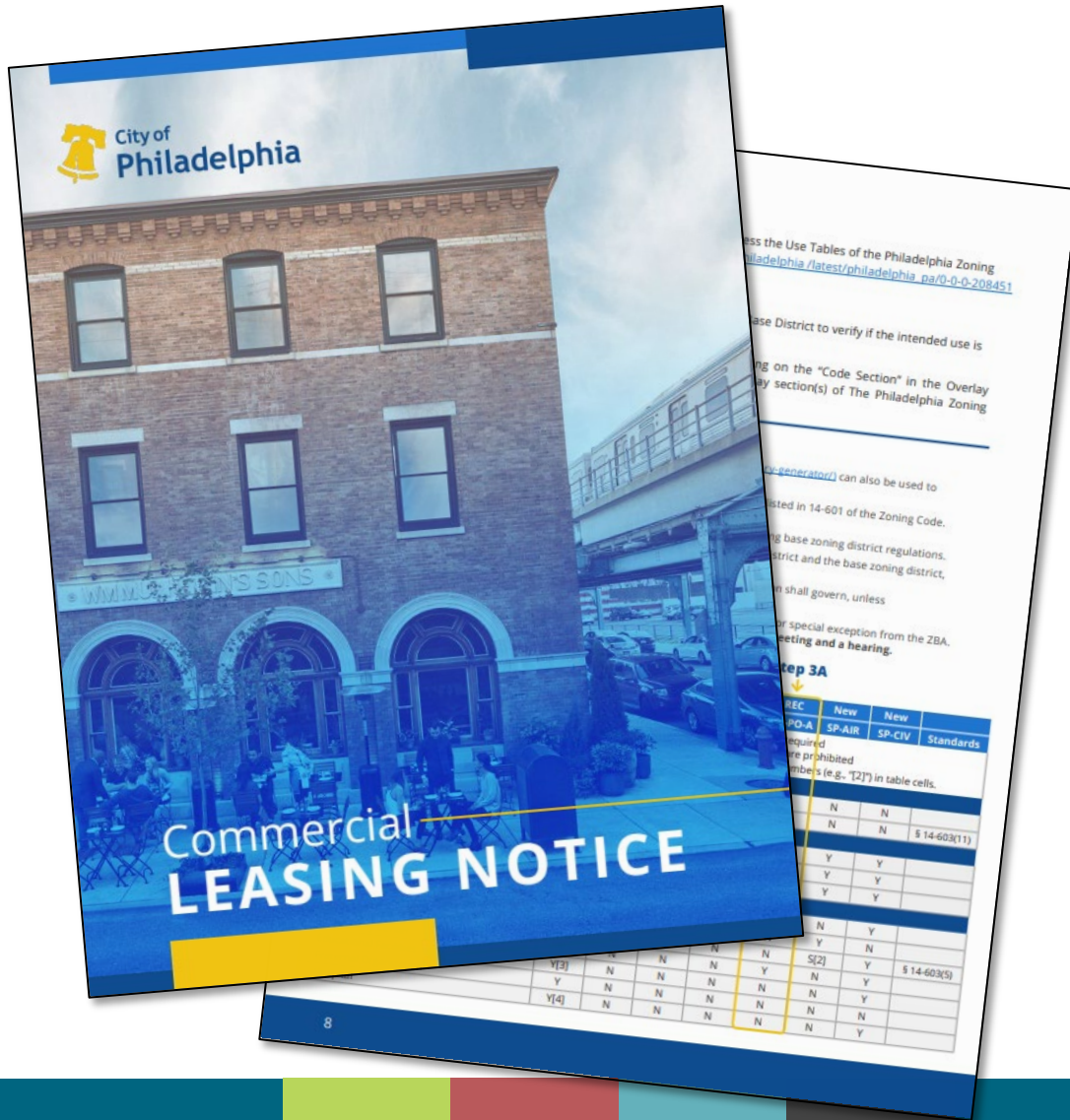
- Identify latest use registered with Zoning Record.
- List open violations on the property.

A Property Cert DOES NOT:

- Affirm that use was established or retained;
- Affirm compliance with other sections of the Phila Code.

Warning! A Property Cert does not establish legal use and occupancy under the Building Code and does not waive any life safety requirements

Commercial Leasing Notice



- [Commercial Leasing Notice](#) is required to be given by the property owner to the potential lessee no less than seven (7) days before a lease can be signed.
- Outlines in detail much of the information outlined in the last few slides, however, the target audience is commercial renters.



Permitting




Permitting

- A permit is required for all Certificates of Occupancy.
 - If the project involves a new building, addition, or renovation, a CO will automatically be issued with the Building Permit for new construction or addition, when there is a change in occupancy, and when interior alterations exceed 2,000 sq ft (and there is no record on file).
 - If there is no work being performed, a separate CO permit application is required. The same application is used for a change in use, a CO for an uncertified building, and the legalization of a use. A plan review and inspection to confirm compliance with Building Code are required.





Permitting (cont'd)

- If a Lawful Occupancy (LO) sign is required, it will automatically be issued with a building permit for new construction, addition, or renovation.
 - If no work is proposed, a separate application for LO is required.
 - Some occupancies have unique requirements or exemptions, including schools, two-family conversions and personal care homes.
 - There are rare circumstances that may warrant a Duplicate CO, which utilizes existing building information and does not require further inspection.
 - Temporary occupancies for phased construction and special events have unique requirements.
- 

Permitting – Including Construction

Get a Building Permit

Service overview

You must get a Building Permit before starting a project that:

- Constructs a new building.
- Enlarges or adds to an existing structure.
- Changes the interior or exterior of an existing structure.
- Partially or fully demolishes a structure.
- Changes the occupancy classification of any part of a building.
- Increases the occupant load in a space.
- Includes major repairs that aren't part of regular maintenance.
- Includes 5,000 sq. ft. or more of earth disturbance.

For any excavation that results in a cut, trench, or depression that is more than five feet below an adjacent grade, must either add the excavation work on the building permit application or get a combination permit, or get a separate [Excavation Site Permit](#) in advance of submitting

Some projects are eligible for an [EZ Permit](#), which is a simplified permit for mechanical, electrical, and plumbing work in

In most cases, you must get a [Zoning Permit](#) before

A combination permit is mandatory for a one-or two-story building. A combination permit is optional. Refer to the [con](#)

The [Department of Licenses and Inspections](#)

Apply for a Permit

Welcome to the Permit Application menu. For more information a

Notice: If you wish to initiate an Application for Operations Permi your eCLIPSE Home Page for instructions on how to "Associated a

CONSTRUCTION (MAIN)

BUILDING

[Residential](#)

[Commercial](#)

- Refer to [Get a Building Permit](#) Service Page and prepare documentation relevant to your project scope.
- Apply using the standard Residential or Commercial Building Permit Application.
- A CO/ LO will automatically be issued, if required.
- If you are seeking a CO for an existing space less than 2,000 sq ft or an LO for an existing assembly space, it must be noted in application description.
- If work involves multiple buildings, a separate permit application is required for each building.

Permitting – No Construction

Get a Certificate of Occupancy

Service overview

A Certificate of Occupancy (CO) shows that a building is safe to be occupied. You need a CO for:

- New construction.
- Additions.
- Alterations that impact exits or fire ratings.
- Projects that change the use or occupancy of a building.

A CO is not required:

- For existing one-or-two-family homes.
- If the owner, tenant, or residents have changed but the building use remains the same.

A CO is issued upon completion of some [Building Permits](#). There is no separate application or extra charge for a CO connected to a Building Permit.

To get a CO without a Building Permit you must apply and pay the fee.

Building owners and tenants can [request copies](#) of a previously issued, available Certificate of Occupancy.

The [Department of Licenses and Inspections](#) (L&I) issues this certificate.

Who

Any property owner, their authorized agent, or tenant. Authorized agents may include:

- Design professionals.
- Attorneys.
- Contractors.
- Licensed expeditors.

CERTIFICATES



[Certificate of occupancy](#)



[Lawful occupancy certificate](#)




[Property sales certificate](#)

- Refer to [Get a Certificate of Occupancy](#) Page and prepare documentation relevant to your project scope.
- Apply using the Certificate of Occupancy permit application. This same application is used for a change in use, a CO for an uncertified building, or legalization of a use; however, be sure to include the reason for the application in the description as this will impact code requirements.
- An LO will automatically be issued, if required. If you are seeking an LO for an existing assembly space, it must be noted in application description.




Permitting – No Construction (cont'd)

- Plans meeting minimum standards with code analysis are required for a CO application. They need not be prepared by a design professional; however, it is strongly recommended that you consult a design professional on any potential upgrades.
 - If the examiner determines that a Building Permit is required for required upgrades or legalization of work, you will need:
 - New plans denoting work (that may require a design professional)
 - A licensed contractor
 - To restart the application process under a Building Permit application.
- 



Code Review

- New construction is reviewed under the Building or Residential Code.
 - Alterations/Additions to single-family dwellings are reviewed under the Residential Code.
 - Other existing buildings are reviewed under the Existing Building Code.
 - Uncertified buildings are reviewed in accordance with Change of Use provisions (Section 1001.2.1) and Code Bulletin A-1301.
 - Three methods of compliance for alterations and change in occupancy classification may be utilized by the designer:
 - Prescriptive (requires the building to comply with prescriptive requirements, including fire protection, means of egress, and structural).
 - Work Area (requirements based on scope of work and change in hazard category) ← default
 - Performance (utilizes a scoring matrix related to safety)
- 

Work Area Hazard Tables

TABLE 1011.4 – MEANS OF EGRESS HAZARD CATEGORIES

RELATIVE HAZARD	OCCUPANCY CLASSIFICATIONS
1 (Highest Hazard)	H
2	I-2, I-3, I-4
3	A, E, I-1, M, R-1, R-2, R-4, Condition 2
4	B, F-1, R-3, R-4, Condition 1, S-1
5 (Lowest Hazard)	F-2, S-2, U

TABLE 1011.5 – HEIGHT AND AREAS HAZARD CATEGORIES


RELATIVE HAZARD	OCCUPANCY CLASSIFICATIONS
1 (Highest Hazard)	H
2	A-1, A-2, A-3, A-4, I, R-1, R-2, R-4, Condition 2
3	E, F-1, S-1, M
4 (Lowest Hazard)	B, F-2, S-2, A-5, R-3, R-4, Condition 1, U

TABLE 1011.6 – EXPOSURE OF EXTERIOR WALLS HAZARD CATEGORIES

RELATIVE HAZARD	OCCUPANCY CLASSIFICATIONS
1 (Highest Hazard)	H
2	F-1, M, S-1
3	A, B, E, I, R
4 (Lowest Hazard)	F-2, S-2, U



Inspection Procedure

- The following shall be ready, presented and completed prior to the issuance of the Certificate of Occupancy:
 - All work has been completed in accordance with the approved permits and plans
 - All trade permits have had final inspections, and the work authorized has been approved
 - Required certifications, such as, but not limited to, sprinkler, standpipe, fire alarm, floodplain, and special inspections have been filed. See [website](#) for complete list
 - Holds imposed by other Departments (i.e. PWD for Stormwater, Streets for private paving) have been resolved
 - If project is subject to Development Impact Tax, final payment has been remitted
 - All violations relating to the property have been complied
- 

Required Certifications

Commercial building

Certifications	Description	Hold types	Due
Emergency Responder Communication System	An approval letter from the Philadelphia Fire Department is required for radio coverage systems or alternative wired systems in new high-rise buildings.	Emergency Responder Communication	Before final inspection
Energy Code Final Compliance Forms	Final Compliance Forms are required when a performance method is used for new construction or additions, as determined by the specific method of compliance.	Energy Final Compliance	Before final inspection
FEMA Dry Floodproofing Certificate	A FEMA Floodproofing Certificate for non-residential structures is required for Dry Floodproofed areas of buildings located in special flood hazard areas.	Flood Certificates COMM - Final	Before final inspection
FEMA Elevation Certificate (during construction)	A FEMA Elevation Certificate reflecting "Building Under Construction" is required for newly constructed buildings or buildings undergoing substantial improvement that are located in special flood hazard areas. A separate Elevation Certificate is required upon completion of the building.	FEMA	Before inspection of first-floor framing or first-floor flood inspection
FEMA Elevation Certificate (Final)	A FEMA Elevation Certificate reflecting "Finished Construction" is required for newly constructed buildings or buildings undergoing substantial improvement that are located in special flood hazard areas.	Flood Certificates COMM - Final	Before final inspection
FEMA Letter of Map Change	A FEMA Letter of Map Change is required if proposed development sufficiently affects existing floodplain boundaries or elevations. Permits may be issued based upon Conditional Letter of Map Change. However, no Certificate of Occupancy or Temporary Certificate of Occupancy will be issued without a final Letter of Map Change.	Flood Certificates COMM - Final	Before final inspection
Flood Openings-Engineer's Certificate	A Certificate Statement by a registered design professional is required for Wet Floodproofed areas with engineered openings. The statement must be signed and sealed, confirming that installed openings allow for automatic entry and exit of floodwaters and automatically equalize hydrostatic pressure.	Flood Certificates COMM - Final	Before final inspection
Fire Alarm	A Fire Alarm System Certification is required for all newly installed fire alarm systems.	Fire Alarm	Before final inspection
Fire Safety and	A Fire Safety and Evacuation Plan approved by the Philadelphia Fire Department (PFD) is required prior to final inspection.	Fire Safety and	Before final

Residential building

Certifications	Description	Hold types	Due
Air Barrier Installation Checklist	An Air Barrier Installation Checklist is required for new residential construction. This is a third-party visual inspection of insulation and fenestration to confirm compliance before concealment.	Air Barrier	Before wallboard inspection
Duct and Envelope Testing Certificate (DET)	A Duct Envelope and Testing Certificate is required for new residential construction.	Duct / Envelope Test	Before final inspection
Energy Code Final Compliance Forms	Final Compliance forms are required when a performance method is utilized, as determined by the specific method of compliance. An Air Barrier Installation Checklist and DET Certificate are still required.	Energy Final Compliance	Before final inspection
FEMA Elevation Certificate (during construction)	A FEMA Elevation Certificate reflecting "Building Under Construction" is required for newly constructed buildings or buildings undergoing substantial improvement that are located in special flood hazard areas. A separate Elevation Certificate is required upon completion of the building.	FEMA - First Floor	Before requesting inspection of first-floor framing or first-floor inspection
FEMA Elevation Certificate (Final)	A FEMA Elevation Certificate reflecting "Finished Construction" is required for newly constructed buildings or buildings undergoing substantial improvement that are located in special flood hazard areas	Flood Certificate RES - Final	Before final inspection
FEMA Letter of Map Change	A FEMA Letter of Map Change is required if proposed development sufficiently affects existing floodplain boundaries or elevations. Permits may be issued based upon Conditional Letter of Map Change. However, no Certificate of Occupancy or Temporary Certificate of Occupancy will be issued without a final Letter of Map Change.	Flood Certificate RES - Final	Before final inspection
Flood Openings - Engineer's Certificate	A Certificate Statement by a registered design professional is required for Wet Floodproofing areas with engineered openings. The statement must be signed and sealed, confirming that installed openings allow for automatic entry and exit of floodwaters and automatically equalize hydrostatic pressure.	Flood Certificate RES - Final	Before final inspection
Special Inspections Final Compliance	A Statement of Final Compliance must be submitted when special inspections are required on a project.	Special Inspection	Before final inspection
PWD Stormwater Management	The applicant must contact the Philadelphia Water Department (PWD) with the applicable documentation to resolve this hold.	PWD SWM Certification	Before final inspection



Common Issues

- Some common issues encountered during a review involving a change in occupancy:
 - Invalid zoning
 - Unanticipated and costly upgrades involving sprinklers, egress, and/or accessibility
 - If no work was anticipated and a CO only app filed, unforeseen requirements to upgrade or legalize renovations require applicant to start application process over. Thorough code analysis prior to submission is critical.





Common Issues (cont'd)

- Some common issues (cont'd):
 - Extension of residential units can be complicated and increase requirements. For example:
 - If the residential occupancy is extended, sprinklers are required throughout the entire fire area (not just the extended space)
 - Breaching a wall may result in a change in occupancy classification. For example, if there is a breach between an existing 1 family building and 2 family building, it becomes a 3-family building and must meet new requirements for R-2.
 - Plans submitted and approved do not match existing conditions, resulting in required amendments and potential violation, stop work order, or revocation.



Lawful Occupancy Signs

Get a Lawful Occupancy Sign

Service overview

Lawful Occupancy Signs (LO) show how many people are allowed in a space at a given time. The [Department of Licenses and Inspections](#) (L&I) issues Lawful Occupancy Signs.

You need a Lawful Occupancy Sign if:

- You own or operate an assembly space where 50 or more people gather.
- L&I decides it is necessary to post an occupant limit.

If L&I previously approved a Lawful Occupancy Sign for a space in your building, you may be able to [get a copy](#).

New owners or tenants operating a previously approved space with a Lawful Occupancy Sign do not need to reapply.

If you are proposing a change in the number of people who will occupy a space, you must file a new application and plans for review.

Posting

If you are required to have a Lawful Occupancy Sign, you must display it where occupants can easily see it. If you don't, you may be cited for a violation.

All issued Lawful Occupancy Signs must remain posted as long as the building is in use.

Who

Any property owner or their authorized agent can apply. Authorized agents may include:

- Design professionals.
- Attorneys.
- Contractors.
- Licensed expeditors.

If you only require a Lawful Occupancy Sign:

- Refer to Get a [Lawful Occupancy](#) page and prepare documentation relevant to your project scope.
- Apply using the Lawful Occupancy certificate permit application.
- Plans meeting minimum standards; however, there may be an exception if you are requesting a duplicate of an existing sign.

CERTIFICATES



[Certificate of occupancy](#)



[Lawful occupancy certificate](#)



[Property sales certificate](#)

Reissuing a Lawful Occupancy Signs

CODE SOLUTION

PERMIT PROCESSING

Reissue of Lawful Occupancy Signs

Issue:

Per the 2013 Philadelphia Fire Code, every room or space that is an assembly occupancy shall have the occupant load of the room or space posted on a sign near the exit. Often Department inspectors find that such required signs have been removed and issue notice to the owner to replace them. If the owner has not retained a copy, a request is submitted to the Department for a replacement.

Can the review of such requests for a replacement of the sign for the room or space enforce other code provisions?

Solution:

Philadelphia has adopted its own Fire Code to apply to the prevention and protection from fire in existing buildings. Legally existing buildings fall outside the scope of the Uniform Construction Code (UCC). Therefore, Building Code (including accessibility), Plumbing Code (including fixture counts) and other code provisions enforced under the authority of the UCC may not be applied.

The reissuance of a Lawful Occupancy Sign is limited to a confirmation through department records that the existing building is legally occupied. Once the building is determined to be legally occupied, the department shall use the submitted plan(s) to calculate the occupant load based upon the Philadelphia Fire Code.

The Administrative Code provides that a structure which is legally in existence is permitted to continue without change unless the codes mandate such change.



Code Sections:

Philadelphia Fire Code (2013)
Section F-1004.2
Posting of Occupant Load

Administrative Code
Section A-102.6
Existing Structures

Issued by:

Michael Fink, Chief Code Official

Date:

December 13, 2017


Disclaimer:

This interpretation, policy or code application is intended to provide guidance to staff for consistency of review and is subject to change without notice. Application of this interpretation, policy or code application to specific projects may vary. There may be other ways to comply with the Code. If so, you are not required to use this method. You may want to investigate other options, or consult with a professional identifying an equally code compliant solution.

- The Department has copies of all Lawful Occupancy signs issued after 2006. Visit the [Get a Copy page](#) for instructions on researching and requesting a copy of an L&I sign.
- All other available certificates may be found in the Zoning Archive folder. If there is an existing certificate and you require a duplicate sign, schedule an appointment with Permit Services to initiate an application for a duplicate LO sign.
- All other replacement signs require the submission of plans and an LO application.
- The reviewer will confirm that occupancy is legal and calculate the occupant load based upon the plans and Fire Code, as per the [Code Solution on the Reissue of Lawful Occupancy Signs](#).
- An inspection will be conducted to confirm conformance with the approved plan.



Two Family Conversions

- While a CO is not required for the conversion of a one-family to a two-family in a building constructed prior to 2004, a building permit is required for the alterations.
 - Proof of legal occupancy is required for a rental license.
 - Under certain conditions, it can be infeasible for an owner to identify the alterations that were performed.
- 



Two- Family Conversions (cont'd)

- In place of a building permit, the Department may affirm legal occupancy through a design professional's certification of the estimated age of repair, required egress, and required fire separation.
 - Such an exception is at the discretion of the Department and is not an entitlement. The Department will consider this exception if it is determined that documentation of alterations is technically infeasible, which may include following conditions:
 - Alterations were not recent
 - Current owner did not have possession when alterations were made
 - There was no record of violation when the current owner purchased the property
 - Schedule an appointment for Permit Services if there is a need to discuss such a conversion.



Temporary Certificates of Occupancy (TCOs)

Get a Temporary Certificate of Occupancy

Service overview

A Temporary Certificate of Occupancy (TCO) allows you to inhabit and use part of a structure before the structure is completed. The approval lasts for a defined period.

Single-family dwellings cannot get a Temporary Certificate of Occupancy.

If you want to use an existing structure for a short-term event, you need a [Temporary Occupancy Permit for a special event](#).

The [Department of Licenses and Inspections](#) (L&I) issues Temporary Certificates of Occupancy.



Temporary Certificate of Occupancy (TCO) Approval During Construction Information Sheet

What is a Temporary Certificate of Occupancy Approval?

A Temporary Certificate of Occupancy is a formal approval, in writing by the Building Code Official, for specified portion(s) of the structure that is satisfactorily code compliant for inhabitants to occupy and to be utilized as intended per the approved use before completion of the entirety of the structure and contains a defined period of time for occupancy.

Criteria to Obtain a Temporary Certificate of Occupancy.

- An approved Building Permit is required for **all** requests of a Temporary Certificate of Occupancy.
- A Temporary Certificate of Occupancy is **not** available for single-family dwellings.

Keys Items for Completion to Obtain a Temporary Certificate of Occupancy.

I. Temporary Certificate of Occupancy Approval for Portions of Multi-Story Buildings

Prior to Temporary Certificate of Occupancy of a multi-story building, the following criteria must be met. These partial occupancy requirements are to be applied for any newly constructed building (initial occupancy) or a building that experiences a change in use group. Upon compliance with this criterion, a Temporary Certificate of Occupancy will be issued to the floor(s) or portion(s) thereof indicated in the application.

A. Partial Occupancy

1. Portions of the building can be occupied safely prior to full completion of the building without endangering life or public welfare.

B. Fire Suppression Systems

1. Where an automatic fire suppression system is required in the building, the highest occupied floor, the floor next above, and all floors below shall have an operative fire suppression system in place. All sprinkler valves and water flow detectors shall be tied into the fire command station.

C. Standpipe System

1. Where a standpipe system is required in the building, the standpipe system shall be fully operative throughout the building.

D. Alarm System


The fire alarm system shall meet the following requirements:

1. Manual pull stations shall be operative throughout the building.

- For buildings under construction, the Department will not issue a CO for an individual space until the CO for the building has been issued.
- However, an owner may obtain a Temporary Certificate of Occupancy if certain criteria is met.
- The TCO request is submitted through the active construction permit application. The building inspector will evaluate the request and issue a TCO for 180 days if all criteria are satisfied.
- Visit the [Get a Temporary Certificate of Occupancy](#) page for complete information on approval criteria and submission process.
- Discuss your intentions, schedule, & requirements with your inspector if you plan to request a TCO for a specific space or area.




Individual Unit COs

- COs are issued to the building. While a permit and new CO can be issued to reflect a partial change of occupancy for an existing building, partial COs are not issued for buildings under construction.
 - In an order to accommodate needs of the development community, the Department will issue a separate CO (or unit CO) after the building has been completed. Unit COs are NOT required; however, one may be needed to satisfy a lender or prospective buyer.
- 



Individual Unit COs (cont'd)

- Example: A project involves a new building with 20 dwelling units and condominium ownership structure. The developer would like to obtain a separate CO for each condo unit. Once the building is completed and a CO issued for all 20 dwelling units, the developer can apply for a separate unit CO for each condo unit.
 - An application for a Unit CO should be initiated by appointment to avoid confusion. Alternatively, an applicant can submit a Certificate of Occupancy permit application and clearly described intent; however, an appointment is strongly recommended to minimize confusion on this uncommon application type.
 - Note: This should not be confused with a new mixed-use building with vacant commercial. These spaces are evaluated as the applicant's worst case (frequently M or A-2) and a separate initial tenant fit-out permit can be independently filed when the use has been identified.
- 

Special Events

Get a Temporary Occupancy Permit for a special event

Service overview

This permit allows you to use a building for a short-term event.

You cannot hold special events for longer than 15 days. To host a longer event, you need to:

- [Get a Zoning Permit for Change of Use](#).
- [Get a Certificate of Occupancy](#).

You do not need this permit if your space is already approved for assembly use and the event will not exceed the number of people allowed. The [Department of Licenses and Inspections \(L&I\)](#) issues this permit.

Who

Property owners, their tenants, and their authorized agents can apply. Authorized agents may include:

- Design professionals.
- Attorneys.
- Contractors.
- Licensed expeditors.

Requirements

Permit application

Application must include a description of use and current owner information.

- If the property was recently sold, submit a copy of the settlement sheet or deed with the application.
- You must apply for all permits under the legal address established by the [Office of Property Assessment \(OPA\)](#).
- If a tenant makes the application, include the executed lease agreement.

Plans required

Your application requires plans, and must follow the plan requirements.

- Plans must be drawn to scale on a sheet that is at least 11 inches wide by 17 inches high.
- Include three copies of plans.
- The plans must show compliance with [Code Bulletin A-1501](#).

OPERATIONS

[Fireworks display](#)

[Temporary tent](#)

[Use of explosives](#)

[Temporary occupancy - special event](#)

- A Temporary Occupancy permit does not change the occupancy classification of a building; however, it does allow the building or space to be used for an alternate occupancy for a limited time (up to 15 days).
- The most common example is an assembly event (i.e. concert, banquet) in a business or mercantile occupancy OR the temporary increase in occupant load for an existing assembly space.
- The conditions of approval are not expressly addressed in the Building Code and are defined by a long-standing Variance of General Application and outlined in [Code Bulletin A-1501, Temporary Uses and Structures](#). This bulletin also addresses temporary construction.
- Visit the [Get a Temporary Occupancy Permit for a special event service page](#) for more information.

CO Errors

- If an error is identified on a CO, Permit Services should be contacted immediately through the [online help form](#), using the code and processing question option.
- L&I will determine if there was an error and appropriate actions. Examples:

Error	Not An Error	Not An Error (but Duplicate CO may be appropriate)
Occupancy or Construction Type Incorrect	No of Dwelling Units Missing	Address Change
Identification of Sprinklers/ Standpipes/ Fire Alarm Incorrect	Change in Owner	
No of Dwelling Units Incorrect		

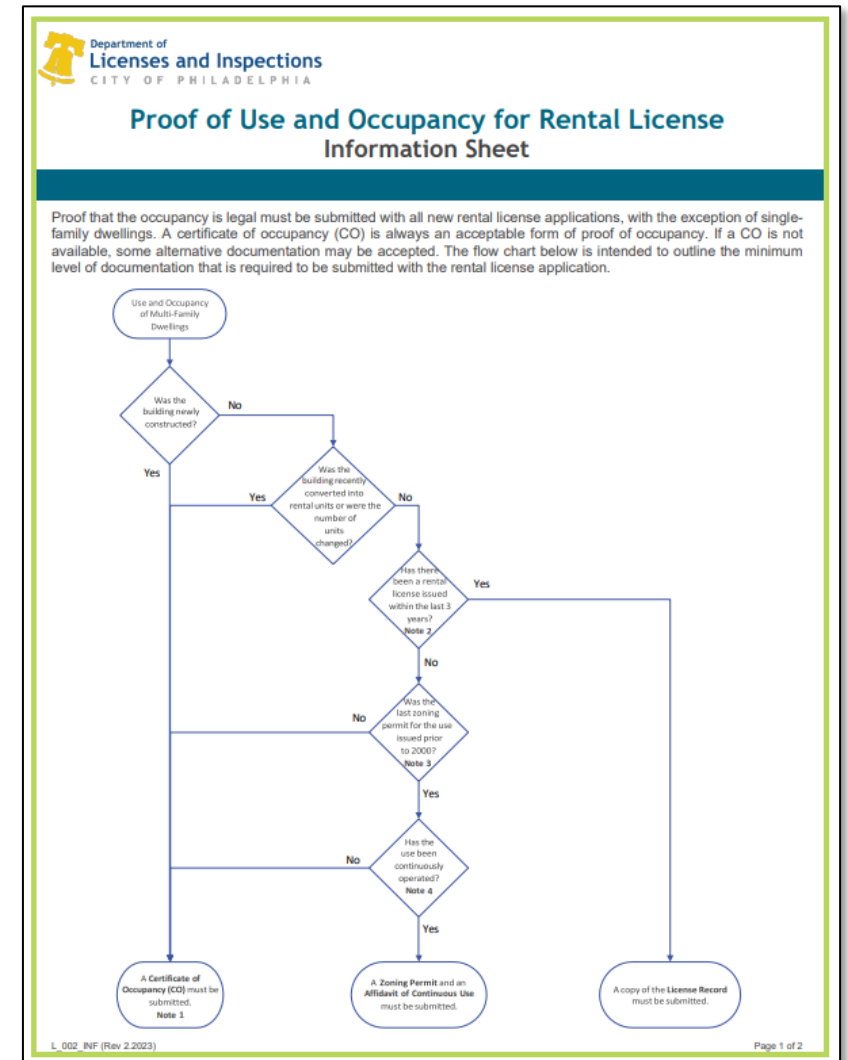
- The subsequent action will depend upon the length of time that has passed. We may:
 - Modify the original permit / CO if the error is immediately identified.
 - Issue a Duplicate CO or require a new CO application, depending on the amount of time that has lapsed, type of error and source of error.
 - Revoke or suspend a CO issued in error or on the basis of incorrect information and issue a violation.



Licenses


Philadelphia License Requirements

- Certain L&I licenses require proof of legal occupancy. The application requirements will indicate if a CO is required or if/when a zoning permit is acceptable.
- When a CO is required, an active TCO is accepted for the initial application.
 - For rental licenses, be sure to include the # of units on your TCO request.
 - If the TCO is issued without the # of units, submit your license application by appointment to discuss directly with the service agent.





PA License Requirements


- Each PA Licensing Agency has unique application requirements.
 - Many agencies, such as PA DHS, work with the Department to align CO requirements with our local regulations. We have agreements around childcare centers and residential care facilities.
 - A license applicant must ultimately adhere to the licensing requirements of the licensing agency. If the agency requires a CO for an unregistered building, the owner must submit a CO application with plans to L&I.
- 



Future Initiatives



Future Initiative

- L&I is working to digitize historic records and publish to Atlas. This includes:
 - Publishing COs that we have on file (2006 to present) for reference only
 - Publishing CO information that we have on file (2000-2006)
 - Publishing permit book ledgers that include pertinent building data (1968- 2006)
 - Publishing summary of Code history, including occupancy classification, construction type, and life safety reqs.
 - Publishing Building and Fire Code variances, through 2020.
 - By digitizing and indexing information, L&I and all of our stakeholders can more definitively identify legal occupancy and required life safety systems for Philadelphia's building stock.
 - The end-goal is to streamline CO issuance for unregistered buildings.
- 

Example of Permit Ledgers/Code History (for illustrative purposes only)

168	OCT 13, 1993	
3308-C	241 st 6 th STREET	1B, R2, ALT
3309-C	1-39 SW/DEK AVE	3B, M, ACT
3310-C	WISLAHICKOM DR & VALLEY GREEN RD (CRATERVIEW BLDG)	5B, 3I, NEW, C.O.
3311-B	126 Reed St.	3B, S-1, A, ALT, C.O.
3312-C	123 S. BROAD ST 28 th Floor	U, DUCTWORK
3313-C	1100-1308 TABOR ROAD	1B I-2, ACT
3314-C	9817 Glenhaze St	5B, R3 New, Co
3315-C	225 S. 18 th ST	U, DUCT
3316-C	2100-30 B.F. Parkway	1B, B, OUT.
3317-C	8421-03 GERMAN TOWN AVE	U, DUCT WORK
3318-C	1225-31 Point Brooke Ave.	3A, M, New, Co.
3319-C	766-68 S. 9 th St	3A, R-3, A.H., C.O.
3320-A	3700 S. Broad St. Bldg M-3	5B, B, A.H., Co
3321-C	734 Schughill Ave	U, ⁵¹⁴⁷ light
3322-C	1931 W. Hunting Park Ave	U-Kitchen
3323-C	1701 N. 13 th St	U, ductwork
3324-C	841 CHESTNUT ST	U, DUCTWORK
3325-C	287-27 1/2 W. WILDEY ST	3B, R3 ALT
3326-C	2951 MARKET STR.	1B, ALT, A-3, C.O.
3327-C	3600 HAMILTON WIK	1B B' ALI

Current Use and Occupancy Classification	Description	1969 Phila Building Code	1981 BOCA	1987 BOCA	1990, 1993, 1996 BOCA
A	Assembly	F	A	A	A
A-1	A w/ fixed seating, intended for production and viewing of performing art or motion picture	F-1A, F-1B	A-1A, A-1B	A-1	A-1

Year	Bldg Code
1969-1983	1969 Phila Building Code
1984-1987	1981 BOCA (all incorporating local amendment)
1988-1996	1987, 1990, 1993 BOCA
1997-2003	1997 Phila Bldg Code (Incorporating 1996 BOCA)
2004- 2007	2003 I-Codes
2007-2010	2006 I-Codes
2010-2019	2009 I-Codes
2019-2022	2018 Commercial/ 2015 Res I-Codes
2002-2025	2018 I-Codes
2025-onward	2021 I-Codes

- Will publish ledgers with key to equivalencies in current Code.
- Will begin pushing out information later this year.



Contact Us

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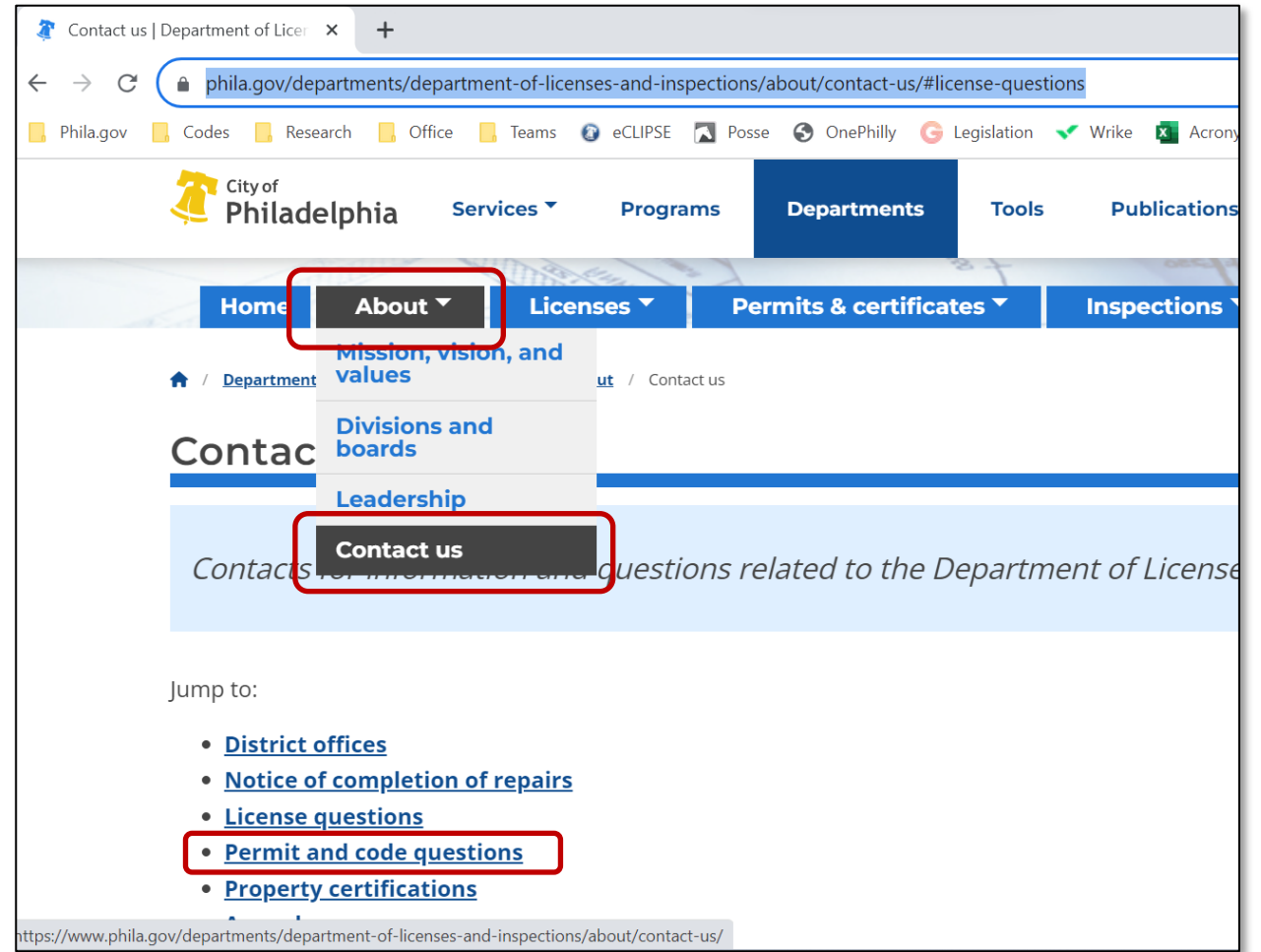
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Thank You! Questions?

To build and sustain a safer Philadelphia, L&I embraces best practices in technology and customer service. We enable the public to access information, secure required approvals, and comply with building safety requirements in a convenient, reliable, and transparent manner.

L&I achieves code compliance through collaboration, education, and effective enforcement measures that hold businesses, contractors, and property owners accountable.

