

# Virtual Inspections for Limited Lodging Operator License Information Sheet

## Overview

Applications submitted for a new or renewed Limited Lodging Operator License, **on or after June 1, 2025**, will be required to have the property inspected by the Department. This inspection will be performed as a virtual inspection that involves an inspector conducting evaluations remotely, utilizing your phone or tablet for the inspection process. Note: If the applicant cannot meet the conditions for virtual inspections, they can schedule an on-site inspection by calling 215-686-4156.

Once the new license application or renewal application for a Limited Lodging Operator License is accepted and approved by the Department, the applicant will receive a notice to schedule an inspection.

Upon receiving the notice from the Department, the applicant must schedule an inspection. Please allow at least 10 business days for the inspection. If the applicant fails to schedule an inspection within 60 days of the notice, the application will be cancelled.

The inspection will confirm if the property complies with the following requirements:

- The primary dwelling unit is used as a household living unit with housekeeping facilities shared among members of the household (e.g. for cooking and washing).
- The limited lodging is a secondary, accessory use to the primary residential household use of the property.
- There is no separate building entrance visible from the street that is solely for accessing the limited lodging.
- There is no accessory signage.
- There are smoke alarms and carbon monoxide alarms installed throughout the dwelling, as required by the Philadelphia Fire Code.
- There are proper garbage storage containers for the limited lodging.

## Step 1 – Schedule your virtual inspection

Schedule a virtual inspection through the [online form](#) upon receiving the notice of application pre-approval.

The applicant must provide a name and cell phone number of the designated person who will be on-site to conduct the virtual inspection. This designated person must be at least 18 years of age, consent to be recorded, able to join the virtual inspection session at the scheduled time from their mobile device, ensure all areas of the property subject to inspection are accessible, and follow the inspector's instructions to operate the camera, navigate the site, and focus on specific areas.

You must also have a smartphone or tablet that can receive text messages and be connected to data for the inspection to take place.

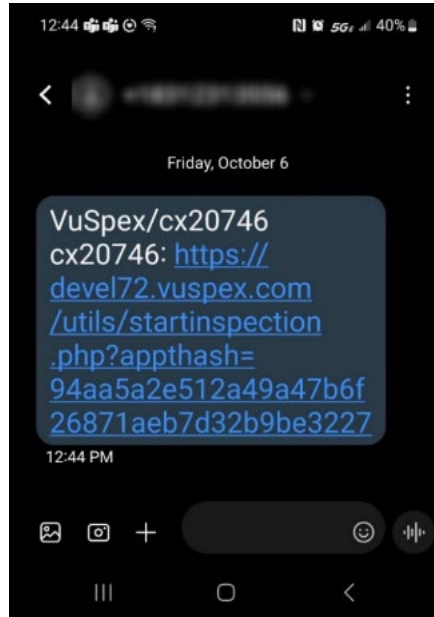
When scheduling the inspection, you can choose between two windows of time: 9:00 a.m. to 12:00 p.m. and 12:00 p.m. to 3:00 p.m. The person conducting the inspection should be prepared to be available during the entire appointment window.

## Step 2 – The day of your inspection

On the day of your scheduled virtual inspection, the person conducting the inspection with L&I should be at the limited lodging property and prepared for the inspection during the inspection window that was selected - 9:00 a.m. to 12:00 p.m. or 12:00 p.m. to 3:00 p.m. Please note, the inspector may contact you at any time during that window of time.

## Step 3 – Start the inspection

When the inspector is ready to begin the inspection, they will send a text message with a link to the telephone number provided in the inspection request. Click the link to start the virtual inspection.



By clicking the link, the inspector will be given access to see what your camera is showing. They will also be able to communicate with you to provide directions through your phone or within the chat feature.

Through the app, the inspector will take photos of the work and provide you with either an approval or list of deficiencies that need to be corrected for the next inspection.

If a second inspection is needed, it must be conducted within 60 days of notice of the failed inspection. If all requirements of the inspection are not satisfied by the second inspection, the renewal application will be denied.