

APPLICATION FOR ZONING / USE REGISTRATION PERMIT



CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES AND INSPECTIONS
MUNICIPAL SERVICES BUILDING – CONCOURSE
1401 JOHN F. KENNEDY BOULEVARD
PHILADELPHIA, PA 19102
For more information visit us at www.phila.gov

(For office use only)

APPLICATION # _____

ZONING CLASSIFICATION _____

PREVIOUS APPLICATION NO. _____

(Applicant completes all information below. Print clearly and provide full details)

LOCATION OF PROPERTY (LEGAL ADDRESS) _____

PROPERTY OWNER'S NAME _____

PROPERTY OWNER'S ADDRESS: _____

PHONE # _____

FAX # _____

LICENSE # _____

E-MAIL: _____

APPLICANT: _____

ADDRESS: _____

FIRM/COMPANY: _____

PHONE # _____

FAX # _____

LICENSE # _____

E-MAIL: _____

RELATIONSHIP TO OWNER: TENANT/LESSEE ATTORNEY DESIGN PROFESSIONAL CONTRACTOR EXPEDITOR

TABULATION OF USES

FLOOR/SPACE #	CURRENT USE OF BUILDING/SPACE	Last Previous Use	Date Last Used

FLOOR/SPACE #	PROPOSED USE OF BUILDING/SPACE

STORIES AND HEIGHTS FROM GROUND TO ROOF

HEIGHT	EXISTING BUILDING			PROPOSED ADDITION / ALTERATION / NEW CONSTRUCTION		
	FRONT	SIDE	REAR	FRONT	SIDE	REAR
IN FEET						
IN STORIES						

BRIEF DESCRIPTION OF WORK/CHANGE:

___ CONTINUED ON ADDITIONAL SHEET (ATTACHED)

___ ACCELERATED REVIEW

CHECK/RECEIPT/M.O NO. _____

IS THIS APPLICATION IN RESPONSE TO A VIOLATION? NO YES

VIOLATION #: _____

All provisions of the Zoning code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Department form a part of this application I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.

APPLICANT'S SIGNATURE: _____

DATE: ____/____/____



Zoning/Use Registration Permit Application Requirements

Visit our website at www.phila.gov/li
See *City Maps for Zoning Classification and Title 14*
of the Philadelphia Code for Zoning Code.

This document is intended to provide basic information for general application. Additional information may be requested as needed. See separate information sheets for additional details on new construction /additions/ subdivisions in C-4, C-5, C-7, ASC, AND NSC, for the erection/conversion for a place of worship, and for the creation of a rooming house.

FILING ZONING/ USE INSTRUCTIONS

- Applications must be filed in person by someone acting in the following capacity:
 - Owner.** If the property was recently purchased or the sale is in progress, the equitable owner must present a copy of the deed or agreement of sale.
 - Tenant,** with a copy of current lease.
 - Attorney, Design Professional, Contractor, or Expeditor,** with a letter of authorization from the owner and a valid license registered with the City of Philadelphia.
- The application must be filed using an **address registered with the Board of Revision of Taxes (BRT)**; visit www.brtweb.phila.gov. Applications without the correct BRT address cannot be processed.
- When there are multiple tenants or spaces at one address, e.g. strip mall, a **key plan** shall be submitted showing all buildings and spaces. The space for which the application is being made shall be identified on that plan.
- All violations on dangerous buildings must be resolved by Contractual Services (11th fl, MSB; Phone #: 215-686-2582) prior to application.
- All prerequisite approvals shall be obtained at the time of application. See section on Prerequisite Approvals for detailed information.
- Applications require a non-refundable filing fee of **\$25** for one or two family dwellings and **\$100** for all other uses. Checks are to be made payable to the City of Philadelphia and are due at the time the application is filed.
- The application must specify the existing and proposed uses for the entire structure and a detailed description of the proposed work.
- Six (6) copies of a fully dimensioned site plan must be submitted for:
 - Lot line relocation, including subdivisions;
 - New construction, additions, and partial demolition of buildings;
 - Decks, fences, and pools;
 - Erection of sign(s);
 - An increase in the number of dwellings units in a structure; and,
 - Parking lots.

See section below regarding requirements for plan submittals.

PREREQUISITE APPROVALS

- ❖ **Streets Department** (Room 940, 1401 JFK Blvd; 215-686-5500)
 - All parking lots and curb cuts.
 - Any encroachment on the public footway/ right-of way, including overhangs.
- ❖ **City Planning Commission** (13th Floor, 1515 Arch Street; 215-683-4649)
 - Construction on a site greater than 15,000 square feet in area.
 - Any subdivision that involves three (3) or more lots, has more than 50' of street frontage, or has frontage on more than one (1) street.
 - Landscaping for parking lots.
 - Facade changes within the Center City Control District (Title 14-1607 of the Philadelphia Code).
 - Construction within the Wissahickon Watershed (14-1603.2) or Flood Plain Areas (14-1606).
 - Changes in use and all construction within the Institutional Development District (14-1100), RC-6 Residential District (14-215), Waterfront Redevelopment District (14-216), and the Commercial Entertainment District (14-400)
 - Applications for wireless services or wireless service facilities.
 - New construction on virgin ground.
- ❖ **Art Commission** (12th Floor, 1515 Arch Street; 215- 683-2095)
 - Signs that extend more than 12" beyond the property line.
 - Signs installed in certain districts as required by the Zoning Code.
 - Building logo signs located above the bottom of the 2nd floor located in C-4 and C-5 districts (14-305).
 - All signs located in the RC-4 district (14-214).
- ❖ **Fairmount Park** (10th Floor, 1515 Arch Street; 215- 683-0222)
 - All signs defined in 14-2003 and 14-2004.
 - All applications involving Fairmount Park properties.
- ❖ **Water Department** (2nd Floor, 1101 Market Street; 215-685-6270)
 - All construction within 50' of a drainage right-of-way.

GENERAL PLAN INFORMATION REQUIREMENTS

- Plans must be drawn to one of the following scales:
 - Engineer:** 1"=10'; 20'; 30'; 40'; 50'; 60'; 100'
 - Architect:** 1/16; 1/8; 1/4; 3/16
- Site plans are limited to a maximum of 2 sheets per set. An additional sheet listing supplementary information may be submitted.
- The minimum sheet size is 11" x 17" and the maximum is 24" x 36".
- The plans must include the following information:
 - Identification on north point;
 - Existing lot lines and dimensions as recorded in the property deed;
 - All structures with exterior dimensions, building heights, and # of stories;
 - The length and width of all front, side, and rear yards and the dimensions of all other open areas;
 - Curb lines and legal sidewalk widths;
 - Streets, alleys, and/or driveways bordering property;
 - Location and dimensions of all off-street parking spaces, including aisles and driveways, and the distances from the lot lines;
 - Landscaping as required for parking lots.

Note: A business privilege license is required for all persons/companies conducting business within the City of Philadelphia.

DETAILED PLAN INFORMATION REQUIREMENTS

FENCING

In addition to the general requirements, the plans shall include the following:

- The exact location of the fencing;
- A detail indicating the size and type of fence.

SIGNAGE

In addition to the general requirements, the plans shall include the following:

- The exact location and sizes of all existing and proposed signs.
- Note: With the exception of properties in the Area/Neighborhood Shopping Center Districts, lots containing multiple tenants will require the depiction of all existing signs on all building faces.*
- An elevation drawing depicting the heights of the top and bottom of the sign relative to finished grade, and floor level bays, as required by the Code.
- An artistic rendering of the proposed sign(s).
- See sections on applicable Zoning Districts, 14-11600, 14-1900, and 14-2000 for permissible signage location and area.
- Three (3) photographs of all relevant building faces must be submitted in addition to a site plan. When a sign is proposed for a site with multiple tenants, photos must be submitted of the entire site.