

city of philadelphia permitting process



due diligence and sketch phase

- review the city code to validate the site design
- meet with project architect and land use attorney
- hold pre-application meetings with city agencies



survey

- prepare boundary and topography surveys
 - if necessary, prepare a lot subdivision or consolidation plan and submit for Preliminary Plan Review to the appropriate Survey District

pre-zoning and zoning permit reviews

- engage a geotechnical engineer for infiltration and structural testing
- if required, submit to:
 - PWD Stormwater Plan Review for ERSA Application Approval
 - Streets Department for Zoning Approval
 - Planning Commission for Development Plan Review
- submit to L&I for Zoning/Use Approval
 - approvals for all of the above submissions are prerequisites for L&I approval
 - if rejected, you have 30 days to appeal to the Zoning Board

pre-building permit reviews

- if required, submit to the following PWD departments:
 - Stormwater Plan Review for Post-Construction Stormwater Management Plan (PCSMP) and/or Erosion and Sediment Control Plan (ESCP) Review
 - Design Unit for Private Cost Review
 - Project Controls for Act 537 Application
 - Water Transport Records for Water and Sewer Connections
- submit to DEP Southeast Regional office for NPDES Permit
- submit Planning Commission for Pre-building Permit Review
- submit to Streets Department for Final Review



construction permits

- coordinate with contractor to review building plans, provide detailed construction costs, and submit for building permits
- if necessary, submit to:
 - PWD Construction Related Permits
 - Streets Department Construction Related Permits

