



**CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES & INSPECTIONS**

Development Division
Municipal Services Building - Concourse Level
1401 John F. Kennedy Boulevard
Philadelphia, Pennsylvania 19102

**Demolition Permit
Application Requirements**
Refer to Code Bulletin B-1302 for more details
Visit our website at www.phila.gov/li

The following items must be submitted with all building permit applications for demolition

Demolition Contractor Qualifications

Contractors selected to perform demolition must have prior experience in planning and conducting demolition operations and developing and employing site safety measures.

The minimum requirements shall include:

1. A current insurance policy listing required coverage for general liability, automobile and workman's compensation insurance, naming the city of Philadelphia as an additional insured. The minimum levels of insurance established by the City of Philadelphia's Risk Management Office shall be submitted.
2. Documentation regarding the experience of the contractor and his/her employees in performing demolitions. At a minimum, this shall include copies of executed contracts, engineering surveys and permits for three previous contracts which included demolition activities, proof of employment in the past three years in the field of demolition or construction, and identification of at least two employees who will be performing demolition at the site with details on their work history.
3. A copy of the contract with the owner/developer for the proposed demolition indicating the cost of the demolition work.
4. Tax Clearance from the Revenue Department, including all sub-contractors.
5. No current violations related to other construction or demolition projects.

Site Safety Demolition Plan (3 copies required)

A **site safety demolition plan** or "engineering survey" developed by a competent person shall be submitted. In cases where the structure to be demolished is a commercial structure that exceeds three (3) stories, the plan submitted to the Department must be sealed by a Professional Engineer licensed in Pennsylvania. The plan must address the methods used to carry out the demolition, as well as the proposed measures for protecting adjoining structures, property and pedestrian/vehicle traffic. A schedule of the demolition activities shall be developed as part of demolition planning. At a minimum, the plan shall include the following:

1. Inspection details on the structural conditions of the adjoining properties.
2. Description of the means and methods for protection of the adjacent structures.
3. Description of the method of demolition to be applied.
4. Details on potential hazard (i.e. collapse, structural failure).
5. Underground utility confirmation number.
6. Description of any safety exposures and environmental issues.
7. A commitment signed by the contractor to maintain the site safety demolition plan on site during all demolition activity and review the plan on site with the building inspector prior to the start of demolition.

Site Plan (3 copies required)

A fully dimensioned site plan (minimum 11" X 17") which includes the following information:

1. Identification of elements listed below with the distance between each element and the structure(s) to be demolished:
 - Property lines.
 - Adjacent walkways, streets, and easements.
 - All existing buildings, including height, number of stories, and construction type.
 - Neighboring structures on adjacent lots, including height, number of stories, and construction type.
 - Size and location of utilities within the work area.
2. The extent of demolition, including underground removal.
3. Pedestrian protections.

Protection of pedestrians

A copy of the permit from the Department of Streets shall be submitted (or a building permit on file for the sidewalk shelter platform.) Fencing or sidewalk shelter platforms must be in compliance with B-3306.

Demolition schedule (3 copies required)

The contractor shall submit a schedule of the proposed demolition which shall include the following:

1. The start date shall be consistent with code requirements for public notice and unsafe/imminent danger conditions.
2. The schedule shall be consistent with the protection methods for pedestrians and adjacent properties.
3. Identification of demolition milestones and projected dates of completion.
4. The proposed start and stop times for daily activity.
5. Confirmation that the work will not begin before site safety measures are in place and those measures are inspected and approved by the building inspector.

Permit applications will be reviewed within 20 business days of processing.