

# PHILADELPHIA MILLS BULLETIN

## Permitting Tips

(10/22/18)

**This bulletin is to make you aware of any issues that have been identified in discussions with the authorities having jurisdiction. The landlord recommends all tenants, architects, and engineers thoroughly review the following and incorporate changes as they relate to the tenants contract and permit drawings.**

### **Department of Licenses & Inspections**

1401 John F. Kennedy Boulevard

Concourse Level

Philadelphia, PA 19102-1687

P: 215-685-0582

Hours of Operation: Mon-Fri 8:00 am-3:30 pm (closes at 12:00 pm the last Friday of every month)

### **Building Department Web Site:**

<https://business.phila.gov/licenses-and-inspections-building-permits/>

- All permit applications are to be submitted in person
- Please review the below web site link prior to submitting plans:  
<https://business.phila.gov/media/TopBuildingPermitApplicationDeficiencies.pdf>
- Philadelphia Mills building information: Occupancy Class M Mercantile or Class A-2 Assembly, Type II B, fully sprinkled non-combustible building that is governed by the 2016 IBC. Please refer to city's website for applicable codes.
- Three sets of sealed plans no larger than 36" in any dimension are required for all work valued over \$25,000. All sets of plans must be signed and sealed by a Pennsylvania licensed architect and engineer.
- Be sure to select the Certificate of Use and Occupancy box on the permit application for any tenant improvement projects within the mall.
- The Office of Licenses and Inspections does not accept credit card payments for permits. Please make all checks and money orders payable to "City of Philadelphia."
- Expedited plan review is available. The acceleration of an application reduces the review time from 20 business days down to 5-10 business days. The fee for this service is added to the standard permit fee and is due upon application submission. This fee is not credited toward the final permit fee.
  - Accelerated Plan Review Fee – \$540.00
- All sign(s) shall be permitted, installed, inspected and approved separately from the building permit. This inspection should be scheduled concurrently with the final building or C/O inspection.
- Any revisions, alterations, or additions after the issuance of a C/O, may require additional plans and a separate permit application. Please contact your tenant coordinator for further guidance prior to performing any work outside the LL approved plans.

Tenants with food operations please contact the following for additional requirements

**City of Philadelphia**

Office of Food Protection

321 University Avenue, 2nd Floor

Philadelphia, PA 19104

P: 215-685-7495

Hours of Operation: Mon-Fri 9:00 am- 4:00 pm

<https://www.phila.gov/health/foodprotection/FoodSafetyReports.html>

The store address shall be:

\_\_\_\_\_ (Store Name)

Philadelphia Mills

Suite \_\_\_\_\_ (Space)

1455 Franklin Mills Circle

Philadelphia, PA 19154