



City of
Philadelphia



Commercial **LEASING NOTICE**



Table of Contents

■ Purpose.....	3
■ Section 1: Understanding Permit Requirements	4
■ Section 2: Research the Property's Zoning	5
■ Section 3: How to Read a Zoning Permit.....	9
■ Section 4: Building Permits & Violations	11
■ Section 5: Resources.....	13
■ Confirmation of Receipt of Commercial Leasing Notice.....	15

Purpose

The intention of this guide is to help support small business owners who are seeking to rent commercial spaces for their businesses. This guide should be used by potential commercial lessees to make educated decisions **prior to entering into a lease**. It provides step-by-step instructions for researching what permits have been issued to a property, how to determine the legal use of a property, and how to determine if the property has open violations. Additionally, the guide includes a number of resources that are available should the potential lessee need additional guidance.

If, after reviewing this guide, the potential lessee has unanswered questions, they are encouraged to reach out to the Department of Commerce's Office of Business Services at business@phila.gov or 215-683-2100.

This guide is required, by law, to be given by the property owner or their representative to the potential lessee no less than seven (7) days before a lease can be signed.

Section 1: Understanding Permit Requirements

A Zoning (or Use Registration) Permit ensures that a use aligns with the general character of a neighborhood to protect quality of life. For example, the construction of a factory on a residential block would negatively impact residents and would not be permitted. The Zoning Code identifies uses that are allowed for each property in the City. Prior to establishing a new use on a property, a Zoning Permit must be obtained.

There are cases where uses that the Zoning Code would not ordinarily allow are able to legally exist. A use can be nonconforming which means that it existed prior to the establishment of the Zoning Code or prior to a change in the Zoning Code that would have otherwise prohibited the use. Alternatively, a use can be granted by variance or special exception which means that the owner or tenant obtained a permit after appealing to the Zoning Board of Adjustment (ZBA). If a permit is obtained in this manner, the ZBA may also place additional restrictions on the operation of the business, these are known as provisos. Some examples of provisos include restricting the hours of operation of a business, restricting the location of a business (e.g., no outdoor seating of a restaurant), or granting a temporary approval.

A Building (or Construction) Permit ensures that work is compliant with construction codes to protect against structural failure, fire hazard, and health risks. Requirements vary based

on the use of the building and are outlined in the Philadelphia Building Construction and Occupancy Code.

A Certificate of Occupancy (CO) may be issued with a building permit. A CO certifies that a building is compliant with construction codes at the time the building was constructed, or the use was established.

A Certificate of Occupancy may also be required when there is no work but there is a significant change in use. For example, an office space converted to a daycare center will require a CO because the fire safety requirements of each use are different. The Department of Licenses and Inspections (L&I) started issuing COs for many new buildings and uses in the 1960s. If the use of the space recently changed, the building owner should have a copy of the CO available.

In most cases, if the use of a property changes, a Zoning Permit, a Building Permit, and a CO are all required. If one or more of these permits/certificates cannot be located, that may indicate that the use of the property was not legally established. The proper permits would need to be obtained to legalize the use prior to the business opening.

If the lessee is proposing to further change the use of the property or make alterations, additional zoning and building permits will be required prior to the business opening.

Notes:

- A potential lessee should be cautious when assessing permits for a property with multiple tenant spaces. Zoning Permits are issued to an entire property unless the permit specifies otherwise. Building Permits and COs are typically issued to specific tenant spaces.
- **Prior to signing a lease, the potential lessee and the property owner/representative should discuss who will be responsible for obtaining the required permits and/or completing work if a current or new use needs to be established.**
- Some specific types of businesses may also need license approval prior to opening. Some examples of business licenses are a Food Preparation and Serving License, a Special Assembly Occupancy License, and a Dumpster License. **It is the responsibility of the business owner to ensure that all required licenses are obtained.**

Section 2: Research the Property's Zoning

Every property is required to obtain a Zoning Permit for the use(s) of the property. You may also hear these permits referred to as Use Registration Permits.

You can use resources on the City's website to determine if a property has a Zoning Permit for a certain use. If a Zoning Permit is required, you can determine if the Zoning Permit will be issued "by-right" or if it will require a Special Exception or a Variance from the ZBA.

The following steps will help you understand the zoning of a specific property.

STEP 1: Determine if a Zoning Permit already exists for your intended use.

- **Step 1A:** Access the Atlas site by entering <https://atlas.phila.gov> in your internet browser.
- **Step 1B:** Enter the property address in the search tool.
- **Step 1C:** Click on the "Licenses & Inspections" section to expand the search results.
- **Step 1D:** Under the "Permits" section, click on the appropriate permit "ID" number to open the permit details.

- Be sure to find the most recent Zoning Permit on record.
- Zoning permits issued prior to 2006 will only be found under "Zoning Permit Documents".

Notes:

- Approved Zoning stays with a property. If the owner/lessee changes over time, a new Zoning Permit will NOT be required as long as the use remains the same.
- A Zoning Permit does eventually expire if the use is not established or commenced. If construction is required to establish the use, the permit is valid for three (3) years. If no construction is required, the permit is valid for six (6) months.
- If the active use of the space is not consistent with the approved Zoning Permit, the use may have never been legally established. This means, a new Zoning Permit is required to legalize the active use.
- If a use is intentionally discontinued or abandoned for three (3) years or more a new permit may need to be obtained to continue that use. This does not apply to regulated uses.
- If a regulated use discontinues operation for a continuous period of 90 days or more, a new permit will need to be obtained to continue that use. Examples of regulated uses are gun shops or drug paraphernalia stores, see 14-603(13) of the Zoning Code for more information.

If an existing Zoning Permit is located and the use is consistent with the intended use, skip Steps 2 and 3 and refer to Section 4 of this document. If a new Zoning Permit is required for the intended use, continue to Step 2 below for next steps.

STEP 2: If a new Zoning Permit is required for the intended use, verify the Zoning details of the property:

- **Step 2A:** In Atlas, click on the "Zoning" section to expand the zoning details.
- **Step 2B:** Determine the Base Zoning District and any Zoning Overlays of the property.

Step 1C

Step 1D

Step 1B

City of Philadelphia | Atlas

900 FEDERAL ST
PHILADELPHIA, PA 19147

Licenses & Inspections

Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address.
Source: Department of Licenses & Inspections

Permits (9)

Date	ID	Description	Status
12/16/2020	PP-2020-015380	PLUMBING PERMIT	COMPLETED
06/22/2020	PP-2020-003677	PLUMBING PERMIT	COMPLETED
10/29/2019	1013547	ELECTRICAL PERMIT	COMPLETED
05/08/2019	963420	ELECTRICAL PERMIT	COMPLETED
08/13/2018	890971	COMMERCIAL BUILDING PERMIT	ISSUED

See 4 older permits at [L&I Property History](#)

Zoning Permit Documents (2) formerly "Zoning Archive"

Date	Permit Number	# Pages	ID
12/12/2008	N/A	2	219-152618
12/11/2008	N/A	23	219-152541

Map showing Capitol Playground and surrounding streets: Federal St, S 10th St, S 9th St, Wharton St, E Passyunk Ave, Harry O's Passyunk Gardens.

Feedback

Step 2A

Step 2B

City of Philadelphia | Atlas

900 FEDERAL ST
PHILADELPHIA, PA 19147

Zoning

Base district zoning maps, associated zoning overlays, and Registered Community Organizations applicable to your search address. Source: Department of Planning and Development

There is 1 active parcel at this address.

0085150179

Bill Type	Current Zoning	Pending Bill
	SP-PO-A	

Pending Bills (0)

Overlays (1)

Name	ID	Description	Scheduled Date	Status
Accessory Sign Controls - Special Controls for Cobbs Creek, Roosevelt Boulevard, and Department of Parks and Recreation Land	14-904(4)			

STEP 3: To determine if the proposed use is permitted, access the Use Tables of the Philadelphia Zoning Code by entering https://codelibrary.amlegal.com/codes/philadelphia/latest/philadelphia_pa/0-0-0-208451 in your internet browser.

- **Step 3A:** Review the Use Table for the appropriate Base District to verify if the intended use is permitted in the Base District.
- **Step 3B:** Review the overlay requirements by clicking on the “Code Section” in the Overlay section. The link(s) will take you to the specific overlay section(s) of The Philadelphia Zoning Code.

Notes:

- The Zoning Summary Generator (<https://www.phila.gov/zoning-summary-generator/>) can also be used to determine what uses are permitted on a specific property.
- Read definitions and footnotes carefully. The definitions of each use are listed in 14-601 of the Zoning Code. The footnotes are located before each table.
- Overlay zoning district regulations apply in combination with the underlying base zoning district regulations.
 - When there are conflicts between the provisions of the overlay zoning district and the base zoning district, the regulations of the overlay zoning district govern.
 - When two or more overlay district provisions conflict, the stricter provision shall govern, unless otherwise specified.
- If your intended use is not permitted, you have the option to seek a variance or special exception from the ZBA. **This process typically takes several months and includes a community meeting and a hearing.**

Table 14-602-4: Uses Allowed in Special Purpose Districts⁵⁰⁹

Step 3A



Previous District Name	IDD	CED	SSD	REC-P	REC	New	New	
District Name	SP-INS	SP-ENT	SP-STA	SP-PO-P	SP-PO-A	SP-AIR	SP-CIV	Standards
<p>Y = Yes permitted as of right S = Special exception approval required N = Not allowed (expressly prohibited) Uses not listed in this table are prohibited See § 14-602(6)(a) (Notes for Table 14-602-4) for information pertaining to bracketed numbers (e.g., “[2]”) in table cells.</p>								
Residential Use Category								
Household Living	N	Y	N	N	N	N	N	
Group Living	Y	N	N	N	N	N	N	§ 14-603(11)
Parks and Open Space Use Category								
Natural Resource Preservation	N	N	N	Y[1]	Y[1]	Y	Y	
Passive Recreation	Y	Y	Y	Y[1]	Y[1]	Y	Y	
Active Recreation	Y	Y	Y	N	Y[1]	Y	Y	
Public, Civic, and Institutional Use Category								
Adult Care	Y	N	Y	N	Y	N	Y	
Airport-Related Facilities	N	N	N	N	N	Y	N	
Child Care	Y	N	Y	N	N	S[2]	Y	§ 14-603(5)
Community Center	Y	N	N	N	Y	N	Y	
Educational Facilities	Y[3]	N	N	N	N	N	Y	
Fraternal Organization	Y	N	N	N	N	N	N	
Hospital	Y[4]	N	N	N	N	N	Y	

Section 3: How to Read a Zoning Permit

Permit records may look different depending on when they were issued. See sample images below for possible types of permits you may find in Atlas.

SAMPLE 1: If you see a zoning record similar to the one shown below, you will need to look for a stamp on the "Application for Zoning Permit or Use Registration Permit" page. This stamp indicates that the permit was approved and provides the date of approval. The approved use will be written at the bottom of the last page of the application.

You can also determine if the permit is issued by variance (an appeal to the ZBA) by looking at this document. A permit that was issued by variance will have a Calendar Number listed. Additional provisos imposed by the ZBA will also be listed if applicable on the last page of the application next to the use. The permit shown on this page was issued by variance but has no provisos.

Filed 900-34 Federal

C APPLICATION FOR ZONING PERMIT AND/OR USE REGISTRATION PERMIT

CITY OF PHILADELPHIA DEPARTMENT OF LICENSES & INSPECTIONS

NOTE: The requirements for this permit are in addition to all others required by law or regulation. The issuance of this permit does not imply that a building permit or other permits will be issued if the applications do not conform with the Building Code, Plumbing Code, Housing Code, Fire Code and all other pertinent laws or regulations.

Application is hereby made for the permit or permits required by the Philadelphia Zoning Ordinance before commencing the use or the work described herein, and as shown on accompanying plan.

LOCATION OF PROPERTY (Street and House Number)
FEDERAL ST. - W HARTON ST. - PASSAYUNK AVE.
NINTH ST. - TENTH ST.

situated on _____ side of _____ Street
at the distance of _____ feet _____ inches _____ side
of _____ Street
Front _____ feet _____ inches. Depth _____ feet _____ inches.

If lot is irregular in shape, give dead description below:
SEE PLOT PLAN

RECEIVED
DEPT. OF LICENSES AND INSPECTIONS
NOV 9 1976
PERMIT ISSUANCE

EXPLAIN ANY ALTERATIONS OR PROPOSED CONSTRUCTION
1 STORY BRICK & BLOCK BLDG. - NO BASEMENT.

HEIGHT	EXISTING BUILDING			PROPOSED ADDITION, ALTERATION OR NEW BUILDING		
	FRONT	SIDE	REAR	FRONT	SIDE	REAR
In Feet	11'	11'	11'	12'-13'	12'-13'	12'-13'
In Stories	1	1	1	1	1	1

FLOOR NO.	PRESENT USE	LAST PREVIOUS USE	DATE LAST USED
1	PLAYGROUND BLDG (TUTS, OFFICE, ACTIVITY ROOM)	SAME	PRESENT

FLOOR NO.	PROPOSED USE OF PRESENT BUILDING	PROPOSED USE OF ADDITION OR NEW BUILDING
1	SAME	SAME (ENLARGEMENT OF EXISTING)

Additional use information, if required

OWNER DEPT. OF RECREATION
CITY OF PHILA.
ADDRESS MUN. SER. BLDG.
1420 WALNUT ST.
PHONE MU 6-3624

ARCHITECT OR ENGINEER ABRAHAM LEVY ARCHITECT
ADDRESS 1420 WALNUT ST.
PHONE KE 16-5543

CONTRACTOR
ADDRESS 1420 WALNUT ST.
PHONE KI 6-5543

APPLICANT HERBERT W. LEVY
16 (Rev. 12/63)

APPLICATION NO. 65804
DISTRICT DESIGNATION R-4 Res.
ZONING MAP 275-3
P. A. VOL. NO. 5438
WARD
PREVIOUS APPLICATION 66184E
CALENDAR NO. 76-1443
ZONING REFUSED
USE REFUSED
APPEAL 11/18/76
REF. TO B. OF A.
REF. GRANTED 12-24-76 58766
REF. REFUSED
THIS SPACE FOR APPLICATOR'S STAMP
CITY OF PHILADELPHIA
ZONING AND USE REGISTRATION PERMITS
NO. 2544833W
DATE 11-13-77
 PERMIT GRANTED IN ACCORDANCE WITH ZBA
CERTIFICATE NO. 5 x 166
DATE 12/24/76

CITY OF PHILADELPHIA DEPT. OF LICENSES & INSPECTIONS SECOND FLOOR, CITY HALL ANNEX	APPLICATION DATE	APPLICATION NO.
	DATE OF REFUSAL	
ADDRESS		
PERMIT FOR THE ABOVE LOCATION HAS BEEN REFUSED		
PHILADELPHIA CODE HAVE NOT BEEN COMPLIED WITH IN THE FOLLOWING PARTICULARS:		
REASONS FOR REFUSAL		
Signed _____ Plan Examiner		
Signed _____ Section Supervisor		

INSTRUCTIONS FOR ISSUANCE OF PERMIT OR PERMITS

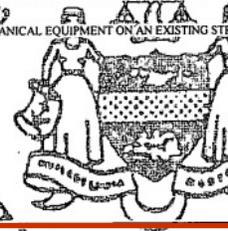
Building and erection of Addition, structure, garage, accessory to a _____
essory _____, garage, size and location, as shown in the application,
conditions of Board of Adjustment Certificate.

For extension of Playground single family dwelling with
accessory _____, garage, size and location, equipment and capacity as shown in the application, to include
use of new construction for _____
Authorized by and subject to the conditions of Board of Adjustment Certificate, Ex 166 granted 12/24/76

Issued by C. Williams Authorized by No. Fel
8-12-77

SAMPLE 2: If you see zoning records similar to the ones shown below, the approved use will be listed under the "Use Registration" or "Approved Use(s)" sections.

You can also determine if the permit is issued by variance (an appeal to the ZBA) by looking at this document. A permit that was issued by variance will have a Calendar Number and date listed. Additional provisos imposed by the ZBA will also be listed if applicable. The permits shown on this page were not issued by variance and have no provisos.

ZONING/USE PERMIT		CITY OF PHILADELPHIA DEPARTMENT OF LICENSES & INSPECTIONS 1401 JOHN F KENNEDY BLVD PHILADELPHIA, PA 19102-1667		PERMIT NUMBER 426800	
SUBJECT TO REVOCATION IF FULL INFORMATION IS MISREPRESENTED OR NOT PROVIDED		FEE \$375.00	DATE 02/22/13		
LOCATION OF WORK: 02201 S 16TH ST PHILADELPHIA, PA 19145-3922				ZONING CLASSIFICATION SP-PO	
OWNER CITY OF PHILA GUERIN REC CTR BO ROOM 1030 PHILADELPHIA PA, 191021610	APPLICANT JOSEPH POWELL, AIA 1525 LOCUST STREET PHILADELPHIA, PA 19102		PLAN EXAMINER BRADFORD KRAUSE		
			ZONING BOARD OF ADJUSTMENT DECISION CALENDAR # DATE		
THIS PERMIT DOES NOT AUTHORIZE ANY CONSTRUCTION UNTIL RELATED CONSTRUCTION PERMITS ARE ISSUED					
UNDER REGULATIONS OF THE PHILADELPHIA ZONING ORDINANCE FOR ZONING APPROVAL FOR THE ERECTION OF ROOF TOP MECHANICAL EQUIPMENT ON AN EXISTING STRU APPLICATION.					
					
USE REGISTRATION ACTIVE RECREATION FACILITY.					
SUBJECT TO THE FOLLOWING PROVISOS AS ESTABLISHED BY THE ZONING BOARD					
<p>ANY PERSON AGGREIVED BY THE ISSUANCE OF THIS PERMIT MAY AP (ZBA). FOR INSTRUCTIONS ON FILING AN APPEAL, PLEASE CONTACT</p> <p>IT SHALL BE THE OWNER'S RESPONSIBILITY TO SECURE THE APPROVAL OF THE PHILADEL HISTORIC PROPERTY. TO CHECK THE HISTORIC STATUS OF A PROPERTY, CALL THE PHILA</p> <p>FOR ESTABLISHMENTS THAT PREPARE AND SERVE FOOD: APPLICANTS MUST OBTAIN ALL SEPARATE PLAN REVIEWS AND FEES MAY BE REQUIRED. CONTACT THE PHILADELPHIA DE SERVICES / OFFICE OF FOOD PROTECTION: 321 UNIVERSITY AVE. - 2ND Floor, PHILADELPHI</p> <p>LIMITATIONS: IN CASES WHERE CONSTRUCTION OR INTERIOR ALTERATIONS ARE INVOLVED, A BUILDING THE DATE OF ISSUANCE OF THIS ZONING PERMIT.</p> <p>IN CASES WHERE NO CONSTRUCTION OR INTERIOR ALTERATIONS ARE INVOLVED, THIS PI APPLICATION FOR A CERTIFICATE OF OCCUPANCY IS SUBMITTED AND SUBSEQUENTLY,</p> <p>THIS PERMIT IS NOT A CERTIFICATE OF O</p> <p>ALL PROVISIONS OF THE CODE AND OTHER CITY ORDINANCES MUST BE COMPLIED WITH. THIS PERMIT CONSTITUTE APPROVAL FROM ANY STATE OR FEDERAL AGENCY, IF REQUIR</p> <p>WITHIN 5 DAYS OF RECEIPT OF THIS PERMIT A TRUE COF CONSPICUOUS LOCATION ON THE P</p>					



Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Zoning Permit

Permit Number ZP-2021-004914

LOCATION OF WORK 8220 BARTRAM AVE, Philadelphia, PA 19153-3603	PERMIT FEE \$500.00	DATE ISSUED 6/4/2021
	ZBA CALENDAR	ZBA DECISION DATE
ZONING DISTRICTS SPAIR		
PERMIT HOLDER CITY OF PHILADELPHIA 260 W BALTIMORE PIKE RED ROOF ASSOCIATE GENERAL COUNSEL WAWA PA 19063		
APPLICANT James Dugery DBA: A&E Construction Co. 152 Garrett Rd Upper Darby, PA 19082USA		
TYPE OF WORK Parking Only		
APPROVED DEVELOPMENT FOR THE RELOCATION OF ADA PARKING SPACES AS PER APPROVED PLANS. SIZE AND LOCATION AS SHOWN ON PLANS.		
APPROVED USE(S) Retail Sales - Food, Beverages, and Groceries		
THIS PERMIT IS SUBJECT TO THE FOLLOWING PROVISOS(S) AS ESTABLISHED BY THE ZONING BOARD OF ADJUSTMENT (ZBA)		
<p>CONDITIONS AND LIMITATIONS:</p> <ul style="list-style-type: none"> • Permits, including Zoning Permits not involving development, shall expire if the authorized work or Use is not commenced within, or if work is suspended or abandoned for period of: six (6) months from the date of issuance with the following exceptions: <ul style="list-style-type: none"> • 30-days or 10-days for Permits related to Unsafe or Imminently Dangerous properties respectively. • 3-years from issuance or date of decision by ZBA for Zoning Permits involving development. • 60-days for Plumbing, Electrical or Fire Suppression Rough-In Approvals. • Any Permit issued for construction or demolition is valid for no more than five (5) years. • All provisions of the Philadelphia Code must be complied with, whether specified herein or not. This permit does NOT constitute approval of any Violation of such Code. <p>Post a copy of this permit in a conspicuous location along each frontage. Permit must be posted within 5 days of issuance.</p>		

Page 1 of 2

Section 4: Building Permits & Violations

Researching Building Permits

In addition to obtaining a Zoning Permit, the property must also meet the requirements of the Philadelphia Building Construction and Occupancy Code before it can be occupied. Prior to signing a commercial lease, it is important to understand if the space is legally allowed to be occupied with your intended use and/or if additional permits and alterations are required.

Typically, any new occupancy or any alterations to a space will require a Building Permit. For more information, enter <https://www.phila.gov/services/permits-violations-licenses/apply-for-a-permit/building-and-repair/get-a-building-permit/> in your internet browser.

To find building permits that have been issued to a property, follow Steps 1A through 1D on Page 5. Under the “Permits” section, you will find building permits issued to the property.

Additionally, you can ask the property owner or owner’s representative for a copy of any recent building permits and associated Certificates of Occupancy.

Obtaining New Building Permits

If you are proposing any renovations, you must obtain Building Permits. Before a permit is issued, L&I will confirm if the proposed renovations meet the requirements of the Philadelphia Building Construction and Occupancy Code. **Proposed alterations and changes in occupancy may potentially trigger upgrades to the existing space.** The potential time and cost of these upgrades should be considered. Some major areas of concern are:

FIRE PROTECTION (Sprinklers and Alarm Systems)

NUMBER OF EXITS

ACCESSIBILITY FEATURES (Entrance, Bathrooms, etc.)

PLUMBING FIXTURES

POTENTIAL STRUCTURAL ANALYSIS FOR INCREASED LOADING

If clarification of code requirements is required, consult a design professional. Make sure that the design professional is a Pennsylvania licensed architect or engineer and be wary of expeditors acting as design professionals.

Lawful Occupancy

Any assembly space (restaurants, theaters, museums, etc.) that can be occupied by 50 or more people should have a Lawful Occupancy (LO) sign posted indicating the maximum occupancy of the space. If you intend to use an assembly space for more than 50 occupants, ask the owner if they have an LO on file.

Confirming if there are Open Violations on the Property

Follow the steps below to determine if there are any open violations on the property.

Step 1: Access the Atlas site by entering <https://atlas.phila.gov> in your internet browser.

Step 2: Enter the property address in the search tool.

Step 3: Click on the “Licenses & Inspections” section to expand the search results.

Step 4: Under the “Violations” and “Inspections” sections, click on the appropriate permit “ID” number to open the violation details. Also, the status of the violation is listed on the right side of the table. All violations will be listed regardless of the status.

Notes:

- Some open violations may prevent you from being able to open your business or obtain permits. It is important to understand the impact of these violations prior to signing a lease.
- The potential lessee and the property owner should discuss the responsibility for addressing existing and future violations prior to signing a lease.

Step 3 **Step 4** **Step 2**

City of Philadelphia | Atlas

8220 BARTRAM AVE
PHILADELPHIA, PA 19153-3603

Licenses & Inspections

Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address. Source: Department of Licenses & Inspections

Permits (44)

Date	ID	Description	Status
07/13/2021	EP-2021-001869	ELECTRICAL PERMIT	COMPLETED
07/13/2021	PP-2021-004897	PLUMBING PERMIT	COMPLETED
07/11/2021	MP-2021-004156	MECHANICAL / FUEL GAS PERMIT	COMPLETED
06/14/2021	SP-2021-000188	SITE / UTILITY PERMIT	COMPLETED
06/04/2021	ZP-2021-004914	ZONING PERMIT	COMPLETED

See 39 older permits at [L&I Property History](#)

Inspections (2)

Date	ID	Description	Status
08/14/2008	173163	BP_BLDG	PASSED
08/05/2008	173163	BP_BLDG	FAILED

Violations (5)

Date	ID	Description	Status
08/06/2008	173163	PERMB- INSTALL INT PARTITIONS	COMPLIED
08/06/2008	173163	PENALTY- NO ELEC PERM INFO	COMPLIED
08/06/2008	173163	PENALTY- NO BLDG PERM INFO	COMPLIED
08/06/2008	173163	PERME- ALTER ELEC INSTALLATION	COMPLIED
08/06/2008	173163	SWO- CONSTR W/O BLDG PERMIT	COMPLIED

Section 5: Resources

Additional City of Philadelphia Resources

The Start Right Guide

A guide to planning and completing construction and renovation projects for your home or business.

Website: <https://www.phila.gov/documents/start-right-guide>

Department of Commerce Business Resource Finder

A tool for locating organizations that provide free or low-cost guidance and resources about starting, running, and growing a business.

Website: <https://www.phila.gov/commerce/business-resource-finder/#/>

The Office of Business Services

The Office of Business Services helps business owners navigate City services and understand business regulations, as well as assists entrepreneurs through the process of opening, operating, and growing a business in Philadelphia.

Website: <https://www.phila.gov/services/business-self-employment/support-for-businesses/meet-your-areas-business-service-manager/>

Phone: 215-683-2100

Email: business@phila.gov

Legal Services

Philadelphia VIP

Provides one-hour virtual consultations and full representation for free to eligible nonprofits and small businesses. Must complete online application to request assistance.

Website: <https://www.phillyvip.org/get-legal-help/nonprofit-small-business/>

Phone: 215-523-9550

Email: phillyvip@phillyvip.org

Philadelphia Bar Association

Provides attorney referrals through the Lawyer Referral and Information Service. Can obtain a 30-minute consultation for \$35 with an attorney by going through this service. Referrals can be requested online or over the phone.

Website: <https://iris.philadelphiabar.org>

Phone: 215-238-6333 (M-F, 9 a.m. to 5 p.m.)

Language Access

The Welcoming Center

Offers technical assistance for immigrants interested in starting a small business. Must complete online application for assistance.

Website: <https://pages.welcomingcenter.org/application-small-business-classes.html>

Phone: 215-557-2626

Other Small Business Resources

Small Business Development Center at Temple University

Provides free counseling to small businesses on numerous aspects of business development. Must complete online application for assistance.

Website: <https://pasbdc.ecenterdirect.com/signup/>

Phone: 215-204-7282

Email: sbdc@temple.edu

Score Philadelphia

Offers free mentorship program for entrepreneurs. Must complete online application to participate.

Website: <https://philadelphia.score.org/content/find-mentor-280>

Phone: 215-231-9880

Email: contact.scorephiladelphia@gmail.com

Entrepreneur Works

Creates pathways of opportunity for talented, yet underserved, entrepreneurs.

Website: <https://www.myentrepreneurworks.org>

Phone: 215-545-3100

Email: info@entre-works.org

The Enterprise Center

Provides support and assistance for minority small business owners.

Website: <https://www.theenterprisecenter.com/business/entrepreneur-landing>

Phone: 215-895-4000

Email: info@theenterprisecenter.com

The Business Center

Equips adult and youth with the tools to start, sustain, and expand their small businesses.

Website: <https://www.thebizctr.com/>

Phone: 215-247-2473

Email: education@thebizctr.com

Greater Philadelphia Association of REALTORS

Offers online search function to find a local realtor to assist in the search for a commercial property for a small business.

Website: <https://phil.rapams.com/scripts/mgrqispi.dll?APPNAME=IMS&PRGNAME=IMSMemberLogin&ARGUMENTS=-APBR&SessionType=N&ServiceName=OSRH&NotLogin=Y>

Phone: 215-423-9381

Email: info@gpar.org

Confirmation of Receipt of Commercial Leasing Notice

This Commercial Leasing Notice is required, by law, to be given by the property owner or their representative to the potential lessee no less than seven (7) days before a lease can be signed.

Upon receipt of this Commercial Leasing Notice, both the owner or owner's representative and the potential lessee shall sign and date below. Two copies of this page have been provided so that each party may maintain an original copy for their records:

By signing below, I (**Printed Name of Owner/Owner's Representative**) hereby certify that this Commercial Leasing Notice was provided to the potential lessee, as required by law, no less than seven (7) days before signing a lease.

Owner / Owner's Representative: _____ Date: _____

By signing below, I (**Printed Name of Potential Lessee**) hereby certify that I have received this Commercial Leasing Notice by the owner or owner's representative, as required by law, no less than seven (7) days before signing a lease.

Potential Lessee: _____ Date: _____

PROPERTY OWNER OR REPRESENTATIVE COPY

Confirmation of Receipt of Commercial Leasing Notice

This Commercial Leasing Notice is required, by law, to be given by the property owner or their representative to the potential lessee no less than seven (7) days before a lease can be signed.

Upon receipt of this Commercial Leasing Notice, both the owner or owner's representative and the potential lessee shall sign and date below. Two copies of this page have been provided so that each party may maintain an original copy for their records:

By signing below, I (**Printed Name of Owner/Owner's Representative**) hereby certify that this Commercial Leasing Notice was provided to the potential lessee, as required by law, no less than seven (7) days before signing a lease.

Owner / Owner's Representative: _____ Date: _____

By signing below, I (**Printed Name of Potential Lessee**) hereby certify that I have received this Commercial Leasing Notice by the owner or owner's representative, as required by law, no less than seven (7) days before signing a lease.

Potential Lessee: _____ Date: _____

POTENTIAL LESSEE COPY



City of Philadelphia

Department of Licenses and Inspections (L&I)

1401 JFK Boulevard, 11th Floor
Philadelphia, PA 19102
215-686-2400