

L&I Main Office

Municipal Services Building—Concourse Level
 1401 John F. Kennedy Boulevard (at 15th Street)
 Philadelphia, PA 19107
 215-686-2585 General Information
 Phone hours: Monday–Friday 8:00 a.m.–5:00 p.m.

Main office opens Monday–Friday at 8:00 a.m.
 Zoning permits:

Applications accepted until 3:00 p.m.
 Files reviewed until 4:00 p.m.

Building, electrical, fire, and plumbing permits:
 Applications accepted until 4:00 p.m.

Note: Except for the Fast Form desk, the main office closes at Noon on the last Wednesday of each month.

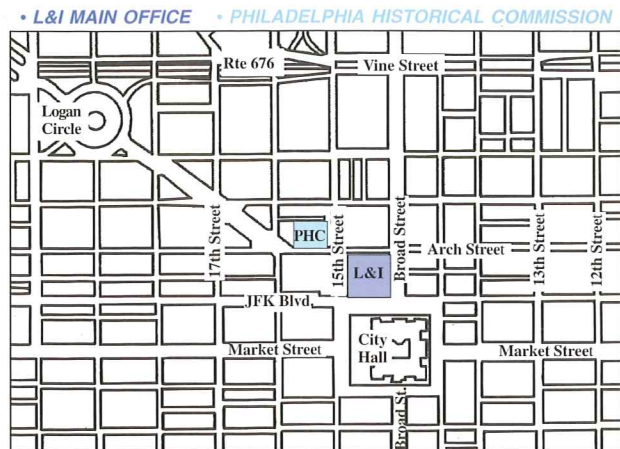
Philadelphia Historical Commission

1515 Arch Street, 13th Floor
 Philadelphia, PA 19102
 Phone: 215-683-4590 Fax: 215-683-4594
 Monday–Friday, 8:30 a.m.–5:00 p.m.

L&I District Offices (for Fast Forms only)

		Area Code 215
South Phila.	11 th & Wharton Sts.	685-1575
North Phila.	5700 N. Broad St.	685-2857
No. East Phila.	6000 Rising Sun Ave.	685-0581
West Phila.	43 rd & Market Sts.	685-7682
Central Phila.	10 th & Spring Garden Sts.	685-3786

District offices open Monday–Friday, 8:00 a.m.–4:00 p.m.



The Foundation for Architecture gratefully acknowledges
 the support of
State Senator Vincent J. Fumo
City Councilman Frank J. DiCicco
 with additional support from the Samuel S. Fels Fund

CITIZENS' GUIDES

**ASSISTANCE FOR HOMEOWNERS:
 NAVIGATING THE PERMITTING
 PROCESS AT THE DEPARTMENT OF
 LICENSES & INSPECTIONS**

**Replacing Windows & Doors
 In Your Home**



Provided by The Foundation for Architecture
 for the Citizens of Philadelphia

Philadelphia Historical Commission

The Philadelphia Historical Commission (PHC) is responsible for protecting the appearance of all buildings listed in the Philadelphia Register of Historic Places. To help preserve the city's architectural heritage, PHC requires owners of historically certified properties to retain original elements such as windows, doors, and exterior hardware.

As the first step in the permitting process, you should contact PHC to determine if your property is listed in the Philadelphia Register of Historic Places and therefore subject to historical commission regulations. **L&I will not process a building permit for a property listed in the Philadelphia Register of Historic Places until the proposed alterations have been approved by the Philadelphia Historical Commission.**

A building permit is required for **any changes to existing windows and doors** of a property listed in the Philadelphia Register of Historic Places. These changes include replacing windows or exterior doors, creating new openings, or changing the size of original openings. Your project will require two approvals: one from PHC and one from L&I.

If your property is in the Philadelphia Register of Historic Places, you must visit the L&I Main Office to obtain an application for a Regular Building Permit. No Fast Forms may be used. Submit this application to PHC. (The PHC staff may require you to provide photographs, drawings, and a description of proposed materials.) Once PHC has approved the application, you will bring this document back to the L&I office for L&I approval.

Note: Under certain circumstances, the PHC staff may refer your application to the commission's architectural committee, which makes recommendations to the full historical commission for approval or denial.

To Contact PHC:

Philadelphia Historical Commission
1515 Arch Street, 13th Floor
Philadelphia, PA 19102
Phone: 215-683-4590 Fax: 215-683-4594
Monday-Friday, 8:30 a.m.-5:00 p.m.

To Obtain a Building Permit:

Regular Building Permits can only be obtained and filed at the main L&I office, Municipal Services Building, concourse level, 15th Street & JFK Boulevard. Fast Forms are available from district offices. See end panel for locations.

To Reach Customer Service at L&I:

If you need to apply for a permit and have questions about the process, call 215-686-2585 or visit the Customer Service desk at the L&I Main Office.

Suggested Reading

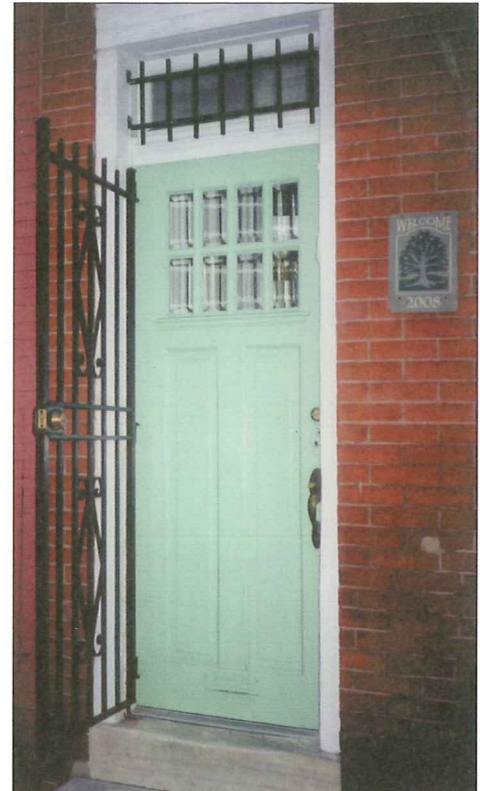
A well-designed renovation or addition increases the value of your home. The Foundation for Architecture recommends the following publications, which are available through libraries, local bookshops, or online booksellers:

ABOUT YOUR HOUSE WITH BOB YAPP. By Bob Yapp and Rich Binsacca. Bay Books.

BOB VILA'S COMPLETE GUIDE TO REMODELING YOUR HOME. By Bob Vila and Hugh Howard. Avon Books.

QUICK GUIDE: WINDOWS & DOORS. Creative Homeowners Press.

REPAIRING OLD AND HISTORIC WINDOWS: A MANUAL FOR ARCHITECTS AND HOMEOWNERS. New York Landmarks Conservancy. John Wiley & Sons, Inc.



This security gate and transom-window grille are appropriate to the style of architecture and are attractively installed within the masonry opening. The gate has the required emergency-safety hardware, which can be unlocked quickly from inside the house.