



## Permit Extensions

Permit and Board Approval Extensions Authorized  
by PA Act 46 of 2010

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**Pennsylvania Act 46 of 2010 provides for an automatic extension of any building or zoning/use registration permit or board decision that was/is to expire between January 1, 2009 and July 1, 2013. While the Act considers these extensions automatic, it also sets forth a required process for these extensions. This bulletin outlines that process for permit holders.**

### IMPORTANT:

Any permit or board approval that expired before January 1, 2009 is not eligible for an extension under PA Act 46. Any permit or Board approval scheduled to expire after July 1, 2013 is subject to local code requirements for expiration. Any permit revoked by the Department is not eligible for an automatic extension under PA Act 46.

### PERMITS

Extensions will be processed for any building or zoning/use registration permit that was/is to expire on or after January 1, 2009, including any permits already extended under authorization of our local ordinance. All building and zoning permits expiring on or after January 1, 2009 may be extended through July 1, 2013 unless local codes allow for further extension.

#### How are permits extended?

The owner or permit holder should submit a completed permit application to the Department of Licenses and Inspections indicating their intent to exercise their right to extend a permit. The application must include the address of the permit in question and the permit number. A copy of the permit, if available, should be attached.

A check made payable to the "City of Philadelphia" in the amount of ½ of the permit fee (maximum of \$5,000) must accompany this application.

#### Are there any exceptions to extensions?

Prior approvals from the Water Department for water distribution and sanitary sewer connections are not automatically extended by PA Act 46.

#### Where are applications for extension to be sent?

Mail or deliver all applications and required fees to extend a building or zoning permit to the Department at:

L&I Permit Services Division  
Public Service Concourse  
1401 JFK Boulevard  
Philadelphia, PA 19103  
Attention: Permit Extension

#### How will the Department respond?

The Department of Licenses and Inspections will issue a new permit document referencing the original permit and date it was issued. The new permit document will include language that the original permit will not expire until July 2, 2013.

### BOARD APPROVALS

Extensions will be processed for any Board decision to approve that was/is to expire on or after January 1, 2009. All approvals expiring on or after January 1, 2009 may be extended through July 1, 2013 unless local codes allow for further extension.

#### How are Board approvals extended?

The owner or board decision holder should submit a request to the Department of Licenses and Inspections to exercise their right to extend a board approval. The request must include the address of the property as indicated on the decision letter from the board. A copy of the notice of decision, if available, should be attached.

A check made payable to the "City of Philadelphia" in the amount of ½ of the appeal application fee must accompany the request for extension.

#### Where are requests for extension to be sent?

Mail or deliver all requests to extend a board approval and required fees to the Department at:

L&I Boards Administration Unit  
Room 1130  
1401 JFK Boulevard  
Philadelphia, PA 19103  
Attention: Extension

#### How will the Department respond?

The Department of Licenses and Inspections will issue a letter referencing the original approval and the date it was issued. The new permit document will include language that the original approval will not expire until July 2, 2013.

#### How will extending an approval affect a permit?

A board approval extension extends the time period to obtain the permit. A permit related to a board approval must be issued before July 2, 2013.