



# LICENSE APPLICATION HOUSING INSPECTION

Follow Instructions listed on Instruction Sheet  
For further information call (215) 686-8686

**WHEN COMPLETED, MAIL TO:**

**DEPARTMENT OF LICENSES AND INSPECTIONS  
CUSTOMER CARE UNIT, PUBLIC SERVICE CONCOURSE  
1401 JOHN F. KENNEDY BOULEVARD  
PHILADELPHIA, PA 19102-1687**

**USE A SINGLE CHECK OR MONEY ORDER FOR ALL FEES,  
PAYABLE TO "CITY OF PHILADELPHIA"**

1. Address of Property		City	State	ZIP Code
2. Name of Owner/Operator (First, Last)	3. Owner/Operator's Address ( <i>P.O. box not acceptable</i> )		City	State ZIP Code
4. Philadelphia Business Income and Receipts Tax Number		5. Philadelphia Commercial Activity License Number		
6. Name of Agent ( <i>if applicable</i> )	7. Agent's Address ( <i>must be a Philadelphia street address</i> )		City	State ZIP Code
8. Contact ( <i>person responsible for receiving communication, violation notices, etc.</i> )				
<input type="checkbox"/> <b>AGENT</b>		<input type="checkbox"/> <b>OWNER / OPERATOR</b>		
9. Contact Daytime Telephone No.	Contact Evening Telephone No.	10. Contact FAX No.	11. Contact E-Mail Address	

12. LICENSE TYPE	LIC. FEE	LIC. CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> HOUSING INSPECTION LICENSE	\$ 50.00 per unit	3202	FEBRUARY 28	
<input type="checkbox"/> VACANT PROPERTY/LOT LICENSE	\$ 150.00	3219	FEBRUARY 28	
<input type="checkbox"/> CHANGE OF REQUIRED INFORMATION	No fee required.			
<input type="checkbox"/>				

***If the number of units change in a licensed property or the owner, agent, or address information changes at any time, a new application must be submitted within 30 days. Failure to do so will result in the revocation of the license.***

**13. License Fee Calculation**

a) Total Rental Units* (Maximum Fee: \$ 20,000.00)	_____	x \$ 50. 00	=	_____
b) Vacant Property/Lot			+	_____
<b>c) Total License Fee</b>			=	_____

\* Owner occupied duplex is considered one (1) rental unit for the purpose of calculations. Check here if claiming exemption:

**PLEASE BE SURE TO READ AND COMPLETE THE OTHER SIDE OF THE APPLICATION**

**14. OWNER, CORPORATION AND PARTNERSHIP** (list three principals if corporation). Attach additional sheet with information if necessary.

NAME	TITLE	HOME ADDRESS (INCLUDE CITY, STATE, & ZIP CODE. <b>P.O. BOX NOT ACCEPTABLE</b> )

**15. Owner/Operator Certification**

*I have received a copy of the Partners for Good Housing booklet and will forward it to the building manager.*

*I certify that the agent named below has been designated to act as my legal representative with regard to the property listed in Section 1 of this application.*

*I further certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.*

Owner's / Operator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**16. Agent Certification**

*I certify that I am the legal agent of the owner(s) in relation to the property listed in Section 1 of this application and that I am empowered to accept service of notices, orders, summonses, etc., in relation to the subject property.*

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**17. Lead Paint Disclosure and Certification**

*I further certify that the requirements of Philadelphia Code Section 6-803 (Lead Paint Disclosure and Certification), requiring a certification of lead safe or lead free conditions to new lessees, and written notifications to such lessees, where applicable, have been complied with for each such lease.*

Owner's / Operator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**18. Zoning Prerequisite**

Remarks:

**APPROVED**

**REFUSED**

REVIEWED BY	ZONING PERMIT NUMBER
DATE	AUDIT



City of Philadelphia · Department of Licenses and Inspections

# HOUSING INSPECTION/RENTAL LICENSE APPLICATION INSTRUCTIONS

The **Housing Inspection License (3202)**, also known as a Housing Rental License, is required of any entity that rents any type of housing unit.

Owners/operators of vacant *residential* properties/lots are required to have a **Vacant Property/Lot License (3219)** for each vacant property/lot.

Most of the questions on the application are self explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the application.

**1. Address of Property** - Fill in the full address of the property in which licensed activity will take place. Please include ZIP Code.

**2. Name of Owner/Operator** - Full name must be used. Operators of boarding homes, shelters, personal care homes, old age homes, etc., are responsible for getting this license.

**4. Philadelphia Business Income and Receipts Tax Number** - This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. One tax account number is used for all of your City licenses, if under the same Business entity name and tax account number. If you do not have a Business Income and Receipts Tax Account Number, please go to [www.phila.gov/revenue](http://www.phila.gov/revenue) and fill out an application for a Philadelphia Business Income and Receipts Tax Number. Any tax accounts previously opened for you which are unsettled or delinquent will cause a delay and may preclude the issuance of new licenses.

**5. Philadelphia Commercial Activity License (3702)** - Required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. This is a one-time fee license (\$300.00) and can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply online at <https://secure.phila.gov/LI/Licenses/>. You may also download the Commercial Activity License application by going to [www.phila.gov/li](http://www.phila.gov/li) and selecting "Commercial Activity License" from the drop-down menu beneath "APPLY: Common Licenses and Permits" on the left side of the page.

**a)** A Philadelphia Business Income and Receipts Tax Number is required. If you have never had a number assigned, go to [www.phila.gov/revenue](http://www.phila.gov/revenue) and first apply for one.

**b)** A Commercial Activity License is not required for a Vacant Building/Lot License.

**6. Name of Agent** - If the owner/ operator resides outside of Philadelphia, an agent who resides within the city limits must be designated by the owner/ operator. The agent will be responsible to forward notices, orders, or summonses to the owner. Agent qualifications:

**a)** Agent must be a person over the age of eighteen (18) who lives in Philadelphia or is regularly available at a Philadelphia address.

- b)** If the agent’s address is a business address, a Commercial Activity License must be registered there.
- c)** There is no requirement that the agent be empowered to do more than forward notices, orders, or summonses to the owner, though further powers may be granted. Compensation to the agent also is not an issue regardless of the limits of their responsibilities.
- d)** An agent terminating their services must give notice to L & I, License and Issuance Unit, and include in the notice the owner’s name and address, the address of the property, and the license number. The owner is required to designate a new agent within thirty (30) days. The owner can designate a new agent at any time by filling out an amended application with the signature of the new agent. There is no additional charge for a change of agent.
- e)** If the owner conforms to all the above standards, the owner can also act as the agent. This includes a principal of a corporation or partnership. An owner who does not live in Philadelphia and is not regularly available at a Philadelphia address is not permitted to act as an agent.
- f)** If the rental property was purchased within the last six months, you must provide a settlement sheet or recorded deed.

**12. License Type** - Place an “x” in the box in front of the name of each license applied for. The License Number will be completed by the License Issuance Unit.

**13. License Fee Calculation** - To determine the correct fee:

- a)** List the total number of rental units, regardless of current occupancy available for rent. Multiply by thirty (30) to give the correct dollar amount. License fees are \$50.00 per unit with a maximum fee of \$20,000.00.
- b)** If applying for a Vacant Property/ Lot License the fee is \$150.00.
- c)** Total all license fees due on this line.

**Fee Exemptions** are available for owner occupied duplexes. For the owner to qualify for this exemption, the owner’s name must be the same on the title deed, the license application, and some independent verification which indicates that this is the owner’s legal address (driver’s license, voter registration, current utility bill, etc.).

**14. Owner, Corporation, and Partnership** - Complete with the name, title, and home address of the owner, principals, or partners. Corporate applicants must identify the president, secretary, and treasurer. If one individual serves as multiple or sole officer, this must be stated.

**NOTE: YOU MAY NEED ZONING APPROVAL BEFORE YOU CAN RECEIVE A LICENSE.**

All buildings and other structures in the City of Philadelphia must be in compliance with current zoning laws.

Certain alterations to an existing structure may affect its zoning. If you are converting or have converted your building (for example- from a single family to a multifamily dwelling), you will be required to obtain a new “Use Registration Permit.”

For more information on Zoning or Use Registration Permits go to [www.phila.gov/li](http://www.phila.gov/li)