



CITY OF PHILADELPHIA • DEPARTMENT OF LICENSES AND INSPECTIONS

LICENSE APPLICATION

HIGH RISE FIRE CODE

Follow instructions listed on the Instruction Sheet.
For further information call (215) 686-2490.

WHEN COMPLETED MAIL TO: DEPARTMENT OF LICENSES AND INSPECTIONS
LICENSE ISSUANCE UNIT
PSC MSB, 1401 JFK BLVD.
PHILADELPHIA, PA 19102

USE A SINGLE CHECK, OR MONEY ORDER FOR ALL FEES PAYABLE TO "CITY OF PHILADELPHIA".
DO NOT SEND PAYMENT AT THIS TIME FOR LICENSES THAT REQUIRE INSPECTION. PAYMENT SHOULD
BE FORWARDED AFTER NOTICE OF APPROVAL IS RECEIVED.

1. NAME OF OWNER/MANAGER/OR OPERATOR		2. FICTITIOUS NAME (IF APPLICABLE)		REQUESTED IN STATE OF
--------------------------------------	--	------------------------------------	--	-----------------------

3. PERSON RESPONSIBLE IF NON-RESIDENT				
---------------------------------------	--	--	--	--

4. LOCATION OF LICENSED ACTIVITY (INCLUDE ZIP CODE)		5. ADDRESS OF PERSON RESPONSIBLE		
-----------------------------------------------------	--	----------------------------------	--	--

6. DAYTIME TELEPHONE NO.	EVENING TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS	
--------------------------	--------------------------	------------	----------------	--

7. BILLING ADDRESS (CANNOT BE A P.O. BOX--INCLUDE CITY, STATE and ZIP CODE)			CITY	STATE	ZIP CODE
-----------------------------------------------------------------------------	--	--	------	-------	----------

8. PHILADELPHIA BUSINESS TAX NUMBER	9. PHILADELPHIA BUSINESS PRIVILEGE NUMBER	10. FEDERAL TAX ID/SOCIAL SECURITY NUMBER
-------------------------------------	-------------------------------------------	-------------------------------------------

11. DESCRIPTION OF ACTIVITY/BUSINESS				
--------------------------------------	--	--	--	--

12. LICENSE TYPE	PER UNIT FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
HIGHT RISE BUILDING	\$	3629	4/30/	

LICENSE FEE CALCULATION FOR HIGH RISE BUILDINGS NUMBER OF FLOORS IN BUILDING

..... TOTAL GROSS SQUARE FOOTAGE

..... AREA OCCUPIED AS DWELLING UNITS (HOUSING CODE LICENSE NUMBER))

..... NET LICENSED AREA x \$0.01 = FEE

13. OWNER, CORPORATION AND PARTNERSHIP (LIST THREE PRINCIPALS OR PARTNERS)		
----------------------------------------------------------------------------	--	--

NAME OF PRINCIPAL OR PARTNER	TITLE	HOME ADDRESS (INCLUDE CITY, STATE, ZIP CODE)

14. APPLICATION CERTIFICATION	
-------------------------------	--

I hereby 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 statement 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.

Applicant Signature _____ Date _____

OFFICE USE ONLY	PREREQUISITES (LIST THOSE CHECKED DURING PROCESSING)		STREET CODE _____	
	REMARKS:			
	<input type="checkbox"/> APPROVED	REVIEWED BY	NUMBER	
	<input type="checkbox"/> REFUSED	DATE	AUDIT	

HIGH RISE LICENSES

GENERAL INFORMATION:

The license year for the High Rise license is May through April.

The Philadelphia Fire Code requires an annual High Rise License for all structures in excess of six (6) stories. The fee is based on gross area of the building.

If the building is used exclusively for residential purposes, and has a license under the Property Maintenance Code, no Fire Code High Rise license is needed. If however, the building is partly used for residential purpose and has a Housing inspection license, that portion of the gross area used for residential purposes can be deducted from the gross area for Fire Inspection High Rise fee calculations. The fee is \$0.01 per square foot of gross floor area. The applicant is required to provide the area and calculate the fee.

During the next regular inspection of the licensed building, part of the inspection will be an audit of the area assessment. Licensee who fails to include all appropriate area will be retroactively assessed the fee and be liable for penalty and interest as provided by law.

INSTRUCTIONS FOR COMPLETING THIS FORM

- 1) **NAME OF OWNER/MANAGER/OPERATOR** – Fill in the name of the person, corporation or partnership to whom the license should be issued. Full names must be used. Initials and a last name will not be accepted.
 - 2) **FICTITIOUS NAME** – Fill in trade name if applicable and the state where it is registered. If you need information regarding the Fictitious Name Act, call 1-717-787-1057.
 - 3) **LOCATION OF LICENSED ACTIVITY** – Fill in the full address of premises in which activity is conducted. (*Example: 5001-5013 xxx Street, 19100.*) Please include the postal zip code.
 - 4 & 5) **PERSON RESPONSIBLE, ADDRESS** – If licensee is a corporation or partnership, fill in the name and address of contact person who is responsible for and fully knowledgeable of the details of the licensed activity.
 - 6) **CONTACT INFORMATION** – Fill in the day time telephone number, evening, fax and e-mail address of the person responsible for activity. **ONE TELEPHONE NUMBER MUST BE FILLED IN OR THE APPLICATION CANNOT BE PROCESSED.**
 - 7) **BILLING ADDRESS** – Fill in the address to which bills for renewal of license should be sent (*a P.O. Box is not acceptable*). Be sure to include the city, state and zip code. If this address is the same as location of licensed activity, leave blank.
 - 8) **PHILADELPHIA BUSINESS TAX ACCOUNT NUMBER** – This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. Please fill in your number. If you have never had a number assigned, go to www.phila.gov/revenue and fill out the Revenue Department **Application for Philadelphia Business Tax Account Number** (83-T-5). Any tax account previously opened for you which is unsettled or delinquent will cause delay and may preclude the issuance of new licenses.
 - 9) **PHILADELPHIA BUSINESS PRIVILEGE LICENSE NUMBER** – Please fill in the license number if you already have one. If you do not go to www.phila.gov/li and then go to forms.
 - 10) **LICENSEE FEDERAL TAX IDENTIFICATION NUMBER** – fill in your federal tax number. For individuals it is the same as your Social Security Number. For other taxable or tax exempt entities, it is a number assigned by the IRS for reporting purposes. If the business does not have one yet, fill in the federal number of the owner, president or chief partner. You can supply the business's federal tax number when it is assigned. This must be filled in. License applications cannot be processed if this field is left blank.
 - 11) **DESCRIPTION OF ACTIVITY/BUSINESS** – List the primary nature of business.
 - 12) **LICENSE TYPE** – HIGH RISE. The license fee is based on total gross square footage in the structure. If the structure contains dwelling units, indicate the total square footage of the dwelling units and deduct from total square footage to get a net licensed area. This figure should be multiplied by \$0.01 to get the license fee due. If location currently has a housing inspection license, give license number.
Payment should be made by check or money order, payable to City of Philadelphia. **Please do not mail cash. Cash will not be accepted.**
- EXPIRATION DATE AND LICENSE NUMBER will be filled in by the Department.
- 13) **OWNER, CORPORATION AND PARTNERSHIP** – Complete with the name, title, and home address of principals or partners. Corporate applicants must identify the president, secretary and treasurer. If one individual serves as multiple or sole officer, so state.
 - 14) **APPLICANT CERTIFICATION, SIGNATURE, DATE** – Please read the certification, sign and date the application.