a restaurant in Philadelphia? COST ACTION Phase 1: Business & Tax Registrations This flowchart demonstrates the process to open a restaurant from the ground up. Not every applicant will be required to complete the entire process; however, this chart demonstrates the many decision points entrepreneurs face when navigating Philadelphia's permitting system. Business Type - Certificate of Organization as an LLC: Have physical address for business. Obtain a PA Sales and Use Tax Number. Open a Philadelphia Tax Start \$125 Account. This can be done online using Philadelphia **Activity License:** here! Submit Certificate of Organization LLC form Obtain a FEIN from the IRS. Apply with tax to the PA Department of State (DOS). Create a myPATH account with the DOR's eWork Portal. You account numbers, ownership PA Department of Revenue (DOR). can also apply by paper Business Income Receipt Tax Return (BIRT): Business Name - Fictitious Name Registration: If you are a business entity, you must file an Must also be Register your business with the PA Fill out application found on the city's annual BIRT and pay the tax for the preceding year by April 15 of the current year. current on all city DOR and obtain a state sales and \$70 business service page and pay fee. taxes. use tax number. Want your application reviewed within 5 days? Phase 2: Zoning Get a zoning permit for site clearing or earth disturbance. Are you adding or Do you need to apply for a Get a stormwater Apply for a zoning zoning permit? review by submitting adjusting parking? permit to change an ERSA application. property lines. Are you using the property in a different Want your application Additional accelerated review \$174 per Are you doing a project that only way than the previous reviewed within 5 days? fee: \$1,050 involves site clearing on a lot that is more than 5,000 sq. ft. in area? legal use? YES YES Are you adding valet parking? Apply for a special Are you doing a project that only involves earth disturbance in the steep slope Apply for a zoning permit to change the projection area exceeding 1,400 sq. ft. with Dependent on location and how many days Additional slopes greater than 15% or in the you are operating. Ranges from \$375-\$2,500 accelerated use of the property. Wissahickon Watershed Overlay District exceeding 500 sq. ft., except sites designated as a Category 5 on the Do you want to install signs? Dependent on project, at least \$274 impervious coverage map? Dependent on project. Are you installing any of the following? at least \$232 Get a site plan review Is the area already zoned for a restaurant? Print a copy of the last with the PCPC. Window signs in more than two windows registration permit Dependent or doors or a sign taking more than 20% of from the archives on project, at You might still need to YES the transparent glazed area in up to two YES Apply for a zoning permit so you can be rejected in order to appeal. doors or windows apply for a zoning permit. Follow the Are you changing property lines? · Signs located in a building's interior that other avenues to see is 18 in. or less from any window or opening Apply for a sign approval from the Art Commission Will you be installing any of the following? or less than a 45-degree angle to any Apply for a zoning YES window or opening? permit to change • Projecting signs or awnings with text on sides perpendicular to building face over the before applying for the property lines. YES zoning permit for signs. Will you be installing signs within right-of-way. Complete a Department of Streets plan review land under the jurisdiction of Want your · Signs in the Germantown-Mount Airy subarea. Philadelphia Parks & Recreation? Will you be installing YES application signs that project into YES reviewed within • Signs in the Market East Advertising District. the zoning permit for signs. the right-of-way beyond 5 days? the limits of Zoning or Obtain an approval letter from · Signs within 200 feet of Roosevelt Boulevard, Streets Code? Philadelphia Parks & Additional Cobbs Creek Parkway, Fairmount Park, or Cobbs Recreation before applying for accelerated on project, at least \$232 **Additional** the zoning permit for signs review fee: accelerated Accessory sign fee: \$232 per sign \$1.050 review fee: \$1,050 Apply for a zoning Non-accessory sign fee: \$365 per sign Want your application reviewed within 5 days? permit for signs. Get a site plan review Phase 3: Building & Trade Permits Will you be installing Will you be installing signs Complete a Department of Streets YES plan review before applying for the signs on a historical that project into the YES property? Are you installing any of the following? right-of-way? building permit for signs YES · Exterior signs that are not only painted signs, adhesive or **Building Permit Fees for** Accessory Signs Accessory sign permit: \$232 each · Interior signs that require fasteners. Want your application Apply for a building permit for signs. Obtain approval from the · Window signs that require fasteners. reviewed within 5 days? **Historical Commission** City surcharge: \$3 per permit before applying for the · Signs on a historical property including painted signs, adhesive or vinyl graphics and letters, regular maintenance of existing signs, and any sign types with conditions listed above. State surcharge: \$4.50 per Additional accelerated review Apply for a Limited Commercial Alterations and Repair EZ Building Permit. Will you be doing work on a Permit fee: \$232 for the first 500 sq. ft.; plus \$55 for each fire suppression system? The cost of your building permit additional 100 sq. ft. over 500 OR alteration fees may be based on 2% of the cost of construction at request of the depends on your project size and type. applicant (minimum \$232). Before applying, review the summary of building permit fees to estimate YES \$145 per system. City surcharge: \$3 per permit Are you only installing the cost. Filing fee: \$100 Apply for an State surcharge: \$4.50 per permit suppression system? Does your project only involve work that EZ permit meets all of the following conditions? • Applications of new interior wall, Record retention fee: Per page larger than suppression ceiling and floor finishings only. Additional accelerated 8.5 in. by 14 in.: \$4 YES Proposed area of work not exceeding review fee: \$2,000 2,000 sq. ft. located within a single Surcharge fees City surcharge: \$3 per permit Apply for a fire tenant space. Want your application Contract cost not exceeding \$25,000 Existing use and occupancy classification, as defined by the building permit. Development impact tax - tax rate as follows: Fixed values based on construction and use Filing fee: \$100 (non refundable but International Building Code, Ch. 3, to be classification for new construction credited towards final permit fee) Submit plans that follow plan requirements; names of all contractors; Zoning Permit & Approved Zoning Site Plan; 1% of total improvement costs for alterations maintained. A valid zoning/use permit and additions shall be provided for proposed work area. The development impact tax will only apply to all Structural Design Criteria form; Special Inspections documentation; Energy Conservation Code compliance Historically designated buildings Each sprinkler head: \$13.90 (minimum fee: \$174) require prior approval from the residential, including multi-family, new construction and improvement projects eligible Philadelphia Historic Commission (PHC) documentation; Air Barrier and Insulation Installation Checklist; COMcheck Compliance Certificate signed by the design for a real estate tax abatement. For more information on the real estate tax exemptions, to be provided with stamped approval for Backflow devices, when submitted professional; Envelope Compliance Certificate (mandatory); Commissioning Compliance Checklist separately: \$145 proposed alterations unless otherwise Standpipe riser (per floor): \$69 each refer to sections 202 (c) – (e) of the regulations. approved by PHC. Fire pumps: S319 each Commercial cooking extinguishing No structural work or installation of new walls to be performed under this systems: \$145 each **Submit Flood** Permit Standard. Submit Protection Forms. Fire hydrants: \$69 each Installation of service counters Are you doing new Protection of Sprinkler head relocation: \$69 for the first 20, plus \$4.60 per each additional resulting in the creation of a new Submit Waste construction, additions Property documentation. employee work area shall not exceed Hauler Form. or alterations? 1,000 sq. ft. Work performed shall not make the engineering City surcharge fee: \$3 per permit building less conforming than it was design calculations. State surcharge fee: \$4.50 per before the repair was undertaken. Is your property located in a Flood Hazard Area? Are you doing work that involves: Excavation work more than five feet below adjacent grade and within 10 Are you doing a project that involves constructing a new building; enlarging or adding to an existing structure; changing the interior feet of an adjacent building or structure. · Excavation or construction work where historic structure is within 90 or exterior of an existing structure; partially or fully demolishing a structure; changing the occupancy classification of any part of a feet on the same or adjacent parcel. • Structural alterations of a historic structure, excluding one- or building: increasing the occupant load in a space; including major repairs that aren't part of regular maintenance; or including 5,000 two-family dwellings. Modification to a party wall, including joist replacement and additions. Severing of structural roof or wall covering spanning properties. Do you have non-descriptive designs sq. ft. or more of earth disturbance? or an examiner who requested plans? Are you constructing above an existing building or reusing an Are you doing new construction of, or Was your building constructed Submit an asbestos inspection report along existing foundation system additions to, wood framing systems? prior to January 1, 1981, with with a laboratory sample report and analysis. costs of work exceeding \$50,000, but is not a one- to Submit engineering inspection Submit key plan form. Submit wall bracing plans. three-family dwelling? reports for existing structure. Are you choosing the 2% permit fee calculation for your alteration project or Submit the Philadelphia Parks and Recreation receipt. Is cooking equipment present without Submit affidavit of did a plans examiner issue a request for existing building a commercial exhaust system? limited cooking. Have you submitted payment in lieu of planting required by Section 14-705 accessibility compliance? Submit application to Historical Commission. YES Is your property historic? of the Philadelphia Code? Do your plans have right-Complete and submit of-way encroachments a streets plan review. Submit an ERSA application online Are vou doing new Submit a Utility Plan to PWD construction? square feet of via email to get the Utility earth or more? YES Plan reviewed before applying for the L&I permit. Did the PCPC request an Do you have YES Complete and submit the Act 537 Sewage construction? Facilities Planning Module Application Mailer. Is your project in an area with YES Get a facade review. facade or other aesthetic Do you need a Construction controls on building design? **Dumpster License?** Submit NCO/NCA review. Construction Dumpster License is required to A site plan showing location and any required YES A Waste and Recycling Plan registered with the Department of Streets must lease or maintain dumpsters for construction enclosures in compliance with the Zoning and Building Codes may be required. be posted at the business location and distributed to all employees or tenants. Do you need a Private A site plan showing the location All businesses must have a Waste \$75 license fee For private dumpsters: A site plan showing size, location, and sidewalk and street widths must be provided. Describe alternate means or per dumpster or and any required enclosures. All dumpsters placed outdoors and Recycling Plan in place. You must register the plan with the for a fleet of • Trash dumpster less than 1 cubic yard: \$80 Trash dumpster 1 cubic yard and above: \$150 Recycling dumpster less than 1 cubic yard: \$40 Dept. of Streets, post it at your business, and distribute it to all must be enclosed by an opaqu methods of refuse storage that have fence, shrubbery fence, or been considered prior to applying for a public right-of-way dumpster license. enclosed shed that complies with Zoning and Building Codes. employees or tenants. You can submit plans to the Dept. of • Recycling dumpster 1 cubic yard and above: \$75 Do you need to add/fix house drains, house Do you need a Plumbing Permit? Are you eligible for an EZ permit? traps, or fresh air inlets under an EZ permit? 5 There are several different fees applicable to EZ standards. YES \$116 per pipe, \$174 for first 7 Are you creating alterations \$- \$69 - YES Permit application must include the to existing buildings under an fixtures: no fixtures \$116 complete scope of work and current EZ permit? Are you doing new additional fixture. owner information and you must construction and additions apply for all permits under the legal under an EZ permit? address established by the Office of Do you need to repair/replace Property Assessment. water lines, waste lines, or Do you need a water stacks under an EZ permit? Fees depend on what is being installed. \$69 for first 7 fixtures; \$5.80 each distribution line replacement? (curb stop into bldg.) Starts at \$232 for new construction. Submit a general plumbing permit application which must include \$69 additional fixture YES the complete scope of work and Do you need to add/fix area Are you adding/fixing a water heater under an EZ permit? current owner information. Do you need a fixture replacement drains, storm drains, or roof (no piping work) under an EZ permit? drains under an EZ permit? Backflow divides must be installed Filing fee: \$100 All disturbances to the city sidewalk need Streets Dept. footway by an approved technician. Permit fee: permit and will be automatically issued with your plumbing permit. accelerated plan Project dependent YES review request form application Separate permits from the PWD and submit with your Surcharge: \$3 city; \$4.50 state reviewed All fixtures used for food preparation must follow the permit application. for connections to the water main \$ \$34 within 5 days? Record Retention fee: \$4 requirements for the Dept. of Public Health and large hot water heaters may require a permit from the Dept. of Public Health. or sewer and for water meters. Additional accelerated review fee: \$1,050 Are you eligible for Separate building permit required for all renovations. a rough-in permit? Are you installing Large hot water heaters large hot water may require a permit from Does your project involve an heaters? the Dept. of Public Health. You must first apply for a plumbing permit, including plans, and the associated fees. You Are there connections to exterior plumbing component? the water main or sewer must request and describe rough-in work on the permit application. Once the Plumbing permit and for the water meters? Does your application YES YES application and associated plans are accepted for include new construction? review, you must submit a separate application l. You cannot get rough-in approval once the full permit has been approved. Rough-in approvals last for 60 days and the work You need separate You will need a PWD Utility Plan review; \$150 A separate exterior plumbing permit is required prior to issuance of any interior plumbing permit or the entire scope permits from the PWD for those and to get this review, you must submit a utility plan to PWD. You can submit the must be concealed. of work can be included under one plumbing application. Are you installing any of the following devices? · Heating, venting, and air conditioning. Ductwork. Get a mechanical permit. Is the project for new construction, A building permit is required to get · Commercial kitchen hoods. additions, and alterations that require YES • Equipment and piping that use natural gas. a mechanical permit for new construction, additions, and mechanical systems? Submit application form with the complete scope of work and current alterations that require mechanical Filing fee: \$100 (non-refundable but Does any component require electrical power? credited towards final permit fee) Submit plans that meet mechanical plan requirements with application. Permit fee: Are you working on any new Minimum of \$174 for registers or You might diffusers served by ductwork • Appliances: \$145 each plumbing or alterations to need to get a plumbing For commerical kitchens, submit fan/hood specifications with application. You need to get an plumbing that serves electrical permit. mechanical systems? Kitchen hoods: \$145 each permit. Submit with application to the plans examiner: energy conservation compliance documentation and comcheck complaince certificate Heating apparatus: \$69 each · Ductwork installation: \$69 each signed by the design professional. a kitchen hood? Surcharges: Does the cost of work exceed \$25,000 \$3 City \$4.50 State or include any structural work Submit commissioning compliance checklist to field inspector. You might need to get a (regardless of cost)? fire suppression permit Retention fee: Schedule required inspections. \$4 per page larger than 8.5x14in Plans must include the signature and seal of a Optional Accelerated Plan Review: PA-licensed design professional (registered architect Certificate of approval will be issued upon successful completion of all required inspections. or professional engineer). Are emergency generators and/or fire Is work being done on electrical and Do you need an electrical permit? Are solar panels communication systems and components being installed? YES YES YES including installation, renewals, and/or repairs? pumps being used? An electrical permit is required and can be Do you need a rough-in permit? An electrical permit is not A separate application is required for solar panel installation permits obtained from L&I. required, but a permit from the Philadelphia Department of and for PECO service and meter adjustments. Plans are required for some types of work (see exceptions on website). A "Rough-in Permit" This can likely be submitted at the Want your application **Additional** Public Health may be required (installation of new equipment can be issued before full permit is issued to allow cables and other infrastructure to be installed. A separate building permit is required same time as building accelerated review and plumbing. fee: \$1.050 for all interior and exterior renovations. or operation of equipment). \$150 for rough-in permit fee. Phase 4: Food Permits Is the food establishment a large YES ' establishment with 30 or more seats? Submit application. Is the food establishment Do you need a sidewalk cafe license? The fee amount depends on a catering company? Is the food establishment a small establishment the type of establishment. Do you need a Food with less than 30 seats, and for all other YES Look at the variations. YES Preparation and businesses that prepare or serve food? Submit permit application with Serving License? non-refundable a notarized permission letter application fee that YES \$20 non-refundable application fee that is applied to the \$275 license fee. from property owners and an \$20 non-refundable application fee that is applied to the is applied to the \$415 license fee. Bring these documents \$275 license fee. Do you need to the Dept. of Streets' Right of Way Unit for a a streetery The Dept. of Streets will license? review of all application complete a field inspection of the site. documents. Once preapprovals are completed, you can begin to start Does your the application. Between 10 and 30 days before you apply streetery include the license you must print and post a public notice on License fee - \$1,750 a structure? After receiving the package, the If the Dept. of Streets finds the site all street-facing sides of your building. The notice must be posted in a conspicuous location in a window or door on (With a non-ref. acceptable they will prepare a package and send it to the Law Dept. application fee of \$200 applicant to sign the agreement. all street-facing sides of your building, remain in place which is applied toward Will the streetery until the application is approved or denied. The include a structure with Do you need a When both parties have signed application will include a streetery operation information an overhead covering or form; proof of approval by Dept. of Streets; proof of posting; and proof of insurance. the documents, the Law Dept, will handbill license? at least one side over send a copy of the agreement to 48 inches tall? a building permit. the Right of Way Unit YES Apply online using eCLIPSE or in person at the Permit and License Center. License fee - \$50 (non-refundable application fee of \$20 is applied toward the license fee) Do you need a Food Safety Certificate? After completing the course, you will receive a course certificate. To \$30 application fee per person. YES Training provided by approved 3rd party agencies at an additional cost. apply you must send in the application form, a copy of the course certificate, and a money order made out to Philadelphia Health Dept. Do you need a Food YES **Business Plan Review?** 1. Sanitary Structural 3. Light Fixture 4. Plumbing System Information: Facility Plan: 2. Electrical System Accurately scaled floor plan of Facility Information: Water connections to all food service equipment; Submit the application form, and include the following items: Information: Information: Type and placement of the facility showing all areas including, kitchens, bars, type and location of backflow prevention devices; location of all drinking fountains; Complete Surface Flectrical plan showing all outlets. Finish Details Schedule all light fixtures; dining facilities, toilet rooms, (Schedule A) wattage or lamp description of the hot water generating system; location of all sanitary waste fixtures, floor drains, garbage grinder, grease traps, mop receptacles, ejector pits, etc. vermin control. requirements for the basements, refuse and Accurately scaled site plan of Do you need recyclable storage areas: the facility showing the location protection in food of the food establishment in service areas. license? relation to outside features. 6. Equipment Design and Construction Information: Complete Equipment Schedule (Schedule B), manufacturer's catalog cut sheets; numerically Installation 8. Ventilation Information: 9. Refuse & Recyclables Information: 5. Toilet Room Information: Information Location of approved ventilation Storage facilities for refuse containers and Location of toilet rooms, hand scaled thermometers; adequate storage facilities for all equipment and food type and placement of shelves systems; description of approved recyclables; outside refuse storage areas, wash stations and storage and cooking oil recycling. area/facilities; toilet room ventilation systems. in a separate area or storage unit from chemical supplies, etc.; food display/customer self-service fixtures: ventilation. protection from contamination; automatic ice 10. Menu Information/Food Handling: dispensers for customer self-service food shields. Complete menu and/or description of the foods to be Both the owner of the license and sneeze guards and other protective devices; location handled, and description of food handling procedures. location (or county) of the establishment and type of all sinks; hand washing facilities. liquor licenses of 3,000 people. Anyone will change. This type of transfer requires an application to PLCB. seeking an R liquor license must obtain it through an auction or license transfer. Want to learn more The license-holding owner wishes to You can obtain a liquor license through the transfer of an about how to make change the location (or county) of existing license from a person currently owning a liquor license and/or operating a licensed establishment. This can occur if: their establishment without a it cheaper, faster, change in ownership. The minimum bid for entering a and simpler to liquor license auction is \$25.000. start a business The ownership of a licensed establishment should change. In an application to PLCB. The number of liquor licenses in a county is this event, the new owner must submit an application with the in Philadelphia? state to have the existing license transferred to them. regulated by the "quota system." This work was funded by the Visit CitiesWork.org Upon approval of the application by PLCB, the owner would be allowed to operate at the same premises.

Congratulations, you did it!

Disclaimer: This flowchart is not intended as a legal guide or legal advice. The regulatory process may be different depending on your specific situation, and we recommend talking to a lawyer who can help you navigate the process.

Regulations and processes are subject to change at any time. For the most up-to-date information, contact the relevant regulatory agencies.

Do you want to open

DECISION POINT