



C I T Y O F P H I L A D E L P H I A

DEPARTMENT OF LICENSES & INSPECTIONS
1130 Municipal Services Building
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Philadelphia, PA 19102-1687

DAVID J. PERRI, P.E.
COMMISSIONER

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Información disponible en Español: <https://www.phila.gov/2020-04-29-requisitos-para-reanudar-la-actividad-de-construccion-en-filadelfia>

Requirements for Resuming Construction Work on May 1, 2020

Dear Contractors,

The Mayor and Commissioner of the Department of Public Health have issued an order authorizing certain construction activity for projects that obtained permits before March 20, 2020. As of this Friday, May 1, 2020, at 7:00 a.m., certain construction projects, as defined in the Mayor and Health Commissioner's orders, will be allowed to resume operations. However, there are several important new public health requirements that you need to prepare for before going back to work.

Enclosed with this letter are three important documents that you must carefully read. They are the Mayor's Order Authorizing Certain Construction Activity to Resume, the Governor's Guidance for Businesses in the Construction Industry, and an April 15th Order issued by the Commonwealth's Department of Health. **You must comply with every requirement in these three documents along with any other orders of the City, whether currently issued or issued in the future.**

As Philadelphia licensed contractors, you must "institute and maintain work site public safety measures that will adequately protect the general public from harm". Phila. Code A-1001.6. Failure to comply with all COVID-19 related requirements issued by the Commonwealth or City, even those issued after you have resumed work, could result in penalties being imposed against you, including but not limited to, the issuance of a notice of violation, the imposition of fines of up to \$2,000 per violation per day, the issuance of a stop work order, and the suspension or revocation of your license.

It is crucial that you carefully read all three enclosed documents AND regularly check the Commonwealth's and City's websites for further guidance. While you must familiarize yourself

with and understand the entirety of these documents before re-starting work, to assist you I have highlighted a few key takeaways below; however, this letter is not intended to substitute for or override the City's orders in anyway:

For Permits Issued Before March 20, 2020

1) When can I start work?

If you obtained a permit before March 20th, you can resume construction authorized by that permit on Friday at 7:00 a.m. If you obtained a Building Permit before March 20th and have not yet started work, you should call the Department's IVR system (215-255-4040) to schedule an initial inspection prior to starting any work.

2) What sort of work is not allowed?

- A) In general, you may not perform any work within an occupied dwelling unit. If you are working on a multi-family building, you may not perform work in an occupied dwelling unit or within any shared common area. If you believe emergency repairs that require working in an occupied dwelling unit or common area are necessary, you may submit a request to perform that work to codeissues@phila.gov.
- B) You **cannot** perform any underpinning work, demolition of attached structures, or any other work that requires the support of an existing party wall.

3) What other requirements are there?

- A) **Pandemic Safety Officer**- You must appoint a Pandemic Safety Officer for each of your active jobsites. They must be on site at any time that work is ongoing. They must have obtained a COVID-19 training certificate from OSHA (see information posted on phila.gov/LI). Your Site Safety Manager can also serve as Pandemic Safety Officer.
- B) **COVID-19 Safety Plan**- You must have a written COVID-19 safety plan for each of your active jobsites. That jobsite's Pandemic Safety Officer must review, approve, and be familiar with the plan. It must detail the site's plans for complying with all applicable City and Commonwealth orders and guidance, including, but not limited to, requirements that:

- Require that workers wear masks at all times that they are on site;

- Require social distancing of 6 feet or more between workers while they are working and while they are taking breaks;

- Provide every worker with regular access to handwashing stations, hand sanitizer, and disinfectant wipes, and schedule regular handwashing breaks;

- Minimize the sharing of tools between workers;

- Minimize or eliminate close contact between workers and members of the public;

- Schedule the regular cleaning and disinfecting of high-touch areas and tools;
- Stagger breaks to encourage social distancing of 6 feet; and,
- Have a plan in place for the possibility that your worksite is exposed to somebody who is a possible case of COVID-19, including the identification and isolation of any exposed workers.

The Covid-19 Safety Plan should be site specific—for example, it should specifically state where handwashing stations are being set up at the worksite and it should state how many workers can be on site at any given time. It should also contain details about how the Pandemic Safety Officer is monitoring and recording compliance with the Covid-19 Safety Plan and how they are taking action to quickly correct any deficiencies.

You must post a copy of the Pandemic Safety Officer's Training Certificate with the Building Permit and you must produce a jobsite's COVID-19 Safety Plan upon the Department's request.

4) How many workers can I have on each project?

If you are working on a one- or two-family dwelling, you may have up to 4 workers per unit on site. If you are working on a commercial site, you may have up to 4 workers on site if the jobsite is less than 2,000 enclosed square feet. For each additional enclosed 500 square feet over 2,000, you may have 1 additional worker on site.

For Permits Issued After March 20, 2020

- 1) Projects with permits issued after March 20, 2020 are not allowed to operate—the Mayor's temporary prohibition on these projects remains in place. Exceptions are approved health care facilities, critical infrastructure, and emergency work.
- 2) Unless and until the Mayor and Health Commissioner issue a future order, no construction activity in connection with such projects can take place.
- 3) Nevertheless, permit applications will be accepted for future projects, but only if submitted online through Philadelphia's eCclipse system, available at eclipse.phila.gov. Permits for projects that require a ZBA variance will not be issued until further notice.
- 4) If you are issued a permit, you will need to pay all fees online and schedule an appointment to pick up your approved plans. You can schedule such an appointment at the following website: <https://form.jotform.com/201192665241046>

There is no doubt that the new requirements discussed in this letter will change how Philadelphia jobsites look and operate. You are being asked to learn and implement many new practices—I understand that this may be a challenge. But, with these new requirements and with the leadership of Philadelphia's licensed contractors, I am confident that we can continue to build while doing everything in our power to keep Philadelphia as safe and healthy as possible. If you have any questions, please submit them to AIU@phila.gov and we will be happy to assist you.

I thank you for your continued cooperation with the Mayor's and Governor's orders.

Sincerely,

Will Fernandez, Esq.
Director, Audits and Investigations
Department of Licenses and Inspections