



# City of Philadelphia

City Council  
Chief Clerk's Office  
402 City Hall  
Philadelphia, PA 19107

**BILL NO. 200116  
(As Amended, 3/10/20)**

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**Introduced February 6, 2020**

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**Councilmember Jones**

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**Referred to the  
Committee on Licenses and Inspections**

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## **AN ORDINANCE**

Amending Chapter 9 of Subcode PM (“The Philadelphia Property Maintenance Code”) of Title 4 of The Philadelphia Code, entitled “Additional Special Requirements,” to establish requirements for managers of certain buildings pertaining to identification of occupants to better assist responders during emergency situations; all under certain terms and conditions.

*THE COUNCIL OF THE CITY OF PHILADELPHIA HEREBY ORDAINS:*

SECTION 1. Title 4 of the Philadelphia Code is hereby amended to read as follows:

TITLE 4. THE PHILADELPHIA BUILDING CONSTRUCTION AND OCCUPANCY CODE

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SUBCODE “PM” (THE PHILADELPHIA PROPERTY MAINTENANCE CODE)

\* \* \*

CHAPTER 9  
ADDITIONAL SPECIAL REQUIREMENTS

\* \* \*

*SECTION PM-905 BUILDING MANIFEST REQUIREMENT*

*(1) Definitions. For purposes of this Section, the following terms shall have the following meanings:*

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*“Building Manifest.” A document that lists the name of every Resident, the phone number of every Resident, the date the document was most recently updated, and identifies special needs that a Resident believes would help Responders assist the Resident in an emergency situation, as voluntarily identified for a building manager.*

*“Department.” The Department of Licenses and Inspections.*

*“High-rise building.” Structures that meet the definition of High-Rise Building pursuant to Section B-202 of the Philadelphia Building Code and contain a Household Living use pursuant to Section 14-601(2)(a) of the Philadelphia Zoning Code.*

*“Mid-rise building.” A residential building that has an active housing rental license with the Department for at least 25 residential units, but does not meet the standard of a High-rise building.*

*“Resident.” A person that resides in a High-rise building or a Mid-rise building.*

*“Responder.” A person designated or trained to respond to an emergency, including but not limited to, officials in the Office of Emergency Management.*

(2) *Creation and Maintenance of a Building Manifest Required. The manager of a High-rise building or a Mid-rise building shall create and maintain an up-to-date Building Manifest.*

(a) *A Building Manifest shall be considered up-to-date if it has been updated within the past 12 months.*

(3) *Building Manifest Required to Be Kept On-Site. The manager of a High-rise building or a Mid-rise building shall keep an up-to-date Building Manifest on-site, in hard-copy form, for the purpose of providing the Building Manifest to Responders in the event of an emergency.*

(4) *Enforcement.*

(a) *For the purpose of enforcing the provisions of this Section, notices of violation shall be issued by authorized Department inspectors or any other persons authorized to enforce ordinances. Such notices of violation shall be issued under the procedures set forth in Section 1-112, except that the amount required to be remitted in response to a notice of violation shall be one hundred fifty dollars (\$150).*

SECTION 2. This Ordinance shall take effect one year from the date it becomes law.

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**Explanation:**

[Brackets] indicate matter deleted.  
*Italics* indicate new matter added.

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