

WHERE TO FILE PERMITS, DOCUMENTS

Marriage License Bureau

City Hall, Room 413
215-686-2233, 7285

Office is open 8:30 a.m. to 4:30 p.m.
Mon. - Fri., Wed. 8:30 a.m. to 7:30 p.m.
Fee is \$50.

Birth and Death Certificates

Division of Vital Statistics
City Hall, Annex, Room 402
215-560-3055

Birth Certificates are \$4. Death
Certificates are \$3. One free birth and 10
free death certificates given to veterans
and their dependents under 19.

Licenses and Inspection Department

License Issuance Section
Municipal Services Building Concourse
215-686-2490

Licenses issued for parades, fireworks and
dogs.

Block Parties

Streets Department
Municipal Services Building Room 940
215-686-5560

Applications for Block Parties must be
obtained three weeks before the event.
At least 75% of the residents must sign
a petition requesting the Block Party.
Application fee of \$20 must be either
check or money order. Parties may last
from 8:00 a.m. to 8:30 p.m.

Deeds, Mortgages, Power of Attorney, Accident Investigation

Records Department,
Document Division
City Hall, Room 166
215-686-2292

Provides copies and recordings of
documents.

Filing for a Taproom License

Pennsylvania Liquor Control Board
140 W. Germantown Pike, Suite 100
Plymouth Meeting, PA 19462
610-940-1200

Voter Registration

City Commissioners Registration
Division
520 N. Delaware Avenue
Riverview Place, 5th Floor
215-686-1500, 1501, 1502

Registration forms here and at libraries,
state stores, and political party offices.

Posting Signs

Licenses and Inspection
Municipal Services Building
Concourse
215-686-2435

Permits for political or advertising signs to
be posted in the city. Illegally posted signs
should be reported to **686-2463, 2464,
2465**.

Driver's Licenses

Pennsylvania State Police
2201 Belmont Avenue or Island Road
near the airport.
1-800-932-4600

Testing Tuesday through Saturday
8:30 a.m. to 4 p.m.

SENIOR CITIZEN PROGRAMS

Commission on Services to the Aging

1401 Arch, 9th Floor
215-686-8450

Develops programs for the aged including
employment, retirement activities,
financial assistance, legal aid and
technical assistance.

Philadelphia Corporation for Aging

111 North Broad Street
215-765-9000

Provides seniors with homemakers, meals,
transportation, financial aid, etc.

Philadelphia Senior Center

509 South Broad Street
215-546-5879

The general office will direct you to one of
two Philadelphia centers offering a wide
range of activities and services:

Martin Luther King, Jr.
Older Adult Center
2101-35 West Cecil B. Moore Avenue
215-978-2714

Frederic R. Mann
Older Adult Center,
3201 North 5th Street
215-685-9844

Foster Grandparent Program

15th & JFK Boulevard
215-686-9050

Seeks volunteer senior citizens interested
in working with neglected children with
special needs.

EMPLOYMENT — WHERE TO APPLY

Personnel Department

Civil Service
City Hall, Room 127

Applications available here for more
than 100 positions. No appointment is
necessary. Office hours are 8:30 a.m. to
4:30 p.m. weekdays.

Pennsylvania State Employment Service CHECK FOR NEAREST OFFICE TO YOUR HOME.

215-560-2253

Helps find employment for job applicants,
no fee charged. Check the telephone book
for the nearest office.

El Congreso de Latino Unidos

719 W. Girard Avenue
215-763-8870

Training and placement for the Hispanic
community.

Department of Recreation

1515 Arch Street, 10th Floor
215-683-3601

Provides work opportunities and job
training for 17- to 21-year-old men and
women who are out of school.

DISCRIMINATION

Commission on Human Relations and Fair Housing Commission

34 South 11th Street, 6th Floor
215-686-4670

Acts on complaints related to alleged
discrimination in the city.

PA Human Relations Commission

Broad & Spring Garden Sts., Rm. 711
215-560-2496

Investigates problems of discrimination
related to housing, employment, public
accommodations, education and the
handicapped.

UTILITY EMERGENCIES

Water Department

215-685-6300 (24 hours)
or **215-686-1776**

Repairs broken street mains, flooded
cellars, stopped-up sewers, etc.
Underground pipes will be thawed out
for \$125.00.

Philadelphia Gas Works

215-235-1212 (24 hours)

Inspects gas odors and malfunctioning
heaters.

Philadelphia Electric

215-841-4141 (24 hours)

Repairs electrical cutoffs, investigates gas
odors, downed wires, etc.

Heating Division

Department of Licenses and
Inspections
Municipal Services Building, Rm. 780
215-686-2590

Will restore heat for tenants who are ill
or have other hardships and will bill the
landlord for the cost.

Home Weatherization Program

215-448-2161
Provides insulation, caulking, weather-
stripping and storm windows for low-
income homeowners. Priority given to
senior citizens.

BUSINESS

Licenses and Inspections Department

Municipal Services Building Concourse
215-686-2490

Provides information on those business
operations needing a license.

Small Business Administration

900 Market Street
Robert Nix Federal Building
Suite 500
215-580-2722

Provides advice to future business
owners through counseling and monthly
workshops.

Philadelphia Industrial Development Corporation

1500 Market Street
215-496-8020

STREET REPAIRS

Streets Department

Highway Division
Municipal Services Building, 9th Floor
215-686-5560

Sends repair crew for potholes and broken
curbs. Sidewalks must be repaired by the
property owner.

TRASH AND GARBAGE REMOVAL

Sanitation Division

Streets Dept., Municipal Services
9th Floor, Municipal Service Building
215-686-5560

Emergency collection service for dead
animals or wreckage resulting from a
disaster is available seven days a week.

TRAFFIC SIGNS AND SIGNALS

Traffic Engineering Division

Streets Department
Municipal Services Building
215-686-5531

Replacement or repairs of missing street
signs and traffic lights. Investigates
dangerous situations caused by heavy
traffic.

ADDITIONAL LIGHTING FOR STREETS AND ALLEYS

Street Light Department

Municipal Services Building,
Room 800
215-592-5683 (24-hour number)

Inspects street lighting on request.

VACANT BUILDINGS AND LOTS

Department of Licenses and Inspections

Municipal Services Bldg., Room 710
215-686-2463

Inspects vacant buildings when illegal
conditions are reported. The city will tear
down any vacant building in danger
of collapse and board up any vacant
building not secured.

ENVIRONMENT

Fairmount Park Commission

Horticulture Division
Memorial Hall
215-685-0096

Recommends contractors and issues
permits for tree trimming or planting.
Free advice available.

Fairmount Park Recycling Center

Fairmount Park Commission
Off Ford Road and Chamounix Drive
215-685-0115

Offers free firewood, mulch, wood chips
and compost Monday through Friday,
7:30 a.m. to 3 p.m. Firewood must be cut
with a power saw.

Air Management Services

Department of Public Health
321 University Avenue
215-823-7586

Investigates sources and tries to eliminate
smoke or odors.

Noise Complaints..... **685-7580**

PROTECTION UNDER THE LAW

Lawyer Reference Service

1339 Chestnut Street
215-238-1701

Helps consumers find an attorney.
\$3 consultation fee. Appointment is
necessary. Open 9 a.m. to 4:30 p.m.

Community Legal Service

Juniper and Locust Streets,
Sylvania House
215-981-3700

Free legal advice for low-income residents.

Women Against Abuse Center

100 S. Broad Street, 5th Floor
215-686-7082

Evenings and weekends call
215-386-7777

Legal advice free to low-income residents
plus information on emergency shelter.

Women Organized Against Rape

1233 Locust Street, Suite 202
215-985-3333

(24-hour hotline number)

Services available to rape victims.
Representatives will meet victims at
hospitals and accompany victims to court.
Also offers educational programs for rape
prevention and general awareness, Crisis
Counseling, referral, long-term individual
and group counseling is also available.



HOME AND NEIGHBORHOOD

Philadelphia Housing Authority
2012-18 Chestnut Street
215-684-4000
Provides adequate rental housing for low-income families.
Public housing applications at 3010 Market Street.

Philadelphia Housing Development Corporation
1234 Market Street, 17th Floor
215-448-3000
Rehabilitation of Vacant Houses/Current. Eligible low-income families may receive grants to repair vacant home or current dwelling.

Philadelphia Housing Development Corporation
1234 Market Street
215-448-3000
Potential homebuyers receive advice to evaluate their financial positions.

Housing Association of Delaware Valley
1500 Walnut Street, Suit 601
215-545-6010
Programs for low- to moderate-income residents with housing problems.

Visiting Nurse Association of Greater Philadelphia
1 Winding Drive
215-473-0772
Offers all aspects of home health care at no cost to the consumer if the services are not covered by an insurance policy.
From infants to the elderly.

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