

✕ Violation Notice and Order to Correct

L&I File Number: CF-2026-081994



DISTRICT OFFICE

Property Maintenance Unit
1512-14 Cecil B Moore Ave
Philadelphia, PA 19121
215-685-0535
PropertyMaintenanceUnit@phila.gov

PROPERTY IN VIOLATION

3646 FRANKFORD AVE, Philadelphia, PA 19134-2106

DATE OF NOTICE

07/08/2026

On 07/07/2026 the Department of Licenses and Inspections inspected/investigated the property in violation and found the following condition(s) or activity which violate the Philadelphia Code. Based on these the property is deemed:

IN VIOLATION

The property will remain in this status until all the violations below are corrected and the Department of Licenses and Inspections has verified the corrective action. You are the person responsible for the correction of these violations.

Any permit or license obtained to comply a violation of working without or in excess of a permit or a license will result in an additional inspection fee equal to the cost of the permit or license. (Phila. Code § A-901.13)

YOU ARE ORDERED TO MAKE THE NECESSARY REPAIRS AND/OR TAKE THE NECESSARY ACTION(S) TO CORRECT THE CITED CONDITIONS PRIOR TO 08/11/2026

VIOLATIONS

PHILA. CODE § PM15-305.1(e)	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE Stairs, landings, balconies and all similar walking surfaces, including guards and handrails, are not structurally sound, not properly anchored or are anchored with connections not capable of supporting all nominal loads and resisting all load effects.		
CONDITION IN VIOLATION The rear exit stairs to the rear yard lacked a handrail. Please install a handrail on the rear stairs.		
LOCATION Property at 3646 Frankford Avenue.		

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VIOLATIONS

PHILA. CODE § PM15-307	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 30 inches (762 mm) high or more than 42 inches (1067 mm) high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches (762 mm) high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.		
CONDITION IN VIOLATION The exterior rear steps which had four steps also lacked a handrail. Please install a handrail at the rear steps.		
LOCATION property at 3646 Frankford Avenue rear steps.		
PHILA. CODE § A-301.1.5	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE A zoning permit is required for the construction, erection, removal, demolition, or change in exterior dimension of any structure. A use registration permit is required for every new use commenced on any land or in any structure except for use as a single-family dwelling.		
CONDITION IN VIOLATION The basement has been converted to an apartment unit that is currently rented to tenants. I checked Atlas and found an Active rental license # 615881 for two units. I did not find any zoning permission for a basement apartment conversion. Please acquire the required zoning permission and permits to legalize the basement apartment or revert to original use.		
LOCATION Basement of the property at 3646 Frankford Avenue.		

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VIOLATIONS

PHILA. CODE § PM15-402.2/1	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE Means of egress, including exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with a minimum of 1 foot-candle (11 lux) at floors, landings and treads.		
CONDITION IN VIOLATION There was no illumination inside the stairs. There was wall mounted light fixture which lacked a bulb and had yellow Romex cable cut. Please install a light fixture in the rear stairs.		
LOCATION Basement of the property at 3646 Frankford Avenue.		

PHILA. CODE § PM15-304.7	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a nuisance.		
CONDITION IN VIOLATION The front porch roof downspout was not connected to a drainpipe and discharged on to the sidewalk.		
LOCATION front of the property at 3646 Frankford Avenue.		

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PHILA. CODE § F-1103.8	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE Single- and multiple-station (single-station wired together to enable all to sound an alarm when one activates) smoke alarms shall be installed in existing Group R occupancies in accordance with Sections F-1103.8.1 through F-1103.8.3.		
CONDITION IN VIOLATION The smoke alarm by the front entrance failed to function when tested. There was a smoke alarm by the living room that also failed to function when tested. the smoke alarm in the bedroom failed to function when tested. Please repair or replace the non-functioning smoke alarms in the basement unit.		
LOCATION Basement apartment unit at 3646 Frankford Avenue.		

PHILA. CODE § PM15-305.3	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.		
CONDITION IN VIOLATION There was damage at the front entrance vestibule wall from the flooding. The wooden trim was also damaged. Please fix the damaged wall and trim board.		
LOCATION Basement unit at the front vestibule.		



Failure to timely correct the violations listed above by or before the correction date listed above will result in the stated fine amount being imposed against you. The fines will be imposed on a per day basis for each violation that remains uncorrected AFTER the stated correction date. Phila. Code § A-601. If you timely correct each violation by the stated correction date, no fines will be due.

In addition to the fines listed above, failure to timely correct the violations will result in you being charged:

- Labor and material costs for any work performed by the City, such as a demolition; sealing of windows or doors; clearing of weeds, trash or debris; relocation expenses for removing occupants, costs associated with cease operations orders. Such costs are subject to an additional administrative fee of 21% (Phila. Code § A-503);
- An additional \$100 fee for repeat abatement work (Phila. Code § A-503.2); and
- Reinspection fees as follows: \$100 for the third inspection, \$200 for the fourth inspection, and \$350 for any additional inspections (Phila. Code § A-901.12.2).

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YOU HAVE THE RIGHT TO APPEAL THIS NOTICE. YOUR APPEAL MUST BE FILED BY 08/07/2026.

IF YOU DO NOT TIMELY FILE AN APPEAL THEN YOU WAIVE YOUR RIGHT TO LATER CHALLENGE ANY PART OF THIS NOTICE. This includes waiving your right to argue: whether the violations existed, whether you were responsible to correct the violations, whether you had enough time to correct the violations, whether the City should have abated the violations, and whether the City can impose fines, fees, or costs against you.

For more information on filing an appeal and/or to obtain the approved form visit the appeals section of the Department of Licenses and Inspections website at www.phila.gov/li or the Boards Administration Unit, Concourse Municipal Services Building, 1401 J.F.K. Blvd., Philadelphia PA.

Appeals of the Technical Codes, such as the Zoning Code and/or Fire Code, need to be submitted to the appropriate Technical Appeal Board such as the Zoning Board of Adjustment and/or the Board of Safety and Fire Prevention. For additional information call 215-686-8686.

IF YOU HAVE ANY LEGAL QUESTIONS YOU SHOULD CONSULT WITH AN ATTORNEY.

If you do not have an attorney, you can contact the Philadelphia Bar Association Referral and Information Line at 215-238-6333 to have an attorney referred to you. You can also find a list of legal aid service providers at <http://palegalaid.net/legal-aid-providers-in-pa>.



The Philadelphia Code may be found online for free at www.phila.gov under "Open government."

If you have any questions regarding this notice or would like to schedule a re-inspection, please contact: Fernando Diotti Fernando.Diotti@phila.gov or the district office noted above.

ATTENTION: This is an important notice! For information in your language, call 215-686-8686

ATENCIÓN: ¡Este es un aviso Importante! Para recibir información en su idioma, llame al 215-686-8686

注意: 这是重要通知! 如果您需要以您的语言获得此信息, 请致电 215-686-8686

CHÚ Ý: Đây là thông báo quan trọng! Nếu bạn cần thư này bằng ngôn ngữ khác, vui lòng gọi 215-686-8686

주의: 중요 통지입니다! 이 서신을 귀하의 언어로 받고 싶으시면 215-686-8686번으로 전화하시기 바랍니다

پر کال کریں 215-686-8686 **ترجمے کی خدمات کے لیے!** یہ ایک ضروری اطلاع نامہ ہے: **توجہ فرمائیے**

ATTENTION: Cet avis est important ! Si vous avez besoin de cet avis dans une autre langue, appelez le 215-686-8686