



✕ Violation Notice and Order to Correct

L&I File Number: CF-2024-004516



DISTRICT OFFICE

Contractual Services Unit
7522 Castor Ave
Philadelphia, PA 19111
215-685-3055

PROPERTY IN VIOLATION

4778 MELROSE ST, Philadelphia, PA 19137-1111

DATE OF NOTICE

07/28/2026

On 01/18/2024 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 all or some of these Code Violations the property is deemed:

UNSAFE

The property will remain in this status until all the necessary 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.

The Department of Licenses and Inspections hereby certifies that the violations at this property are a condition of immediate danger or hazard to health safety and welfare which requires immediate compliance and/or are intentional.

If these violations are not corrected before 08/31/2026 the Department will act as soon as reasonably possible to vacate and/or demolish the unsafe structure.

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 08/31/2026

VIOLATIONS

PHILA. CODE § PM15-108.1	FINE AMOUNT \$2,000.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE This property has been declared Unsafe by the Department of Licenses and Inspections. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible		
CONDITION IN VIOLATION Garage roof is collapsing and deteriorated.		
LOCATION roof		



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VIOLATIONS

PHILA. CODE § PM15-304.1(h)	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects.		
CONDITION IN VIOLATION Garage roof is collapsing and deteriorated.		
LOCATION roof		

PHILA. CODE § A-301.1/38	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE A building permit is required for the structural repair of a structure.		
CONDITION IN VIOLATION Garage roof collapsing and deteriorated.		
LOCATION roof		



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Please immediately reach out to the Department at the District contact information provided above within ten (10) days from the date of this notice to arrange an inspection of the interior to this property. You may contact the Department from 9am to 4pm, Monday through Friday. You may also email the inspector listed on this notice directly and they will respond within 72 hours of your request to schedule an appointment. Please include the above-listed L&I File Number in the email subject line.

To bring this property into compliance, you are required to obtain the necessary permits before beginning any corrective work. 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:

- The removal of all occupants and demolition of your property;
- 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).



YOU HAVE THE RIGHT TO APPEAL THIS NOTICE. YOUR APPEAL MUST BE FILED BY 01/09/2025.

Appeal of this Notice does not extend the time for you to comply nor will it stop any action by the City of Philadelphia.

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.

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.

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: James Nelson by calling the district office phone number noted above.



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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

