

✕ Violation Notice and Order to Correct

L&I File Number: CF-2025-111023



DISTRICT OFFICE

Construction Complaint Unit
 7522 Castor Ave
 Philadelphia, PA 19152
 215-685-0583
LIConstruction.complaints@phila.gov

PROPERTY IN VIOLATION

1628 W GLENWOOD AVE, Philadelphia, PA 19132-2242

DATE OF NOTICE

10/09/2025

On 10/08/2025 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 11/12/2025

VIOLATIONS

PHILA. CODE § A-301.1/4	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE A building permit is required for the altering modifying, repairing or improving the interior portion of the structure.		
CONDITION IN VIOLATION Work being performed without permits		
LOCATION interior		

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VIOLATIONS

PHILA. CODE § A-301.6/1	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE A construction permit and/or revised construction permit is required to comply this violation. In applying for a permit, the applicant shall provide construction documents to the Permit Services Unit that indicate the location, nature and extent of the work. These plans must show in detail that the work will conform to the applicable codes.		
CONDITION IN VIOLATION Plans required for construction		
LOCATION interior		

PHILA. CODE § A-301.1/35	FINE AMOUNT \$300.00	SCAN QR CODE FOR HOW TO RESOLVE 
PHILA. CODE LANGUAGE A building permit is required for the installation of a new window and/or door.		
CONDITION IN VIOLATION Basement window done without permits		
LOCATION front		



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 11/08/2025.

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: KAREEM TILGHMAN kareem.tilghman@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

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

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