

## AMENDED PERMIT PROCESS

All work must comply with the conditions of the approved permit. Deviations that impact conditions of the prior approval must be re-submitted for review through the amended permit process. The following work is **NOT ELIGIBLE** for an amended permit:

- *Expansion of work area*
- *Deviation from permits originally issued without plans*

### SCOPE OF AMENDMENT

Where an amendment is requested the applicant must specify if the request is a Permit Amendment, Deferred Document Submission or a Field Approved Change.

**Permit Amendment** is a deviation that requires review and may affect code compliance, including changes to the following:

- Structural components
- Egress
- Construction type
- Building height
- Fire protection systems
- Fire rated assemblies
- Occupancy classification and / or occupant load
- Accessible Route
- Plumbing fixture quantity
- Sound transmission control (STC) rated systems
- Addition or deletion of window or doors
- Exterior work subject to approval by the Philadelphia Historical Commission or City Planning Commission
- Scope of work (reductions only)
- Work within a designated flood zone
- Work related to any approved Board of Building Standards variance or Zoning Board of Adjustment proviso

**Deferred Document Submission** is when additional details on building components are supplied that were not available during the original permit review.

**Field Approved Changes** require pre-approval from the field inspector and are reserved for online submission only. Field approved changes may NOT be requested in-person.

### FILING METHODS

The amendment request must always reference the original permit number. All changes made will be recorded under the original permit record. Please review the options below to initiate the amendment process.

**In-Person / On Paper** – For applications originally filed with paper plans this method must be followed.

- 1.) Complete the Application for **Amendment or Extension to Issued Permit** application form and describe the extent of all revisions.

- 2.) Bring **three (3) copies** of revised plans or other documents for review to the Permit and License Center.
- 3.) Pay an amendment **filing fee** using any form of payment accepted by the Department.

**Online through eCLIPSE** – Those permits filed online in the eCLIPSE portal may request an amendment through the permit record on the portal.

- 1.) **Login** and navigate to the **My Activities** section for *Issued* permits associated with your account.
- 2.) Click on the permit record and look for the Permit Activities heading on the right-hand side of the screen.
- 3.) Under the **Amend Permit** subheading an Amend Permit button will appear.
- 4.) Provide a **detailed description** of the request and electronically **upload** any revised sheets.
- 5.) Pay the **amendment filing fee** for the Department to evaluate the request.

## FEES

At the time of filing or online request there will be a charge of **\$50**. **Note: There is no charge for field approved changes.**

For amendments requiring plan review, the minimum permit fee charged upon approval will be **\$75** or **\$20 per revised page submitted**, whichever is greater. Filing fees paid at the time of submission will be credited toward the final billing amount.

For amendments that require no plan review, there will be no charge beyond the initial \$50.

Paper submissions will incur a **\$4 per page** imaging fee. Surcharges of **\$7.50** will apply.

## PROCESSING TIME

Amendments will be processed within Department's published service level agreements consistent with the original permit type and scope of work. For most applications, this is **ten (10) to twenty (20) business days**.

Amendment requests are not eligible for Accelerated Review.

For changes in ownership only as listed on any permit, the request will be processed the **same day if filed in-person** with adequate documentation and within **five (5) business days if processed online**.

## FOR ZONING PERMITS (ZP) ONLY

Amendments to Zoning Permits are only allowed where the original approval was by variance or special exception authorized by the Zoning Board of Adjustment.

See the **Application for Zoning Administrative Adjustment** for in-person requests. This form shall be used in lieu of the Amendment or Extension of Issued Permit.

Online requests to amend a Zoning Permit should only be submitted if the permit of record has a Zoning Board hearing history. Otherwise, the request will be rejected and the amendment filing fee will be forfeited.