How do I submit Permit Amendments through eCLIPSE?  
How-to Guide

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. Refer to the ‘Amended Permit Process Info Guide’ to verify the type of changes that are eligible for an amended permit.

1. Go to https://eclipse.phila.gov and login to your eCLIPSE account.

2. From the eCLIPSE homepage, select the applicable permit to amend.

   The permits are located under the ‘My Activities’ tab.

   NOTE: The permit must be in ‘Issued’ status.

3. From the Details Tab, select the ‘Amend Permit’ button under the Amend Permit subheading.
4. Within the selected permit complete the following:
   • Select ‘Permit Amendment’ from the pull-down list.
   • Provide a **detailed description** of the requested changes in the ‘Amendment Description’ section.
   • Upload any revised documents / plans.
   • Select ‘Pay Fees and Submit’ and pay the amendment filing fee.

5. Once payment has been successfully completed, click ‘Continue’ to be transferred back to the Confirmation page in eCLIPSE.
   • **The permit status will appear as ‘Amendment Requested’**.
   • **Check your eCLIPSE account often for updates.**

---

**Frequently Asked Questions**

**Q:** Can I submit an amendment online if my paper application was filed on paper?
**A:** Yes, you only need access to the permit through your eCLIPSE account.

**Q:** Why can I not see the permit to amend through the online portal?
**A:** You must submit a help request using the [online help form](#).

---

**Additional Information**

If you have questions or need further assistance call 311 or 215-686-8686 (if outside Philadelphia).

L&I Permit and License Center
1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse
Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.

April 2020