

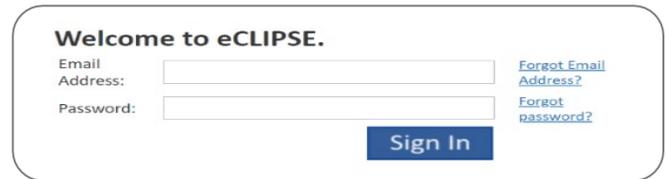
How do I Apply for a Permit using eCLIPSE?

How to Guide

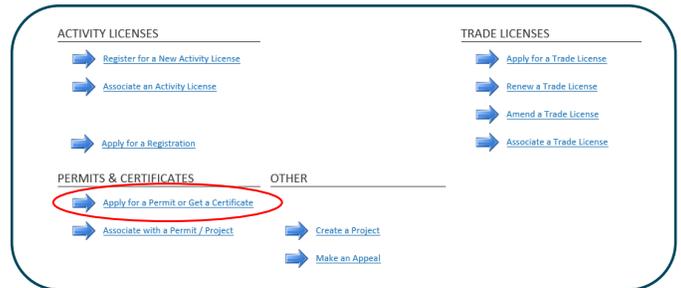
Background:

A Permit must be applied for to allow specific work or change in activity to be done at a building or on a lot. Permits allow L&I to perform reviews and conduct inspections of construction and related activities taking place in Philadelphia.

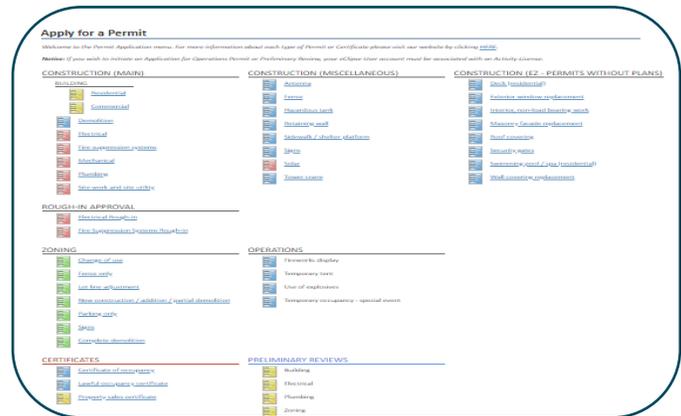
Step 1: Login to your eCLIPSE account.



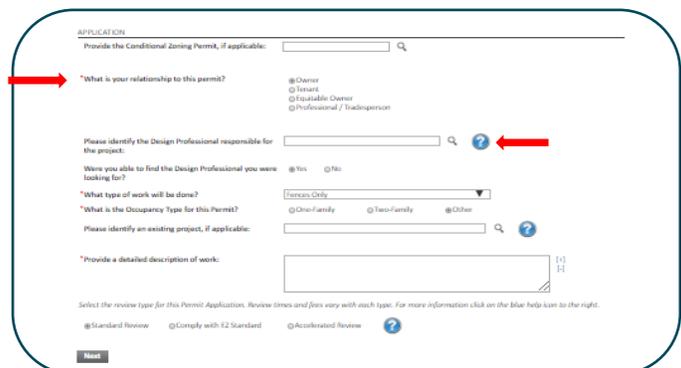
Step 2: On the eCLIPSE homepage, click 'Apply for a Permit or Get a Certificate'.



Step 3: From the Permit application menu, select the appropriate type of Permit or Certificate you wish to apply for.



Step 4: Within the selected Permit, complete the permit application information by following the on-screen instructions.



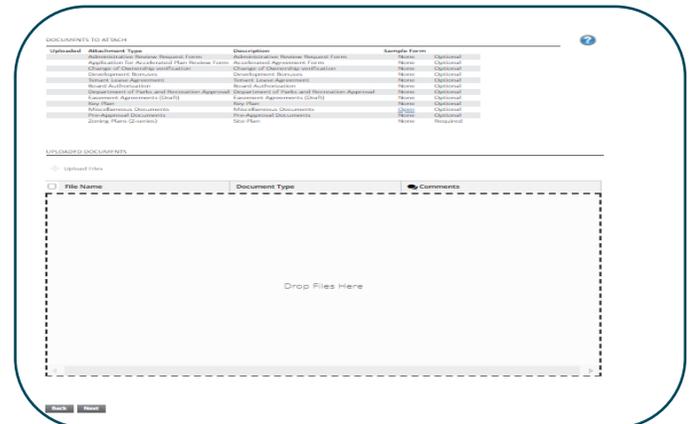
- *Items marked with an * are mandatory.*
- *Be sure to read the administrative text and check the Blue Dots often.*

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.

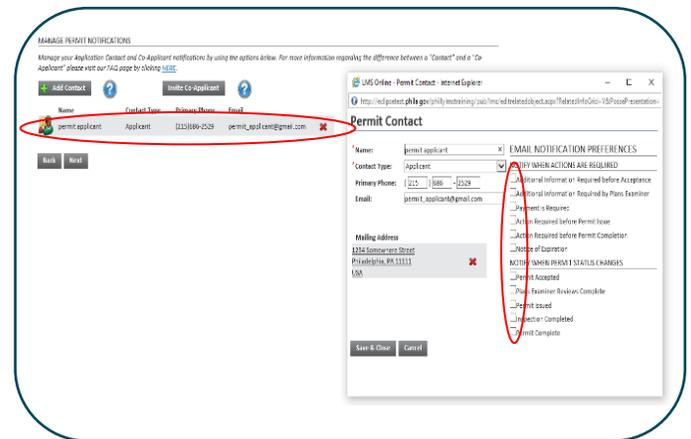
Step 5: If your application requires plans / documents to be submitted, upload all required plans / documents on the **Documents to Attach** page of the permit application.

- Refer to the city's information on *ePlans* if you need to submit documents as part of your application.



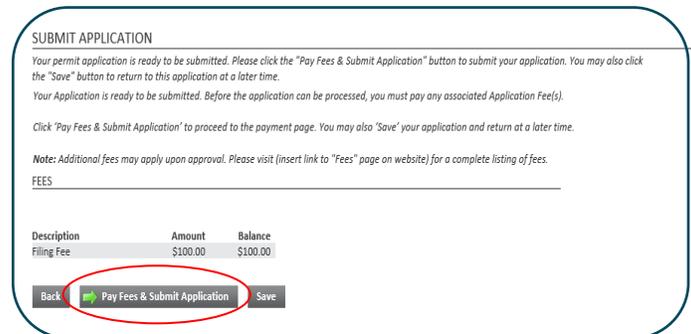
Step 6: On the **“Manage Permit Notifications”** page, you can add additional contacts associated with this specific permit and manage the type of email notifications each contact will receive.

- Click on the individual names in gray. Within the pop-up window, select or deselect the types of email notifications you wish each contact to receive.



Step 7: Submit your application and pay the fees by selecting **‘Pay Fees & Submit Application’**.

- You will be taken to a new *Payment Portal* page. Proceed to complete the necessary payment information and submit.
- An automatic payment confirmation will be emailed to you.



Step 8: Once payment has been successfully completed, click ‘Continue’ to be transferred back to the Confirmation page in eCLIPSE.

- The permit status will appear as *‘Submitted’*.
- Check your eCLIPSE account often for updates.

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