



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.	Welcome to eCLIPSE. Email Address: Password: Sign	Foreot Email Address? Foreot password?
Step 2:	On the eCLIPSE homepage, click 'Apply for a Permit or Get a Certificate'.	ACTIVITY LICENSES	TRADE LICENSES
Step 3:	From the Permit application menu, select the appropriate type of Permit or Certificate you wish to apply for.	Apply for a Permit Sector for the data data data data data and the data and the data data data data and the data data data data data data data dat	Arang (f) arang (f)
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. 	ADVICATION Provide the Conditional Zoning Normit, if applicable: "What is your relationship to this permit? "Barrer" "Brand" "Brand" <t< th=""><th>Constant of the set of the right.</th></t<>	Constant of the set of the right.

L&I Permit and License Center





- 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.





SUBMIT APPLICATION

Your permit application is ready to be submitted. Please click the "Pay Fees & Submit Application" button to submit your application. You may also click the "Save" button to return to this application at a later time.

Your Application is ready to be submitted. Before the application can be processed, you must pay any associated Application Fee(s).

Click 'Pay Fees & Submit Application' to proceed to the payment page. You may also 'Save' your application and return at a later time.

Note: Additional fees may apply upon approval. Please visit (insert link to "Fees" page on website) for a complete listing of fees. FEES

Description Amount Balance Filing Fee \$100.00 \$100.00 Back P Pay Fees & Submit Application Save

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.