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.
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.