

How does a contractor affirm association to a permit? *Quick Guide*

If a contractor is named on a permit application, the contractor must affirm involvement to the permit.

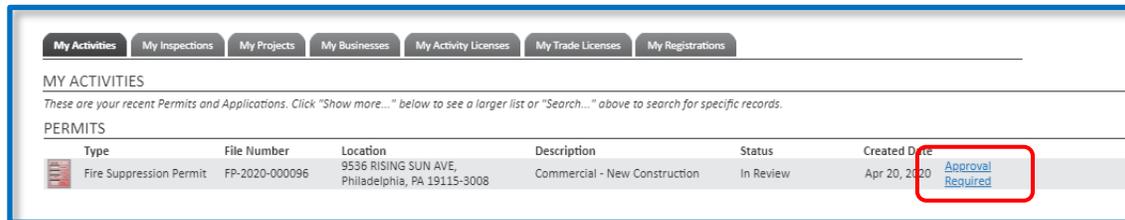
Before you Begin:

- The eCLIPSE user must associate with the contractor's account ([Associating with a Contractor Account Quick Guide](#)).
- Once the applicant selects a contractor in the permit application, the contractor should receive notification to affirm their involvement to that permit.

Contractor affirming association to the permit:

Step 1: Login to your eCLIPSE account.

Step 2: Under the 'My Activities' tab, click on 'Approval Required' link within the appropriate permit.



Type	File Number	Location	Description	Status	Created Date	
 Fire Suppression Permit	FP-2020-000096	9536 RISING SUN AVE, Philadelphia, PA 19115-3008	Commercial - New Construction	In Review	Apr 20, 2020	Approval Required

Step 3: Click on the 'Approve' button (to be named on this permit as a Contractor).

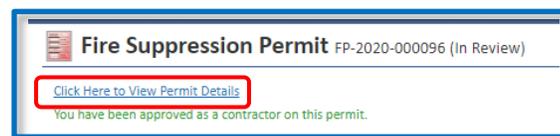


Fire Suppression Permit FP-2020-000096 (In Review)

[Click Here to View Permit Details](#)

Do you give approval to be named on this permit as a Contractor?

Step 4: Once the approval button is selected, you can view the permit details by clicking on the 'Click here to view permit details' link.



Fire Suppression Permit FP-2020-000096 (In Review)

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You have been approved as a contractor on this permit.

Questions? Need Assistance?

Visit www.phila.gov/LI or call 311 (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.