

How to register for Temporary Outdoor Dining in eCLIPSE

How to Guide

Background:

Qualifying businesses can register to offer outdoor dining on the sidewalk or in the curbside parking lane. This is a temporary registration to support businesses during the yellow phase of the COVID-19 reopening plan. This registration is valid until December 31, 2020.

You can apply for:

- Temporary Sidewalk Cafe—This registration allows for the daily use of the sidewalk area in front of a business for restaurant seating.
- Temporary Streetery—This registration allows the conversion of curbside parking into outdoor dining or take-away food and beverage service. This may also include a platform. Platforms must be approved by the [Department of Streets](#) and be constructed following the department's specifications.
- Temporary Sidewalk Cafe Extension—This registration allows for the daily use of sidewalk area or conversion of curbside parking adjacent to a business for restaurant seating. The owner of the adjacent property must grant permission.

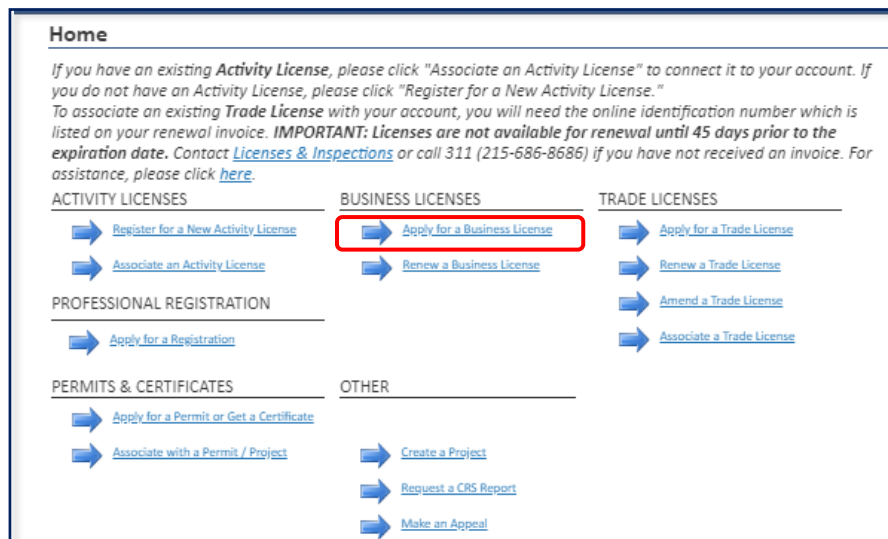
Review the [Outdoor Dining Guidelines \(PDF\)](#) for complete requirements and guidance.

Step 1: Login to your eCLIPSE account.

Step 2: On the eCLIPSE homepage, click on '[Apply for a Business License](#)'.

NOTE: If you do not see a *Business License* section on your home page, your activity license has not yet been associated with your account.

Select the [How to Guide](#) for step-by-step instructions on how to associate your activity license.



Home

If you have an existing **Activity License**, please click "Associate an Activity License" to connect it to your account. If you do not have an Activity License, please click "Register for a New Activity License."

To associate an existing **Trade License** with your account, you will need the online identification number which is listed on your renewal invoice. **IMPORTANT: Licenses are not available for renewal until 45 days prior to the expiration date.** Contact [Licenses & Inspections](#) or call 311 (215-686-8686) if you have not received an invoice. For assistance, please click [here](#).

ACTIVITY LICENSES	BUSINESS LICENSES	TRADE LICENSES
Register for a New Activity License	Apply for a Business License	Apply for a Trade License
Associate an Activity License	Renew a Business License	Renew a Trade License
		Amend a Trade License
		Associate a Trade License

PROFESSIONAL REGISTRATION

[Apply for a Registration](#)

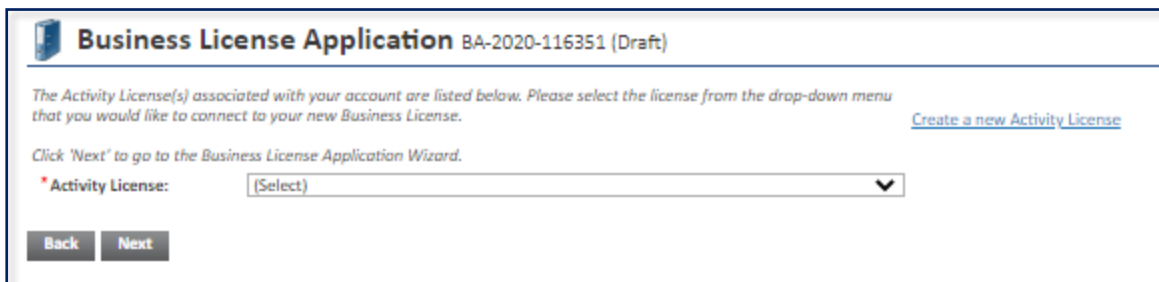
PERMITS & CERTIFICATES	OTHER
Apply for a Permit or Get a Certificate	Create a Project
Associate with a Permit / Project	Request a CRS Report
	Make an Appeal

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 3: Click 'Next' on the 'Welcome to the eCLIPSE License Application Wizard'.


Step 4: Select the 'Activity License' from the pull-down menu.



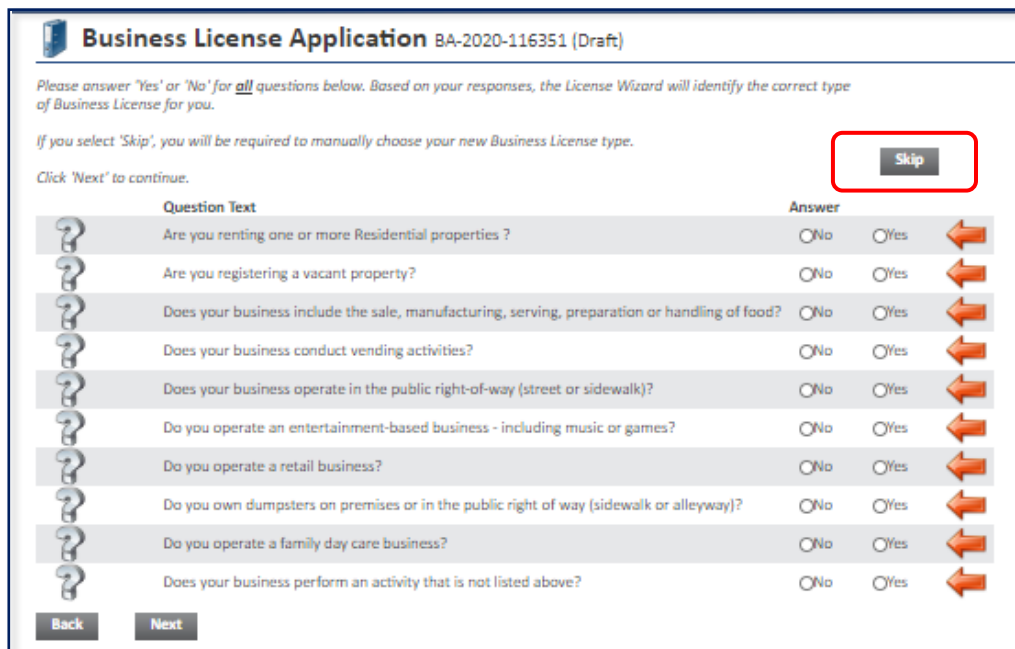
Business License Application BA-2020-116351 (Draft)

The Activity License(s) associated with your account are listed below. Please select the license from the drop-down menu that you would like to connect to your new Business License. [Create a new Activity License](#)

Click 'Next' to go to the Business License Application Wizard.

* Activity License: 

Step 5: Click on 'Skip' to manually choose your new Business License Type.













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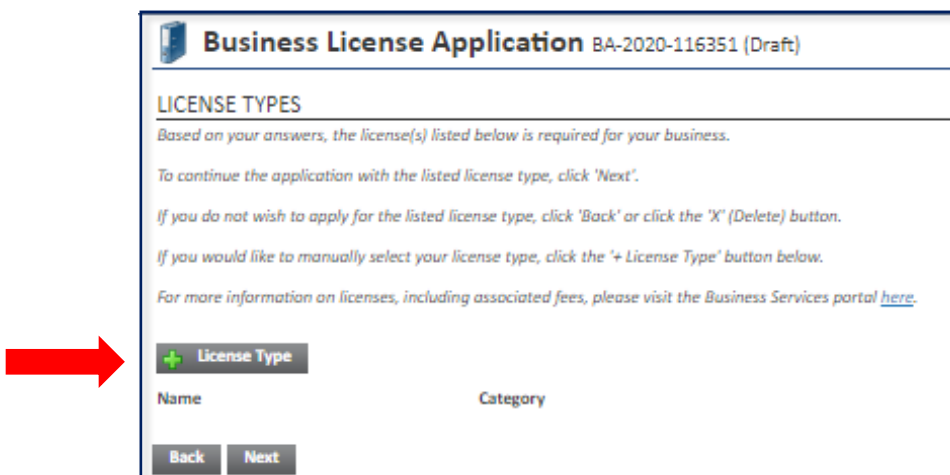
Please answer 'Yes' or 'No' for all questions below. Based on your responses, the License Wizard will identify the correct type of Business License for you.

If you select 'Skip', you will be required to manually choose your new Business License type.

Click 'Next' to continue.

Question Text	Answer
Are you renting one or more Residential properties ?	<input type="radio"/> No <input type="radio"/> Yes 
Are you registering a vacant property?	<input type="radio"/> No <input type="radio"/> Yes 
Does your business include the sale, manufacturing, serving, preparation or handling of food?	<input type="radio"/> No <input type="radio"/> Yes 
Does your business conduct vending activities?	<input type="radio"/> No <input type="radio"/> Yes 
Does your business operate in the public right-of-way (street or sidewalk)?	<input type="radio"/> No <input type="radio"/> Yes 
Do you operate an entertainment-based business - including music or games?	<input type="radio"/> No <input type="radio"/> Yes 
Do you operate a retail business?	<input type="radio"/> No <input type="radio"/> Yes 
Do you own dumpsters on premises or in the public right of way (sidewalk or alleyway)?	<input type="radio"/> No <input type="radio"/> Yes 
Do you operate a family day care business?	<input type="radio"/> No <input type="radio"/> Yes 
Does your business perform an activity that is not listed above?	<input type="radio"/> No <input type="radio"/> Yes 

Step 6: On the License Types page, click on 'License Type' to manually select your license type.



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LICENSE TYPES

Based on your answers, the license(s) listed below is required for your business.

To continue the application with the listed license type, click 'Next'.

If you do not wish to apply for the listed license type, click 'Back' or click the 'X' (Delete) button.

If you would like to manually select your license type, click the '+ License Type' button below.

For more information on licenses, including associated fees, please visit the Business Services portal [here](#).

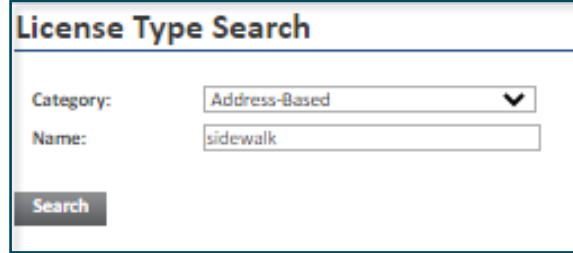
Name	Category


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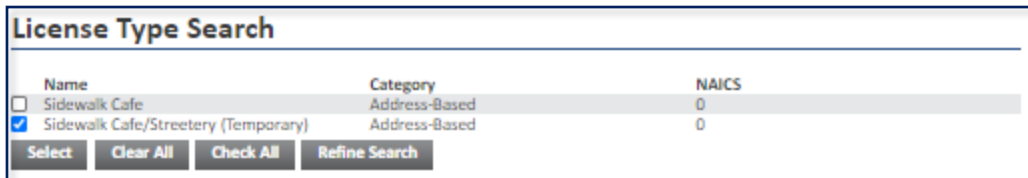
Step 7: Select the '**Category**' (*Address-Based*) from the pull-down menu.

NOTE: To shorten the search results, type in "Sidewalk" in the '**Name**' box.



License Type Search
 Category: 
 Name:

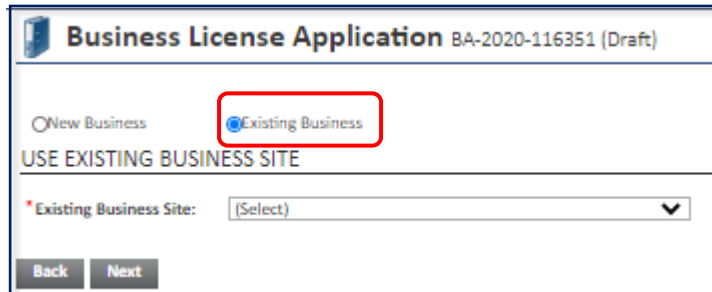
Step 8: Select '**Sidewalk Café/Streeterly (Temporary)**' from the search results.




License Type Search

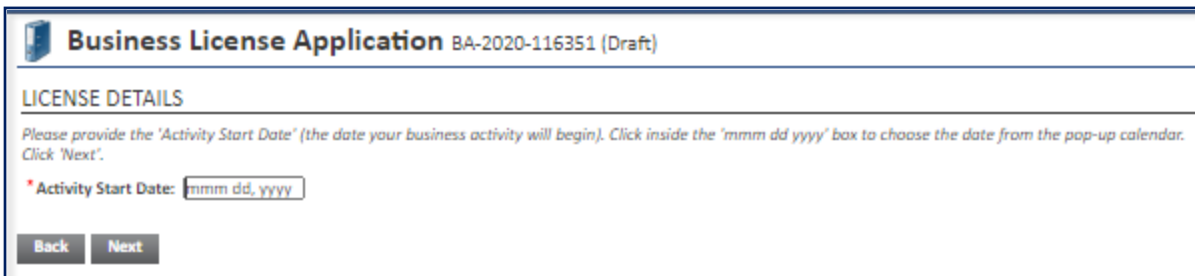
Name	Category	NAICS
<input type="checkbox"/> Sidewalk Cafe	Address-Based	0
<input checked="" type="checkbox"/> Sidewalk Cafe/Streeterly (Temporary)	Address-Based	0

Step 9: Click '**Existing Business**' and select the '**Existing Business Site**' from the pull-down menu.



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 New Business Existing Business
 USE EXISTING BUSINESS SITE
 * Existing Business Site: 

Step 10: Enter '**Activity Start Date**' from the pop-up calendar. This should be the date the activity will start.



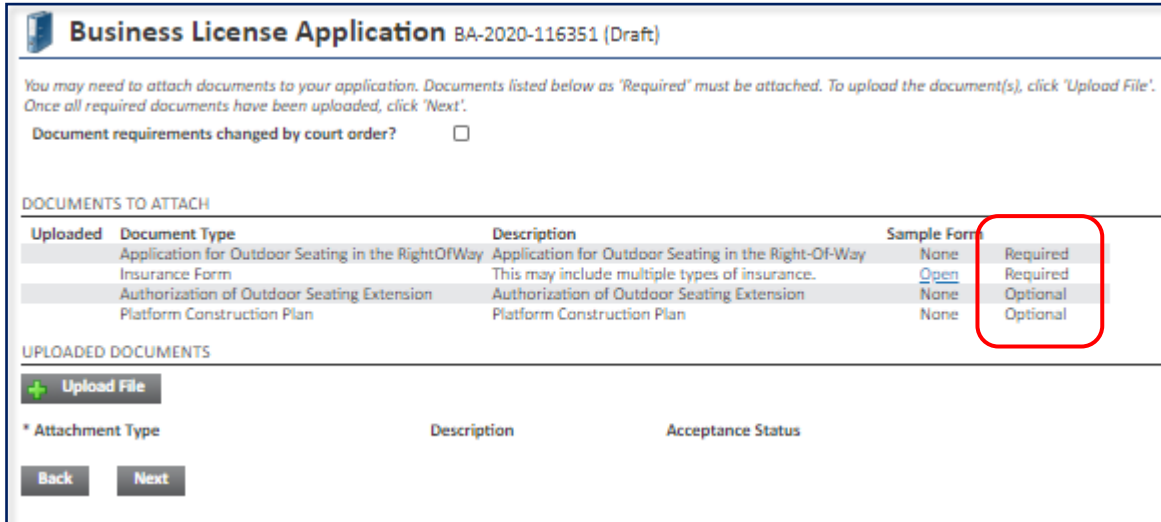
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LICENSE DETAILS
 Please provide the 'Activity Start Date' (the date your business activity will begin). Click inside the 'mmm dd yyyy' box to choose the date from the pop-up calendar. Click 'Next'.
 * Activity Start Date:

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Step 11: Click the 'Upload File' button to upload the required documentations.

NOTE: The documents listed as 'Required' are mandatory and must be attached. If the application includes café extension or platform construction, an *Authorization Form* and/or *Platform Construction Plan* will be required.



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You may need to attach documents to your application. Documents listed below as "Required" must be attached. To upload the document(s), click "Upload File". Once all required documents have been uploaded, click "Next".

Document requirements changed by court order?



DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form	
	Application for Outdoor Seating in the Right-Of-Way	Application for Outdoor Seating in the Right-Of-Way	None	Required
	Insurance Form	This may include multiple types of insurance.	Open	Required
	Authorization of Outdoor Seating Extension	Authorization of Outdoor Seating Extension	None	Optional
	Platform Construction Plan	Platform Construction Plan	None	Optional

UPLOADED DOCUMENTS

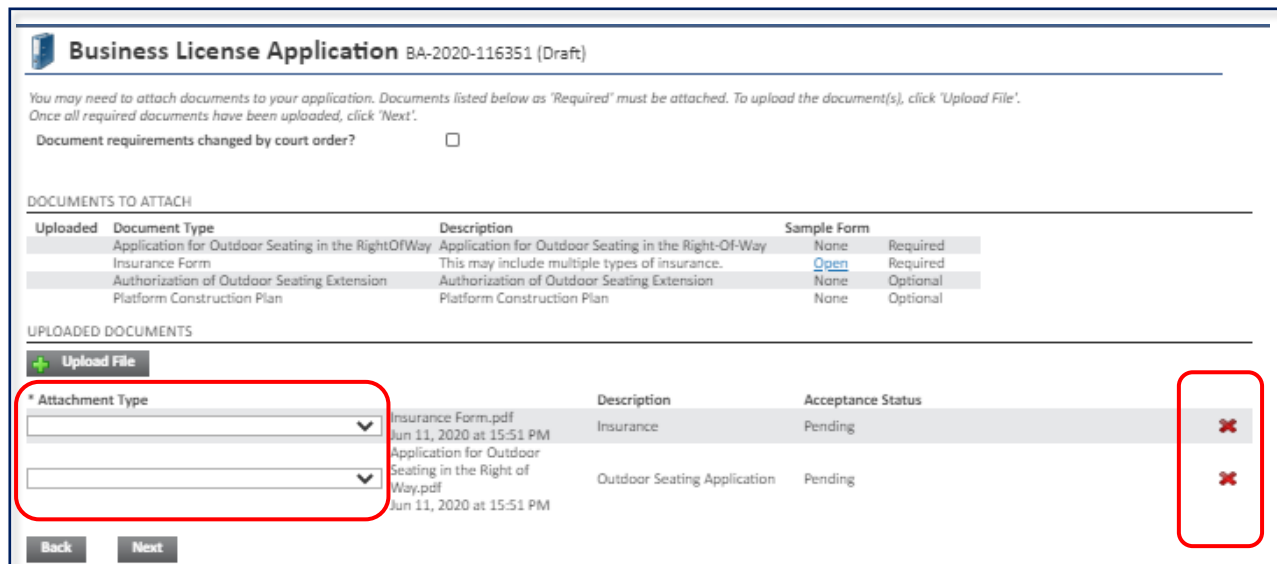


* Attachment Type	Description	Acceptance Status

Step 12: Select the 'Attachment Type' from the pull-down menu on each of the uploaded documents.

NOTE: If you need to remove a document, click on the red 'X' button.



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	Insurance Form	This may include multiple types of insurance.	Open	Required
	Authorization of Outdoor Seating Extension	Authorization of Outdoor Seating Extension	None	Optional
	Platform Construction Plan	Platform Construction Plan	None	Optional

UPLOADED DOCUMENTS



* Attachment Type	Description	Acceptance Status	
<input type="text"/>	Insurance Form.pdf Jun 11, 2020 at 15:51 PM	Insurance	Pending 
<input type="text"/>	Application for Outdoor Seating in the Right of Way.pdf Jun 11, 2020 at 15:51 PM	Outdoor Seating Application	Pending 

Step 13: Click the 'Submit Application' button to submit your application.

NOTE: Once the application has been successfully submitted, you will receive a response within 3 business days. The application will be in the 'Submitted' Status.

Additional Information

If you have questions or need further assistance with your trade license renewal, call 311 or 215-686-8686 (if outside Philadelphia).

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