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.
Step 3: Click ‘Next’ on the ‘Welcome to the eCLIPSE License Application Wizard.’

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

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

Step 6: On the License Types page, click on ‘License Type’ to manually select your license type.
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](image)

Step 8: Select ‘Sidewalk Café/Streeter (Temporary)’ from the search results.

![License Type Search](image)

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

![Business License Application](image)

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

![Business License Application](image)
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.

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.

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).