

# How do I get a Temporary Use Permit using eCLIPSE? How to Guide

## Background:

On June 10, 2020, [Regulations](#) were enacted to allow the Department of Licenses and Inspections (L&I) to issue temporary use permits to allow restaurants and retail stores to expand their businesses to the outdoors. L&I can issue these temporary use permits if the application meets certain criteria, as explained below.

**Step 1:** Login to your eCLIPSE account.

**Welcome to eCLIPSE.**

Email Address:  [Forgot Email Address?](#)

Password:  [Forgot password?](#)

**Step 2:** On the eCLIPSE homepage, click on '[Apply for a Permit or Get a Certificate](#)' under the *Permits & Certificates* Section.

### 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
<a href="#">Register for a New Activity License</a>	<a href="#">Apply for a Business License</a>	<a href="#">Apply for a Trade License</a>
<a href="#">Associate an Activity License</a>	<a href="#">Renew a Business License</a>	<a href="#">Renew a Trade License</a>

PROFESSIONAL REGISTRATION

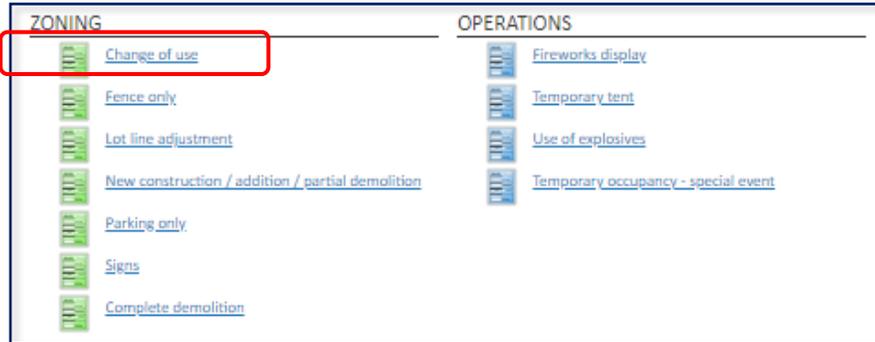
<a href="#">Apply for a Registration</a>	<a href="#">Amend a Trade License</a>
	<a href="#">Associate a Trade License</a>

PERMITS & CERTIFICATES	OTHER
<a href="#">Apply for a Permit or Get a Certificate</a>	<a href="#">Create a Project</a>
<a href="#">Associate with a Permit / Project</a>	<a href="#">Request a CRS Report</a>
	<a href="#">Make an Appeal</a>

#### 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.

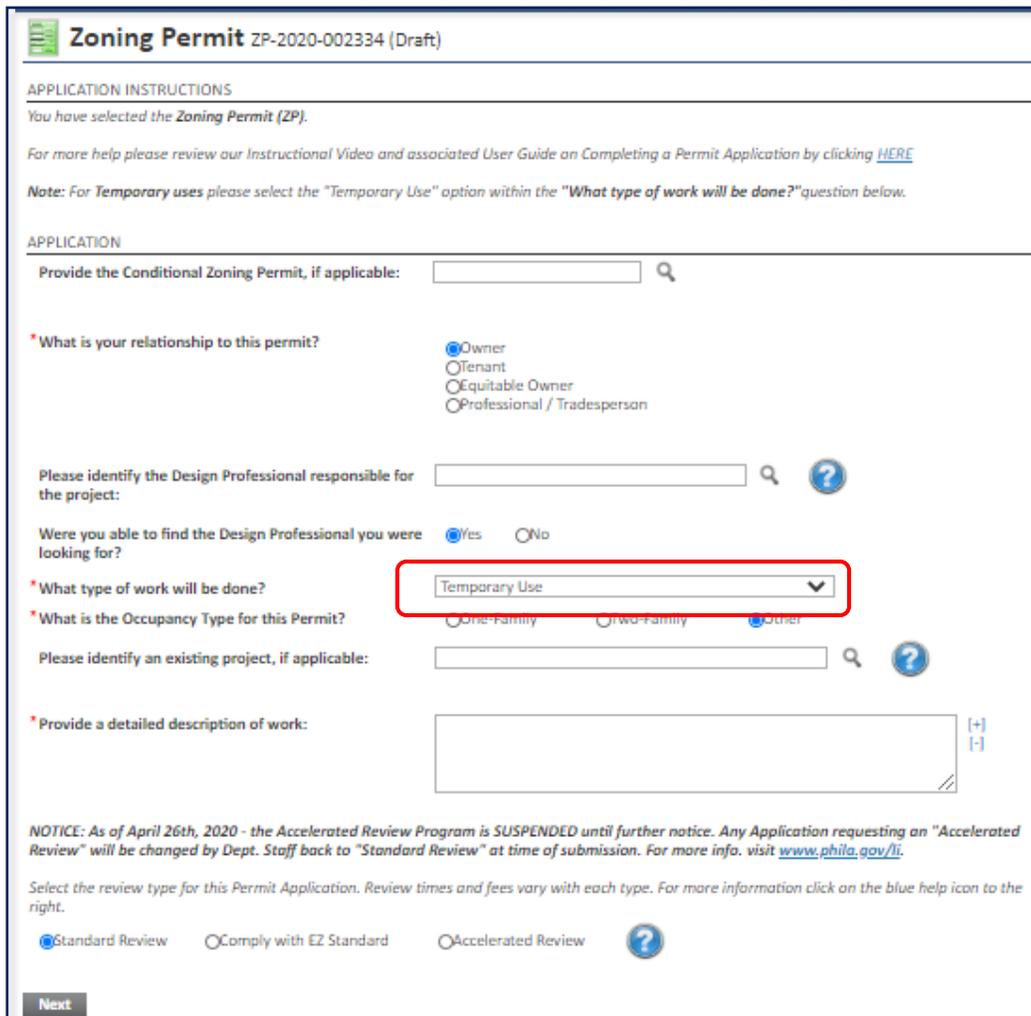
**Step 3:** On the *Apply for a Permit* page, click on 'Change of Use' under the Zoning Section.



ZONING	OPERATIONS
<input checked="" type="checkbox"/> <a href="#">Change of use</a>	<input type="checkbox"/> <a href="#">Fireworks display</a>
<input type="checkbox"/> <a href="#">Fence only</a>	<input type="checkbox"/> <a href="#">Temporary tent</a>
<input type="checkbox"/> <a href="#">Lot line adjustment</a>	<input type="checkbox"/> <a href="#">Use of explosives</a>
<input type="checkbox"/> <a href="#">New construction / addition / partial demolition</a>	<input type="checkbox"/> <a href="#">Temporary occupancy - special event</a>
<input type="checkbox"/> <a href="#">Parking only</a>	
<input type="checkbox"/> <a href="#">Signs</a>	
<input type="checkbox"/> <a href="#">Complete demolition</a>	

**Step 4:** Complete the permit application information by following the on-screen instructions.

**NOTE:** In the 'What type of work will be done' section, select - Temporary Use from the pull-down menu.



**Zoning Permit** ZP-2020-002334 (Draft)

**APPLICATION INSTRUCTIONS**  
 You have selected the **Zoning Permit (ZP)**.  
 For more help please review our [Instructional Video](#) and associated [User Guide on Completing a Permit Application](#) by clicking [HERE](#).  
**Note:** For **Temporary uses** please select the "Temporary Use" option within the "What type of work will be done?" question below.

**APPLICATION**

Provide the Conditional Zoning Permit, if applicable:

\*What is your relationship to this permit?  
 Owner  
 Tenant  
 Equitable Owner  
 Professional / Tradesperson

Please identify the Design Professional responsible for the project:

Were you able to find the Design Professional you were looking for?  Yes  No

\*What type of work will be done?

\*What is the Occupancy Type for this Permit?  
 One-Family  Two-Family  Other

Please identify an existing project, if applicable:

\*Provide a detailed description of work:

**NOTICE:** As of April 26th, 2020 - the Accelerated Review Program is **SUSPENDED** until further notice. Any Application requesting an "Accelerated Review" will be changed by Dept. Staff back to "Standard Review" at time of submission. For more info. visit [www.phila.gov/li](http://www.phila.gov/li).

Select the review type for this Permit Application. Review times and fees vary with each type. For more information click on the blue help icon to the right.

Standard Review  Comply with EZ Standard  Accelerated Review

**Next**

**Step 5:** Proceed through the remaining pages of the application.

Refer to the video: [Applying for a Zoning Permit in eCLIPSE](#) for helpful instructions.

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