

How do I file an appeal with the Board of License and Inspection Review (LIRB) using eCLIPSE?

Background:

The Board of License and Inspection Review hears appeals of property violations issued by the **Department of Licenses and Inspections** (L&I) and other City agencies. The board affirms or alters property violation decisions issued by L&I or other City agencies. The board also hears appeals for licenses to carry firearms and firearm license revocations

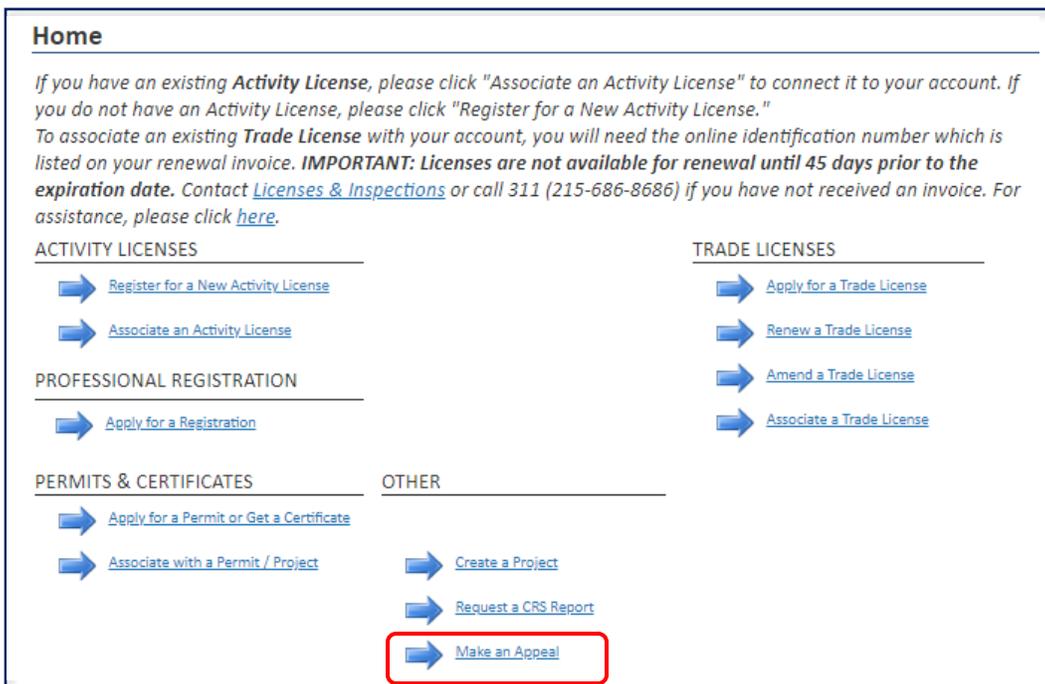
Before You Begin: The appellant must register an account to submit an appeal.

- Create your eCLIPSE account & Sign In.
- **Watch the video** [How to register an eCLIPSE account](#) for detailed instructions.

Make an appeal to LIRB:

Step 1: Login to your eCLIPSE account.

Step 2: On the eCLIPSE homepage, under the 'Other' section click 'Make an Appeal'.



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	TRADE LICENSES
Register for a New Activity License	Apply for a Trade License
Associate an Activity License	Renew a Trade License

PROFESSIONAL REGISTRATION

[Apply for a Registration](#)

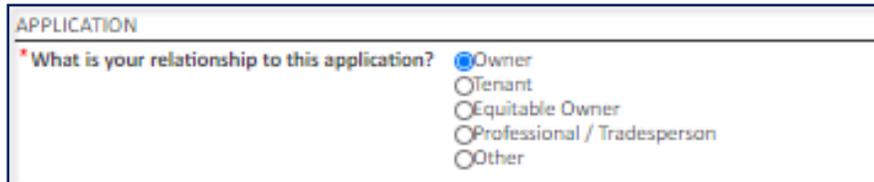
PERMITS & CERTIFICATES	OTHER
Apply for a Permit or Get a Certificate	Create a Project
Associate with a Permit / Project	Request a CRS Report
	Make an Appeal

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: On the 'Hearing / Appeal' page, complete the following information:

- a) Select the appropriate option for 'What is your relationship to this application'.



- b) Select the 'Application Type' from the pull-down menu.

NOTE: Choose the type of application based on which department issued the violation or letter. (i.e. choose 'Fire Code Variance' for Fire code related appeals)

- c) Select the 'Appeal Type' from the pull-down menu.

NOTE: Several lists will only have one option depending on the Application Type selected in the above step. For appeals related to L&I Application types, refer to the following descriptions for guidance:

- **L&I violation** – Appeal on Property Maintenance Code violations; Administrative Code violations; retaining wall violations.
- **L&I license** – Appeals made by a third party on issued licenses; Appeals on a denied or revoked license.
- **L&I building code variance** – Appeals made by a third party on issued BBS/PAB variances based on administrative errors.
- **L&I construction permit** – Appeals made by a third party on by-right construction permits.

- d) Enter 'Reason for Appeal' in the text box.

NOTE: Provide one or two sentences summarizing why the appeal is being filed. More detailed reasons can be discussed at the hearing.

- e) Click on 'Standard Appeal'.

NOTE: L&I Boards will process the appeal in the order it is received. Board hearings are held every Tuesday afternoon (alternating between Codes and Firearms). Accelerated reviews are not available for LIRB appeals.

- f) Click 'Next'.



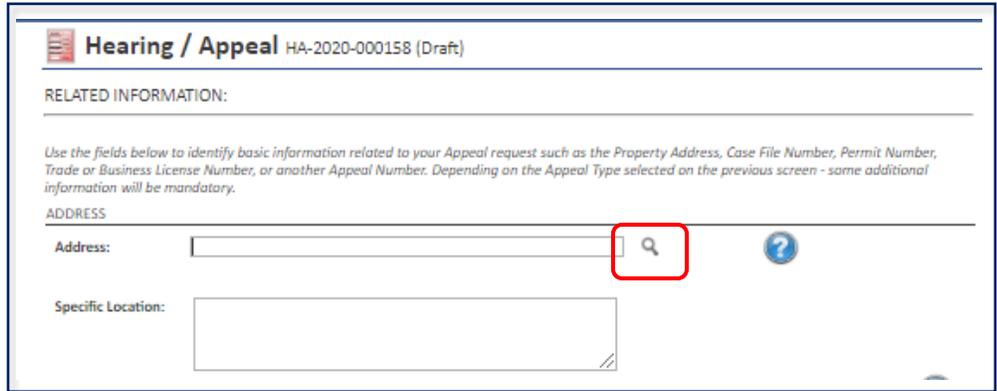
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Step 4: On the 'Related Information' page, enter the applicable property address. You can search an address by clicking on the magnifying glass.

NOTE: Depending on the Appeal Type selected on the previous screen, some additional information will be mandatory such as:

- **Property Address**
- **Case File Number**
- **Permit Number**
- **Trade / Business License Number**
- **Another Appeal Number**



Hearing / Appeal HA-2020-000158 (Draft)

RELATED INFORMATION:

Use the fields below to identify basic information related to your Appeal request such as the Property Address, Case File Number, Permit Number, Trade or Business License Number, or another Appeal Number. Depending on the Appeal Type selected on the previous screen - some additional information will be mandatory.

ADDRESS

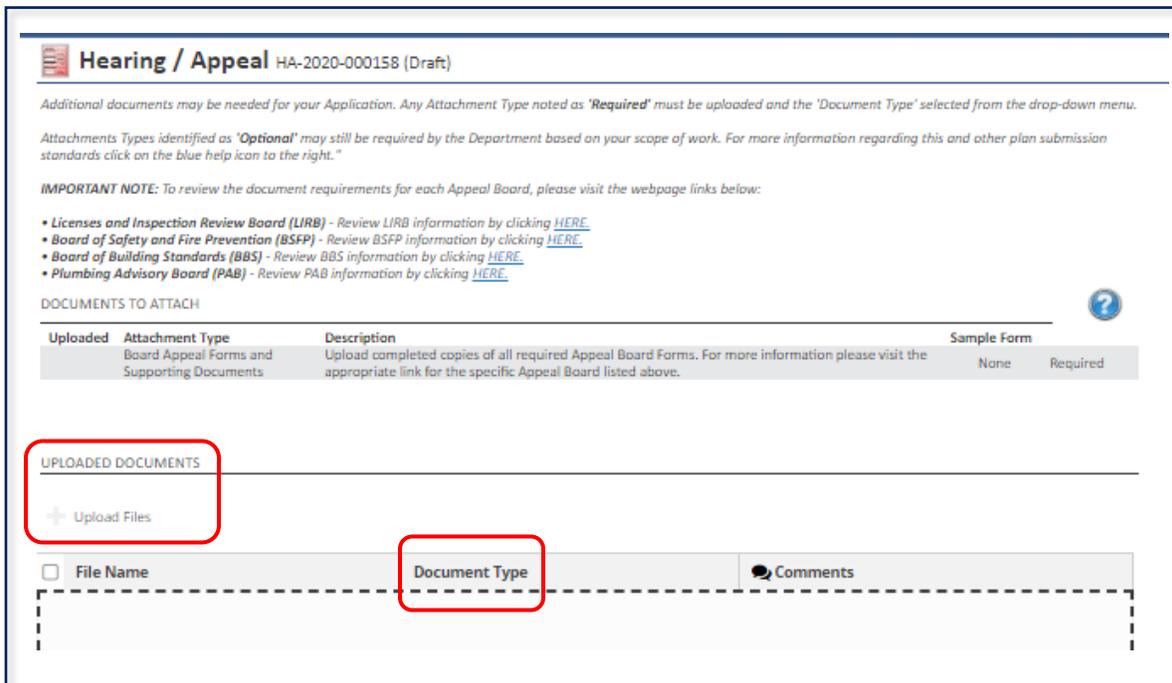
Address:  

Specific Location:

Step 5: On the 'Document to attach' page, upload the required Board Appeal Form and Supporting Documents (i.e. Document / violation you are appealing; late appeal from).

- a) Upload documents by clicking 'Upload File' button. In your file window, choose the document to upload.
- b) Click 'open'.
- c) Repeat **Step 5** for all required documents.

NOTE: Once the required documents are uploaded, select the appropriate 'Document Type' from the pull-down menu. Repeat for each uploaded document.



Hearing / Appeal HA-2020-000158 (Draft)

Additional documents may be needed for your Application. Any Attachment Type noted as 'Required' must be uploaded and the 'Document Type' selected from the drop-down menu.

Attachments Types identified as 'Optional' may still be required by the Department based on your scope of work. For more information regarding this and other plan submission standards click on the blue help icon to the right.

IMPORTANT NOTE: To review the document requirements for each Appeal Board, please visit the webpage links below:

- Licenses and Inspection Review Board (LIRB) - Review LIRB information by clicking [HERE](#).
- Board of Safety and Fire Prevention (BSFP) - Review BSFP information by clicking [HERE](#).
- Board of Building Standards (BBS) - Review BBS information by clicking [HERE](#).
- Plumbing Advisory Board (PAB) - Review PAB information by clicking [HERE](#).

DOCUMENTS TO ATTACH 

Uploaded	Attachment Type	Description	Sample Form	
	Board Appeal Forms and Supporting Documents	Upload completed copies of all required Appeal Board Forms. For more information please visit the appropriate link for the specific Appeal Board listed above.	None	Required

UPLOADED DOCUMENTS

 Upload Files

<input type="checkbox"/> File Name	<input type="text" value="Document Type"/>	 Comments

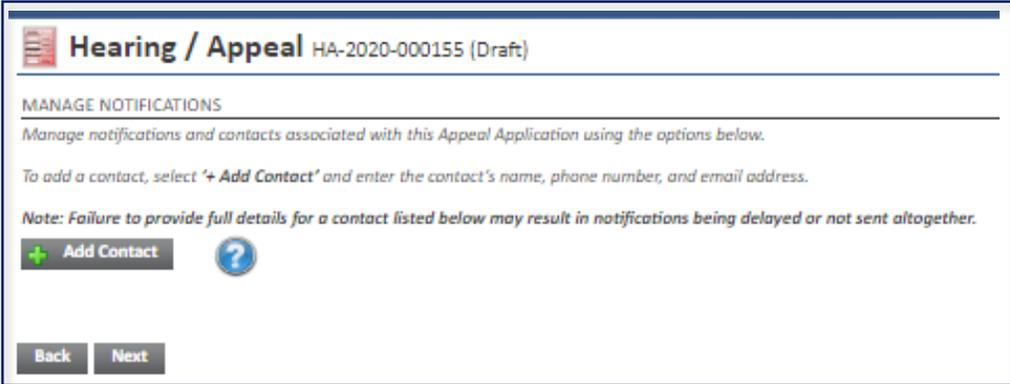
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Step 6: On the '**Manage Notifications**' page, add applicable contacts.

- a) Click '**Add Contact**' button.
- b) Complete the **name, contact type, primary phone #, email, mailing address and email notification preference** in the pop-up window.
- c) Click '**Save and Close**'.
- d) Click '**Next**'.

NOTE: You should add all contacts that may need to be contacted by the Board regarding the appeal/hearing.



The screenshot shows a web interface for a 'Hearing / Appeal' application (HA-2020-000155 Draft). The page is titled 'MANAGE NOTIFICATIONS' and contains instructions on how to add contacts. A red arrow points to the 'Add Contact' button, which is a dark grey button with a green plus sign and the text 'Add Contact'. Below the button is a blue question mark icon. At the bottom of the page are 'Back' and 'Next' buttons.

Step 7: On the '**Legal Declaration**' page, select the checkbox and click '**Next**'.

Step 8: Submit your appeal by clicking '**Submit Application**'.

- *The status will appear as 'Submitted'.*
- *If an e-mail was provided in the 'Manage Notification' section (**Step 6**), the appeal notices will be emailed to all listed contacts. Otherwise the notices will be delivered via postal mail.*

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