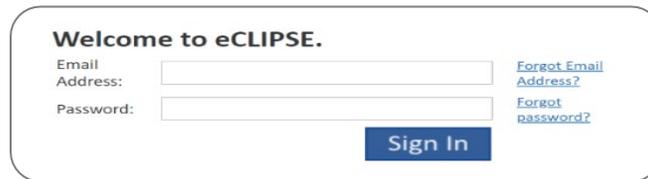


How do I file an appeal using eCLIPSE? How to Guide

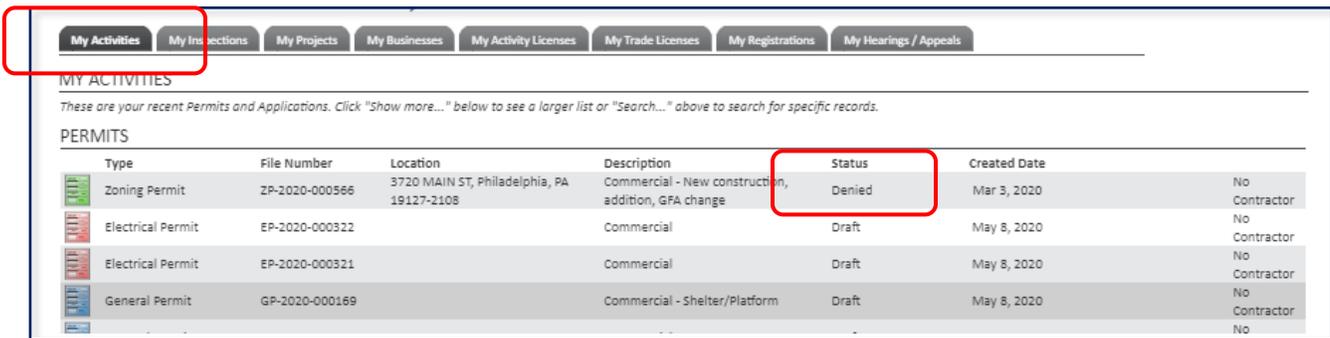
Background:

If the Department of Licenses and Inspections (L&I) refuses your application, you have 30 days to appeal to the applicable Board (Zoning Board of Adjustment, Board of Building Standards or Plumbing Advisory Board). The Zoning Board of Adjustment will consider whether to grant you a variance or special exception related to the Philadelphia Zoning Code. The Board of Building Standards or Plumbing Advisory Board will recommend approval or denial of a variance related to building safety and the application of the City’s Building Codes. These decisions will allow you to continue with your plans.

Step 1: Login to your eCLIPSE account.

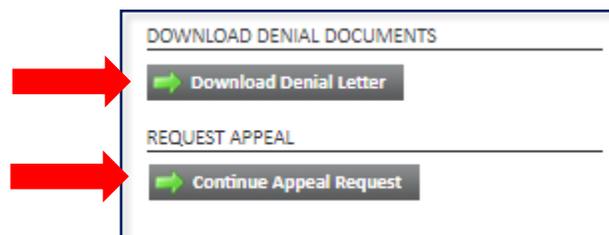


Step 2: On the eCLIPSE homepage, under the ‘My Activities’ tab, click on the permit with a status ‘Denied’.



Type	File Number	Location	Description	Status	Created Date
Zoning Permit	ZP-2020-000566	3720 MAIN ST, Philadelphia, PA 19127-2108	Commercial - New construction, addition, GFA change	Denied	Mar 3, 2020
Electrical Permit	EP-2020-000322		Commercial	Draft	May 8, 2020
Electrical Permit	EP-2020-000321		Commercial	Draft	May 8, 2020
General Permit	GP-2020-000169		Commercial - Shelter/Platform	Draft	May 8, 2020

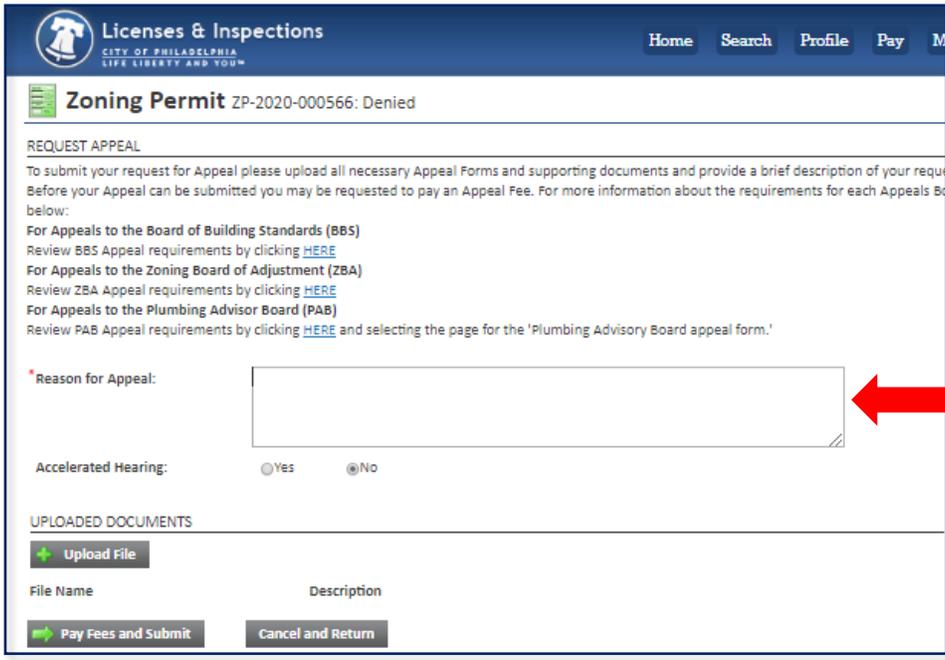
Step 3: Click on the ‘Download Denial Letter’ button to download the official denial letter. Click on the ‘Continue Appeal Request’ button to file an appeal to the applicable Board.



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 4:** Complete the necessary information in the 'Request Appeal' page.
- Enter the reason for appeal in the 'Reason for Appeal' box.
 - Click on 'Upload File' button to upload applicable documents.
 - Click on 'Pay Fees and Submit' button.



Licenses & Inspections
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Zoning Permit ZP-2020-000566: Denied

REQUEST APPEAL

To submit your request for Appeal please upload all necessary Appeal Forms and supporting documents and provide a brief description of your request. Before your Appeal can be submitted you may be requested to pay an Appeal Fee. For more information about the requirements for each Appeals Board below:

For Appeals to the Board of Building Standards (BBS)
Review BBS Appeal requirements by clicking [HERE](#)

For Appeals to the Zoning Board of Adjustment (ZBA)
Review ZBA Appeal requirements by clicking [HERE](#)

For Appeals to the Plumbing Advisor Board (PAB)
Review PAB Appeal requirements by clicking [HERE](#) and selecting the page for the 'Plumbing Advisory Board appeal form.'

* Reason for Appeal:

Accelerated Hearing: Yes No

UPLOADED DOCUMENTS

[+ Upload File](#)

File Name	Description
+ Pay Fees and Submit	Cancel and Return

- Step 5:** Once payment has been successfully completed, click 'Continue' to be transferred back to the Confirmation page in eCLIPSE.

- The permit status will appear as 'Denied'.
- Check your eCLIPSE account often for updates.

Frequently Asked Questions

Q: I filed my application prior to March 16, 2020. How do I file an appeal?

A: If the refusal was generated before March 16, you must request access to legacy permit through [the online form](#) to file the appeal via eCLIPSE or you can file the appeal in person at the Municipal Services Building, 11th Floor, Room 1130.

Q: How do I submit a Zoning Board of Adjustment (ZBA) approved Proviso plans / form?

A: If the appeal was filed via eCLIPSE, the ZBA approved Proviso plans/ forms must be uploaded via eCLIPSE by [Amending the Permit](#) online. If the appeal was filed in person, the Proviso plan / forms must be dropped off at the Municipal Services Building, Public Service Concourse. There is a \$75 fee associated with amendments.

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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