

Information Sheet:

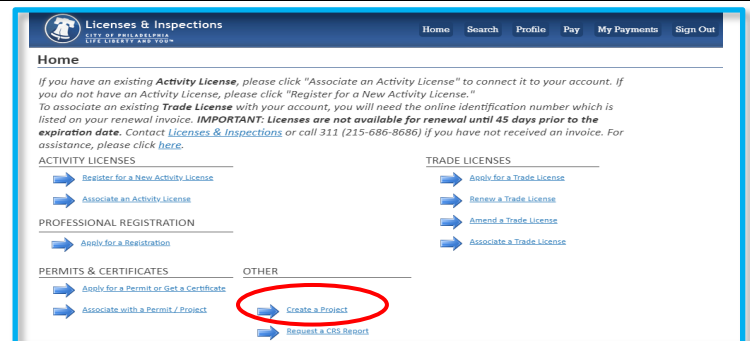
Guidelines for organizing your projects using eCLIPSE

The Department of Licenses and Inspections (L&I) offers applicants the ability to organize their applications through the online permitting system (eCLIPSE) by using the 'Create a Project' option in their customer profile. The following information are the guidelines to create, associate and manage your projects through the public portal.

CREATE A PROJECT

Visit phila.gov/li to gain access to the eCLIPSE portal and sign into your account.

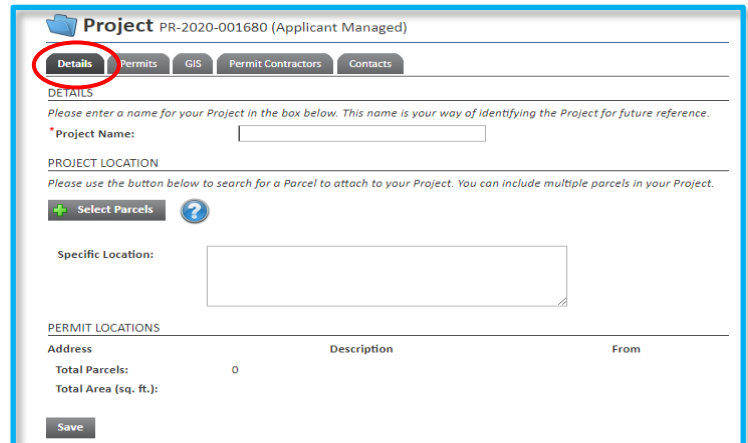
- Within your eCLIPSE account, select "Create a Project" under "Other".



Complete the asterisk(s) in each applicable tab.

*Details Tab:

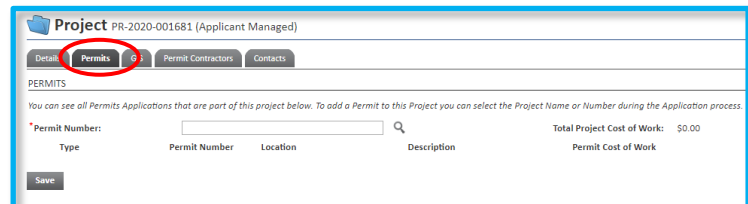
- Identify a Project Name – This will help you organize your permits.
- Select Parcel address(es) – Add all applicable addresses you want to associate with this project.



The screenshot shows the 'Details' tab of a project. The 'Details' tab is selected and circled in red. The form includes fields for 'Project Name', 'Project Location', and 'Specific Location'. There is a 'Select Parcels' button and a table for 'PERMIT LOCATIONS' with columns for 'Address', 'Description', and 'From'.

*Permits Tab:

- Permit Number(s) – Add all applicable permit numbers you want to associate with this project.



The screenshot shows the 'Permits' tab of a project. The 'Permits' tab is selected and circled in red. The form includes a table for 'PERMITS' with columns for 'Type', 'Permit Number', 'Location', 'Description', 'Total Project Cost of Work', and 'Permit Cost of Work'.

GIS Tab:

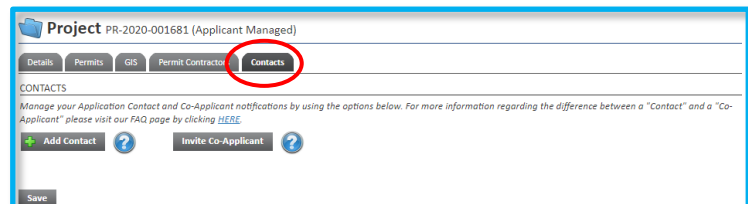
- This is read-only. The items indicate the potential impacts based on the geographic location.

Permit Contractors Tab:

- The licensed contractor(s) identified on the selected permits will appear in this section.

*Contacts Tab:

- Add Contacts or invite Co-Applicants to help manage your project."



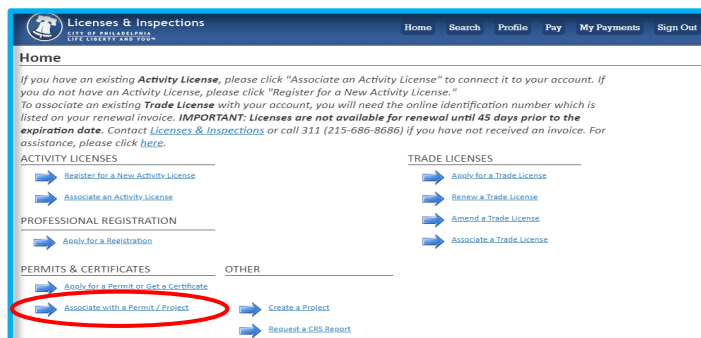
The screenshot shows the 'Contacts' tab of a project. The 'Contacts' tab is selected and circled in red. The form includes a table for 'CONTACTS' with columns for 'Add Contact', 'Invite Co-Applicant', and 'Save'.

Save your inputs.

ASSOCIATE WITH A PERMIT / PROJECT

You must have received an “Association Code” from the primary applicant in order to associate with a Project.

- Within your eCLIPSE account, select “Associate with a Permit / Project” under “Permits & Certificates.”



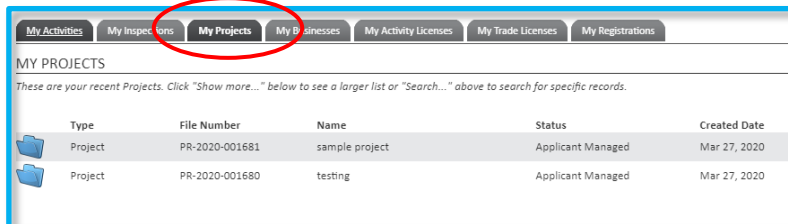
- Enter your “Project Number” and “Association Code.”
- Select “Associate”.

The screenshot shows the 'Associate with a Permit / Project' form. The form has two input fields: 'Permit / Project Number:' and 'Association Code:'. Below the fields is a green 'Associate' button. A red arrow points from the previous screenshot to this form.

MANAGE YOUR PROJECTS

You can manage and locate the projects you created in eCLIPSE.

- Select “My Projects” from the header menu.
- All created projects will be listed.
- To open a project, click the gray icon for the specific project type you wish to open and view.
- This will take you to the main screen for the selected project.



Additional Information

If you have questions or need further assistance call 311 or 215-686-8686 (if outside Philadelphia).