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 philadelphia.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.

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

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.

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.”

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).