

Information Sheet: Pre-requisite Approval Process in eCLIPSE for Philadelphia Fire Department

Does my project require pre-approvals from the Fire Department?

Refer to the individual Licenses and Inspections website services at www.phila.gov/li to determine what the Philadelphia Fire Department pre-approvals are required for your permit.

Will the Fire Department perform their review through eCLIPSE?

Yes, the Philadelphia Fire Department will perform their review through the online eCLIPSE portal.

What documents do I need for the Fire Department review?

- **Fire Command Center for high-rise buildings** – refer to the [Fire Command Center requirements](#).
- **Fire Department pyrotechnics** – refer to the [Fire Department pyrotechnics approval instructions](#).

When should I submit the documents/plans for the Fire Department approval?

Since the Fire Department will perform its review electronically, you must upload the required Fire Department plans / materials online when you apply for your L&I permit through eCLIPSE.

The eCLIPSE system will automatically generate a '**Perform PFD – Fire Code Unit ePlan Review**' within the review (2) cycle depending on the project scope.

What is the Fire Department review time? And who do I contact if the Fire Department review is past due?

The review time for the Fire Department should take no more than 5 business days.

The review results will either be 'Accepted' or 'Revisions Required'. When 'Revisions Required' is indicated, please refer to any comments provided by the Fire Code Unit found on the review tab of the permit or applicant revisions resubmission screen.

If the Fire Department review is past due and the results are still pending, you can contact the Fire Department at (215) 686-1356 or visit the Office of the Fire Code Unit located at 240 Spring Garden Street, Philadelphia PA 19123.

I received a request for additional information from the Fire Department. How do I submit the requested information?

The additional requested information must be submitted electronically via eCLIPSE.

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Why can't I upload requested revisions in eCLIPSE?

You may see review results of 'Revisions Required' in your eCLIPSE account, however, if your application contains reviews by other departments / units, the eCLIPSE system will only allow you to upload the requested information once all department reviews are complete.

My permit has been approved and fees paid. How do I obtain my permit documents?

You may retrieve documents electronically in the 'document' tab of your eCLIPSE account.

Questions? Need Assistance?

Visit www.phila.gov/LI or call 311 (215-686-8686, if outside Philadelphia).