

Information Sheet: Approval Process in eCLIPSE for Philadelphia Art Commission

Does my project require approvals from the Art Commission?

Refer to **Art Commission** website services at <https://www.phila.gov/departments/philadelphia-art-commission/> to determine what Art Commission approvals are required for your permit.

Will the Art Commission perform their review through eCLIPSE?

The Art Commission will accept signage reviews at the zoning permit stage through the online eCLIPSE portal, but the reviews are conducted by the Art Commission and its Sign Committee. While other reviews may be triggered in eCLIPSE for the Art Commission, a separate submission package will be required directly to the Art Commission.

Where do I submit if I need a non-signage review from the Art Commission for my project to receive a zoning or building permit?

Non-signage projects that require Art Commission review should be submitted directly to artcommission@phila.gov. Due to the duration and possible number of reviews that are required, if your building or encroachment requires approval of the Art Commission in order to obtain a building permit, you should plan to submit well in advance to starting your building permit application in eCLIPSE. While your project may trigger an Art Commission review in eCLIPSE, you should always contact the Commission directly to request a review, or in the case of a public art zoning bonus, an agreement suitable for your zoning permit review.

What documents do I need for the Art Commission review for signage?

- **Signage for the following** – Refer to [Apply for sign, awning, or canopy approval](#).
 - Projecting signs
 - Signs within certain areas of the CTR overlay.
 - Signs in Market East Advertising District.
 - Signs within 200 feet of Roosevelt Boulevard, Cobbs Creek Parkway, Fairmount Park or Cobbs Creek park.

When should I submit the documents/plans for Art Commission signage approval?

Since the Art Commission will perform its signage review electronically, you must upload the required Art Commission plans / materials online when you apply for your L&I zoning permit that includes your sign through eCLIPSE.

The eCLIPSE system will automatically generate a '**Perform Art Commission ePlan Review**' within the review (2) cycle depending on the project scope.

***Note:** For signage requiring Art Commission review, check the Art Commission pre-requisite box in the "Other Department Reviews" page of your application in eCLIPSE to generate the Art Commission review.

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What is the Art Commission signage review time? And who do I contact if the Art Commission review is past due?

The review time for the Art Commission depends on if the review is conducted at staff level or if the review is conducted at the next Sign Committee and Art Commission meeting. If all required materials have been submitted through eCLIPSE at least one week before the next scheduled Sign Committee meeting, your application will be heard at a public meeting in which you are invited to present your application. The Sign Committee will issue recommendations to the Art Commission of “approve” or “disapprove” for their consideration. If your application is not being recommended for approval, you will have an opportunity to resubmit to the Sign Committee before the Art Commission’s consideration. Staff level sign reviews occur on a rolling basis on a timeline independent from the public meeting schedule.

The Art Commission review results will either be ‘Accepted’ or ‘Revisions Required’.

If the Art Commission review is past due and the results are still pending, you can contact the Art Commission at (215) 683-4674 or email ArtCommission@phila.gov.

I received a request for additional information from the Art Commission review. How do I submit the requested information?

The additional requested information must be submitted electronically via eCLIPSE.

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).