

Information Sheet: Pre-requisite Approval Process in eCLIPSE for City Planning Commission

Does my project require pre-approvals from the City Planning Commission?

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

Will the City Planning Commission perform their review through eCLIPSE?

Yes, two units within the Planning Commission, Development Planning and Urban Design, will perform their review through the online eCLIPSE portal except for the following:

- Mixed Income Housing bonus.
- Master Plan Amendment, including minor and major amendments
- Civic Design Review (CDR).
- Requests for Adjustments to Loading Requirements.

What documents do I need for the City Planning Commission Zoning Permit reviews?

- **Mixed Income Housing bonus** (needed for both zoning and building permits) – refer to [Get an affordable housing zoning bonus review](#).
- **Master Plan amendment, including minor and major amendments** – refer to <https://www.phila.gov/departments/philadelphia-city-planning-commission/>
- **Civic Design Review** – refer to [Get a civic design review](#).
- **Lot line changes, parking lots / landscaping, Wissahickon Watershed, Steep Slope Overlay and street frontage** – refer to [Get a site plan review](#).
- **Subdivision Plat** – refer to <https://www.phila.gov/departments/philadelphia-city-planning-commission/>
- **Sky Plane controls** – refer to [Get a sky plane review](#)

What documents do I need for the City Planning Commission Building Permit reviews?

- **Mixed Income Housing bonus** (needed for both zoning and building permits) – refer to [Get an affordable housing zoning bonus review](#).
- **NCO / NCA overlays** – refer to [Get a review for an NCO or NCA](#)
- **Façade or other aesthetic controls on building design** – refer to [Get a façade review](#) or [Get a garage façade review](#).
- **Public open space review** – refer to [Get a public open space review](#).

When should I submit the documents/plans for City Planning Commission approval?

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

The eCLIPSE system will automatically generate a '**Perform PCPC – Development ePlan Review**' within the review (2) cycle.

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- The Mixed Income Housing bonus, any requested adjustments to loading requirements, and master plan amendments are an exception and those approvals must be obtained and uploaded into eCLIPSE with your L&I application.

***Note:** For Zoning permit submissions, customers requiring Civic Design Review must check the City Planning Commission pre-requisite box in the “Other Department Reviews” page of your application in eCLIPSE to generate the additional review for CDR.

What is City Planning Commissions review time? And who do I contact if the City Planning Commission review is past due?

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

The review time for the Planning Commission varies depending on the project scope. Therefore, if the review results are pending, contact Sarah.Chiu@phila.gov or Paula.Brumbelow@phila.gov for a status update on zoning reviews and contact Beige.Berryman@phila.gov for building reviews. You can also contact the Planning Commission at (215) 683-4615 or email: planning@phila.gov.

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

The additional requested information must be submitted electronically via eCLIPSE except for the Mixed Income Housing bonus or loading adjustment*.

*If you are asked to change information on your Mixed Income Housing bonus or request for loading adjustment documents, you must submit the revisions by emailing to planning@phila.gov.

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).

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