

## Information Sheet: Pre-requisite Approval Process in eCLIPSE for Philadelphia Historical Commission

### Does my project require approvals from the Historical Commission?

The Historical Commission's approval is required before L&I may issue a building permit for any property listed on the Philadelphia Register of Historic Places. Contact the Historical Commission at [preservation@phila.gov](mailto:preservation@phila.gov) to determine if a property is listed on the register.

### Will the Historical Commission perform their review through eCLIPSE?

Yes, the Historical Commission will perform its review through the online eCLIPSE portal with the exception of the following L&I permits:

- Make Safe permits (must be filed to L&I in-person)
- EZ-permits submitted to L&I in person

### What documents do I need for the Historical Commission review?

- **Historical Commission Review** – Refer to [how to get approval for work to a historical property](#).

### When should I submit the documents/plans for Historical Commission approval?

Historical Commission will perform its review electronically for those permits that are eligible for online submission. You must upload the required Historical Commission plans / documents online when you apply for your L&I permit through eCLIPSE. The system will automatically generate the historical Commission's review.

**Note: If your property is designated as historic, the Historical Commission must approve your application in eCLIPSE before it can move forward in the review process.**

For in-person EZ-permits and Make Safe permits, the plans / documents must be submitted to the Historical Commission for approval prior to applying for your L&I permit. The Historical Commission approved plans / documents must be submitted with the L&I application.

### What is the Historical Commission review time? And who do I contact if the Historical Commission review is past due?

The Historical Commission's staff approves 'over-the-counter' type applications within 5 business days after the initial Completeness Check is performed by L&I. Projects requiring review by the Historical Commission at a monthly public meeting can take up to 60 days.

In eCLIPSE, the Historical Commission approves applications, approves applications with conditions, or requests revisions.

#### L&I Permit and License Center

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For information about the status of a Historical Commission review in eCLIPSE, contact the Historical Commission by email at [preservation@phila.gov](mailto:preservation@phila.gov).

### **I received “Revisions Required” from the Historical Commission review. How do I submit the requested information?**

If the Historical Commission review status is “revisions required”, the additional requested information must be submitted electronically via eCLIPSE.

### **The Historical Commission has marked my application “Approved with Conditions.” What do I do now?**

The Historical Commission may condition an approval on additional information that is not necessary to submit in eCLIPSE, such as samples of masonry cleaning or pointing, or window shop drawings. If that is the case, you must email the additional information to the Historical Commission staff reviewer or to [preservation@phila.gov](mailto:preservation@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.

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### Questions? Need Assistance?

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