

## Step by Step: How do I request a Temporary Certificate of Occupancy (TCO) Approval using eCLIPSE?

### Background:

A Temporary Certificate of Occupancy (TCO) may be requested once the inspector approves the TCO inspection. Issuing a TCO is done at the inspector's discretion.

Once the inspection has passed, a TCO can be requested online.

Step 1: Request the "Temporary Certificate of Occupancy" inspection.

Step 2: Meet with the inspector on-site during the scheduled inspection time.

Step 3: If passed, you have 10 days to request the TCO and pay for it.

- a) Log-in to your account
- b) Go to "My Activities" tab.
- c) Locate the permit you wish to request a TCO and pay for it.
- d) Scroll down to the Temporary Certificate of Occupancy Section.
  - a. Select the Request TCO button.
- e) On the next screen, enter your requested area for the TCO (This is the area you wish the TCO to be issued for allowing occupancy).
- f) Upload any documents the inspector requested during his/her inspection.
- g) Click "Pay Fees" and "Submit" buttons
- h) This will take you to the payment portal to make payment.
- i) Once payment is made, the department will be notified and will issue the TCO within three (3) business days.
- j) Once issued, the document will be made available on the documents tab of your permit for download.

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### Questions?

Call 311 or (215) 686-8686 (if outside Philadelphia) or submit a permit-related question online via <https://form.jotform.com/81494420572154>.

### Disclaimer:

This interpretation, policy or code application is intended to provide guidance to staff for consistency of review and is subject to change without notice. Application of this interpretation, policy or code application to specific projects may vary. There may be other ways to comply with the Code. If so, you are not required to use this method. You may want to investigate other options or consult with a professional identifying an equally code compliant solution.

### L&I Permit and License Center

1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse  
Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.