



Navigating Residential Permitting



Residential Permitting

- Lot Adjustments
 - Zoning Permit
 - Understanding Review Cycles
 - Residential Combination Permit
 - Multiple Buildings
 - Obtaining a CO
 - Support
- 

City of
Philadelphia

SERVICES ▾PROGRAMS & INITIATIVESNEWS & EVENTSPUBLICATIONS & FORMS



Department of

Licenses and Inspections

Building a safer city by enforcing building-related codes through inspections, licensing, permitting, and demolitions.

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www.phila.gov/li

Services



Get a business or trade license



Search for property history and business license information



Find a licensed contractor and contractor information



Track a permit application

Featured Resources



eCLIPSE

Use L&I's online system to apply for permits, licenses, and certificates.



Help using eCLIPSE

Learn more about using eCLIPSE with the help of our videos, information sheets, and other resources.



Automated phone system instructions

Follow these instructions to use L&I's Interactive Voice Response (IVR) automated phone system for scheduling inspections and tracking permit applications.

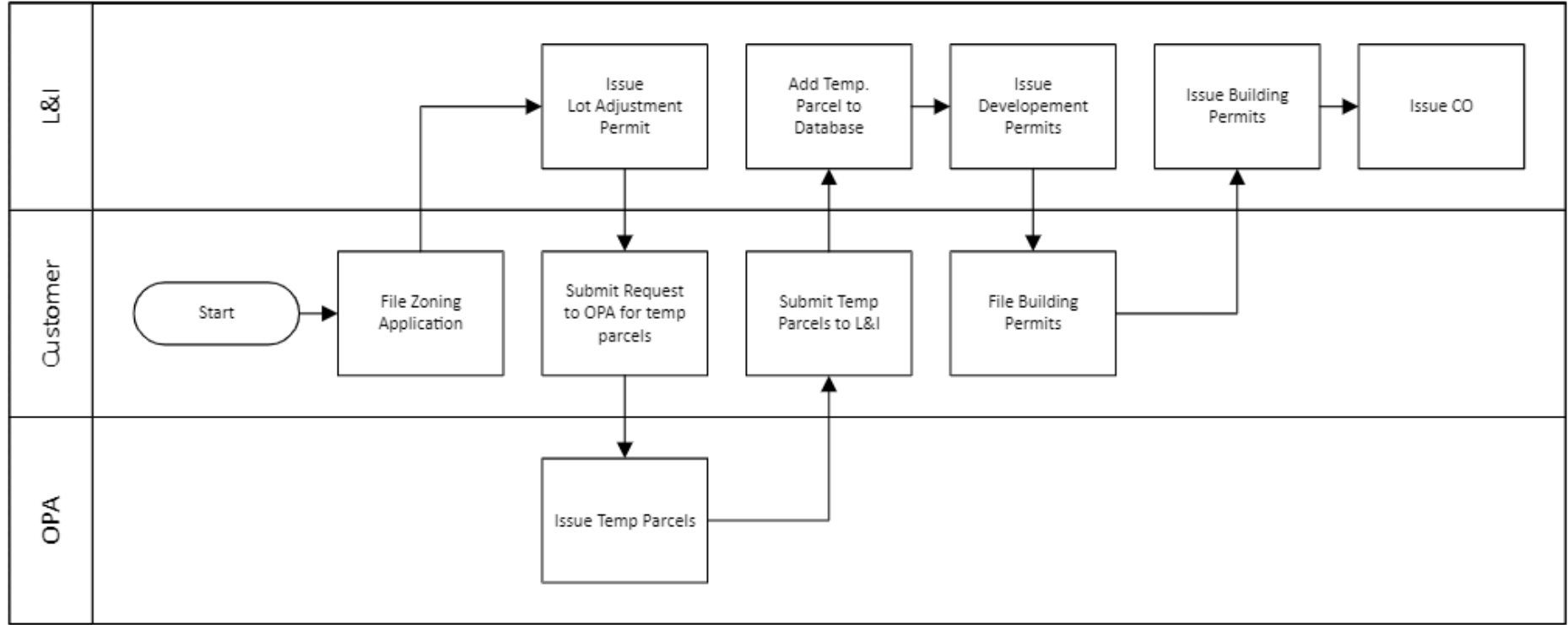
www.phila.g



Lot Adjustments




Previous



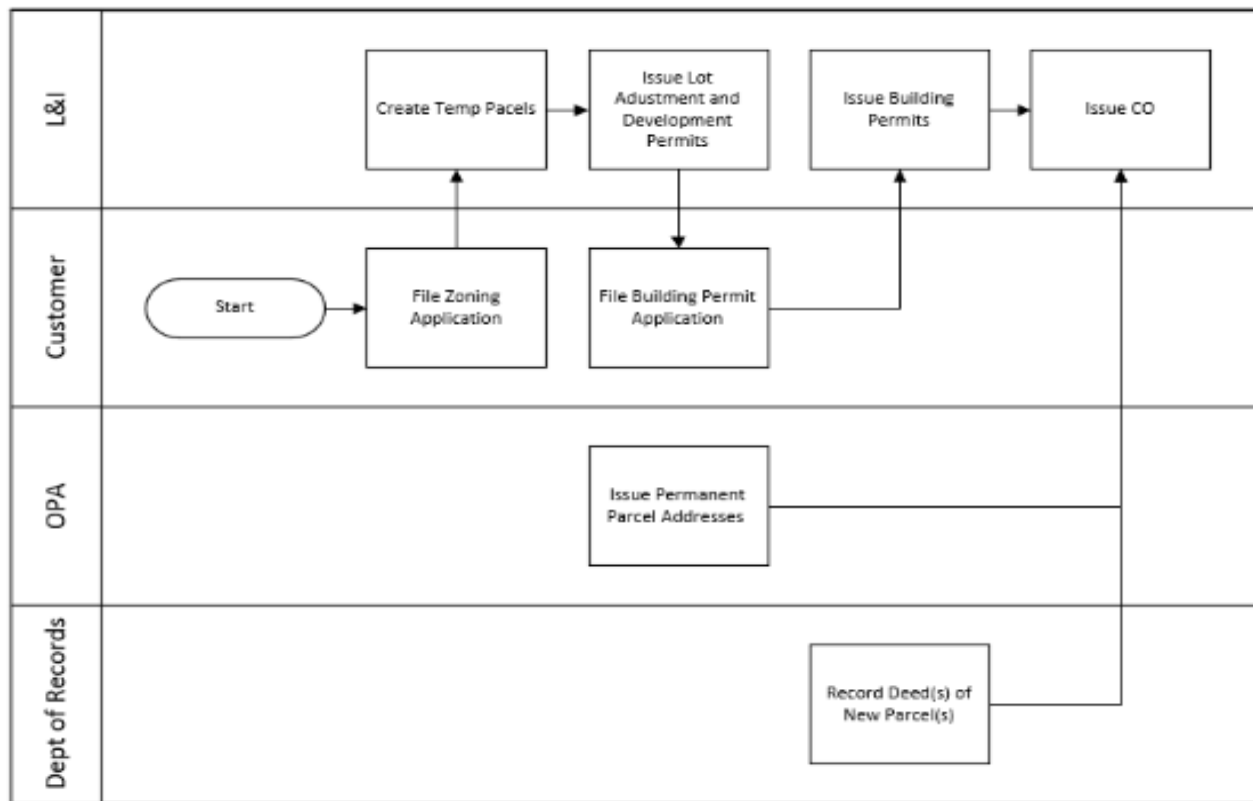


Lot Line Relocation

Goal: streamline the permit process and reconcile all City records

- File for 'Combined Lot Line Relocation and New Development Permit' or 'Lot Line Relocation'.
 - Note: The former is not in the main menu; however, it is available in the Zoning Permit pull-down menu.
 - You will first receive notice of lot line approval.
 - L&I will create new addresses under the Master Address with parcel designations (i.e. Lot 'A', 'B', 'C').
 - You will receive notice of development permits issued under new addresses approximately 3 business days after lot line permits.
 - File building permits under these addresses and record your deeds prior to CO issuance.
- 

Current






Lot Line Relocation

- CO will not issue until permanent address is recorded with OPA and DOR.

Note: There is a mechanism to handle temporary OPA delays as they transition to a new system

- Review FAQ at phila.gov/li (Resources/ Frequently Asked Questions/ General) for direction on:
 - Zoning permits already issued under temporary accounts;
 - CO issues
 - Change in ownership
- 



Zoning Permit





Licenses & Inspections

CITY OF PHILADELPHIA
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Home

If you have an existing **Activity License**, please click "Associate an Activity License" to connect it to your account. If you do not have an Activity License, please click "Register for a New Activity License."

To associate an existing **Trade License** with your account, you will need the online identification number which is listed on your renewal invoice. **IMPORTANT: Licenses are not available for renewal until 45 days prior to the expiration date.** Contact [Licenses & Inspections](#) or call 311 (215-686-8686) if you have not received an invoice. For assistance, please click [here](#).

ACTIVITY LICENSES

[➔ Register for a New Activity License](#)[➔ Associate an Activity License](#)

BUSINESS LICENSES

[➔ Apply for a Business License](#)[➔ Renew a Business License](#)

TRADE LICENSES

[➔ Apply for a Trade License](#)[➔ Renew a Trade License](#)[➔ Amend a Trade License](#)[➔ Associate a Trade License](#)

PROFESSIONAL REGISTRATION

[➔ Apply for a Registration](#)

PERMITS & CERTIFICATES

[➔ Apply for a Permit or Get a Certificate](#)[➔ Associate with a Permit / Project](#)

OTHER

[➔ Create a Project](#)[➔ Request a CRS Report](#)

ZONING

[Change of use](#)[Fence only](#)[Lot line adjustment](#)[New construction / addition / partial demolition](#)[Parking only](#)[Signs](#)[Complete demolition](#)

APPLICATION INSTRUCTIONS

You have selected the **Zoning Permit (ZP)**.

For more help please review our [Instructional Video](#) and associated [User Guide on Completing a Permit Application](#) by clicking the link below.

Note: For more information about the ""Types of Work"" available under this Permit please visit our website by clicking the link [HERE](#) is a link to the ""Zoning Permit"" service page)"

APPLICATION

Provide the Conditional Zoning Permit, if applicable:



*What is your relationship to this permit?

- ☐ Owner
☐ Tenant
☐ Equitable Owner
☒ Professional / Tradesperson

(None)

Please identify the Design Professional responsible for the project:



Were you able to find the Design Professional you were looking for?

- ☒ Yes ☐ No

*What type of work will be done?

*What is the Occupancy Type for this Permit?

☐ One-Family ☐ Two-Family ☒ Other

Please identify an existing project, if applicable:



*Provide a detailed description of work:

Select the review type for this Permit Application. Review times and fees vary with each type. For more information click on the blue help right.

☒ Standard Review ☐ Comply with EZ Standard ☐ Accelerated Review



Next

Change of Use

Combined Lot Line Relocation and New Development

Conditional Zoning Approval

Family Daycare

Fences Only

Full Demolition

Lot Line Relocation

New construction, addition, GFA change

Parking Only

Signs (Accessory / Non-Accessory)

Zoning Permit ZP-2020-001063 (Draft)

LOCATIONS

Addressed Locations

Please Search for the Address (Parcel) for this Permit by clicking on the magnifying glass icon below.

Note: Applications involving "Lot Line Relocation" may include MULTIPLE Addresses (Parcels). You will be prompted to select a "Primary" for this Application.

Address	Remove
1400-30 ARCH ST, Philadelphia, PA 19102-1656	
1515 ARCH ST, Philadelphia, PA 19102-1508	

*Select Primary Address:

Specific Location:

OWNER

Name	Office of Property Assessment Mailing Address
PHILA MUNICIPAL, AUTHORITY	1401 JOHN F KENNEDY BLVD MUNICIPAL SERVICES BLDG ROOM 1030 PHILADELPHIA PA 19102-1610

The Owner listed above is based on current Office of Property Assessment (OPA) records. For instructions on updating Owner information click on the blue help icon on the right.

☐ Owner Has Changed

Finds OPA parcel addresses

- If condo, it will find the underlying PWD Parcel
- Multiple selections should only be entered if application involves lot adjustments
- Required to select a primary address
- Would just issue one permit to address the lot adjustment
- A development or use permit would be issued under each lot

Address ownership changes here

- Refers to owner in fee
- Include condo/ homeowner's association here
- Only updates permit record



Zoning Permit ZP-2020-001063 (Draft)

PROPERTY INFORMATION

The items below indicate the potential impacts to this Permit based on the geographic location. A blue help icon is to the right.

Any checked boxes are read-only. You do not need to provide any information on this page."

Planning Commission Interest: ☒

Art Commission Interest: ☒

Historic Resource: ☐

Located in 100-year Floodplain: ☐

Adjacent to Green Infrastructure: ☐

Located in Steep Slope Area: ☐

Corner Property: ☒

L&I Inspection District: CENTRAL WEST

Back

Next

REVIEW QUESTIONS

Use the boxes below to provide as much information about the work included with this Application

Note: Incomplete or incorrect information provided may result in the additional reviews by L&I (or other City Departments)

OTHER DEPARTMENT REVIEWS:

The following conditions outline all situations where this Application may require review by other City of Philadelphia

Philadelphia Art Commission

1515 Arch St, 13th Floor, Philadelphia, PA 19102, Tel: (215) 686-2095 or Email: ArtCommission@phila.gov

Does your zoning permit application involve **any one** of the following items?

- Public art submitted to meet a Floor Area Bonuses,
- Public art submitted to meet development requirements of SP-ENT Zoning District,
- Projecting signs over any public right-of-way, or
- Building Identification Signs

If 'yes' to any of the above, check the box below."

Philadelphia Art Commission Review Required?

☐

Planning City Planning Commission

1515 Arch St, 13th Floor, Philadelphia, PA 19102, Tel: (215) 683-2615 or Email: planning@phila.gov

Does your zoning permit application involve **any one** of the following items?

- Parcels with more than one street frontage where a primary frontage needs to be determined per § 14-701(1)(d),
- Landscaping and screening for parking lots,
- Screening for Wireless Service Facilities (Freestanding Towers) that does **not** conform to the list of trees recommend
- Development in CMX-4 and CMX-5 Zoning Districts utilizing Sky Plane Controls,
- Development in /CDO Overlay that use the 'Optional Special Standards' of the Zoning Code,
- Parking garages in RMX-3, CMX-3, CMX-4, and CMX-5 districts and parking garages of at least 250 parking spaces o
- Development in CMX-4 and CMX-5 Zoning Districts utilizing Sky Plane Controls

If 'yes' to any of the above, check the box below."

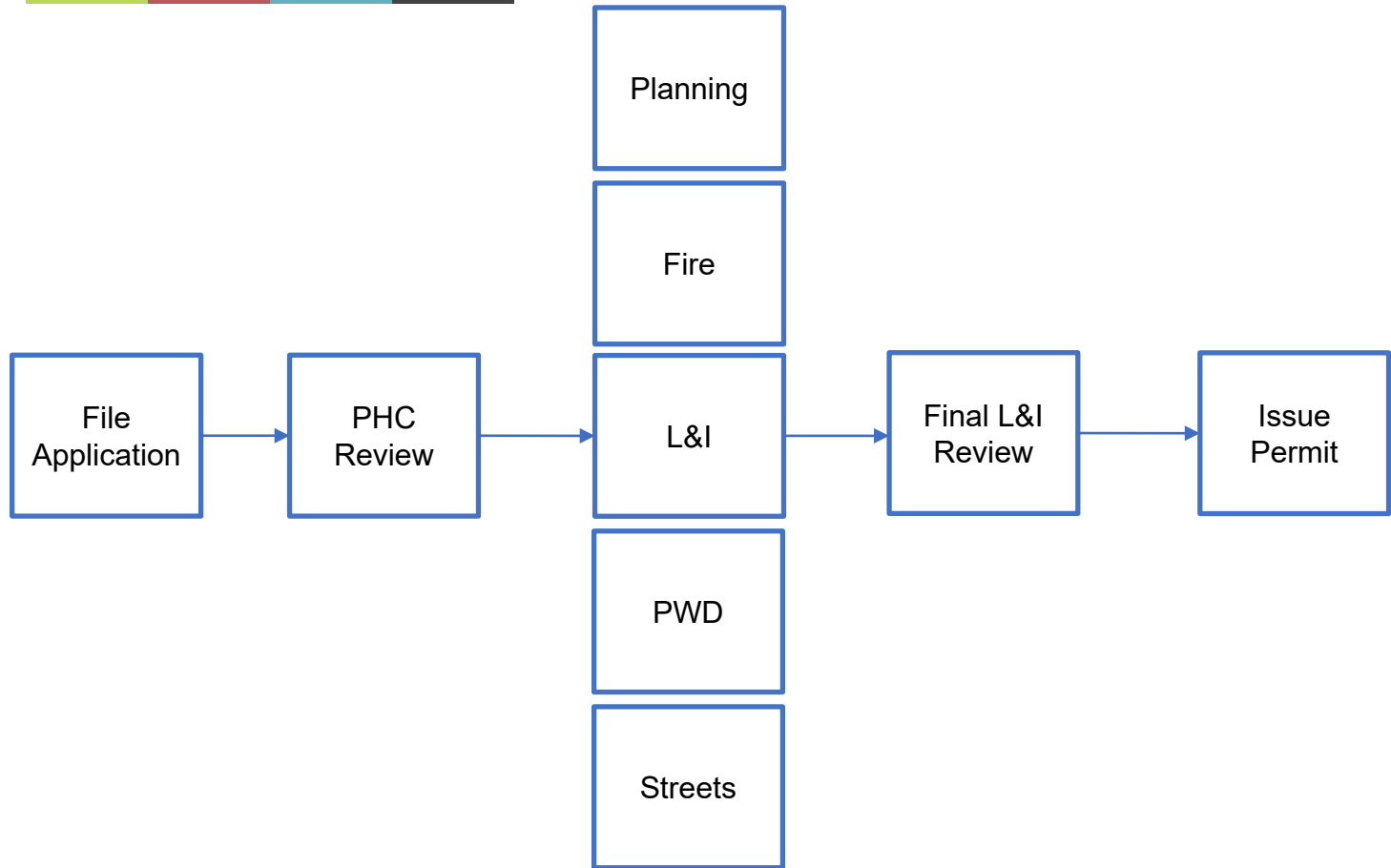
Philadelphia City Planning Commission Review Required?

☐



Cycles of Review






- Below you will find the submission process for the Planning and Fire Departments in eCLIPSE:


Department Review	eCLIPSE Submission Process	eCLIPSE Review
Historical Commission	Submit all required materials with L&I permit application.	Review occurs prior to L&I review. L&I will not review until Historical review complete.
Art Commission	Submit all required materials with L&I permit application.	Review occurs at the same time as L&I review.
Planning Commission – Development	Submit all required materials with L&I permit application.	Review occurs at the same time as L&I review.
Planning Commission – Urban Design	Submit all required materials with L&I permit application.	Review occurs at the same time as L&I review.
Fire Department	Submit all required materials with L&I permit application.	Most reviews occur at the same time as L&I review (few cases occur prior).

- Below you will find the submission process for Water and Streets Departments in eCLIPSE:

Department Review	eCLIPSE Submission Process	eCLIPSE Review
PWD (Green Infrastructure, Utilities, Sewage Facilities, Stormwater Mgmt, Water Records)	Submit all required materials directly to PWD prior to L&I permit application submission.	Review occurs at same time as L&I review. PWD will provide approval directly to L&I through eCLIPSE.
Streets Department	<p>(1) Zoning & Commercial/Residential Building permits submit all required materials directly to Streets prior to L&I permit application submission.</p> <p>(2) All other permits (i.e. fences, signs, plumbing, etc.), submit all required materials with L&I permit application.</p>	<p>(1) Review occurs prior to L&I review. Streets approval uploaded by applicant in eCLIPSE for L&I review.</p> <p>(2) Review occurs at same time as L&I review.</p>

- 
- There will be one final L&I review when all Department's reviews have completed to confirm all approvals have occurred

Department Review	eCLIPSE Submission Process	eCLIPSE Review
LI Final Approval Review	No additional submission requirements.	Final L&I review to confirm all Department reviews complete and consistent.





Agencies- External Approvals


- Parks and Recreation
- Philadelphia Department of Health - Air Management Division
- Pennsylvania Department of Health (PA DOH) - for regulated medical facilities
- Civic Design Review (CDR) - for certain zoning jobs

Agencies- Streamlined

- Office of Property Assessment (OPA)
 - Phila- Food Protection
- 



NOTES

- Understand requirements of other departments
 - Failure to identify additional Department reviews with the permit application may result in delayed review times. Likewise, incorrect designation will create delay
 - Know when it makes sense to submit separately
 - Cannot confirm service level agreements for other departments. Accelerated agreement only applies to L&I review
 - L&I cannot confirm status of another departmental review
- 

**Zoning Permit** ZP-2020-000101 (In Review)**Status:** In Review**Application Date:** Mar 11, 2020**Issue Date:****Completed Date:****Expiration Date:** Dec 31, 9999[Check Status of Individual Reviews](#)**Description:** Commercial - Lot Line Relocation

Details

Reviews

Inspections

Project Activity

Manage Permit Notifications

This is a listing of all the Reviews that are part of this Permit. Scroll down to the bottom of the page to download documents previously reviewed by L&I or other City Agencies. If additional information was requested click on the "Additional Information Requested" link above. For more help please review our Instructional Video and associated User Guide on Permit Reviews by clicking [HERE](#).

REVIEW STATUS

Review	Status	Corrections	Comments	Reviewer Comments
LI Zoning Accelerated ePlan	Started (Due: Apr 21, 2020)			
Planning Commission - Develo...	Completed	⚠ 1		See plan notation regarding lot area.

Prerequisite approval processes



[Water Department pre-requisite approval process in eCLIPSE \(PDF\)](#)



[Fire Department pre-requisite approval process in eCLIPSE \(PDF\)](#)



Department of
Licenses and Inspections
CITY OF PHILADELPHIA



Information Sheet: Pre-requisite Approval Process in eCLIPSE for Philadelphia Water Department (PWD)

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

Refer to the individual Licenses and Inspections website services at www.phila.gov/li to determine what PWD pre-approvals are required for your permit. It is critical that the project information entered with your eCLIPSE application is accurate so that the correct PWD reviews are triggered.

Will PWD perform their review through eCLIPSE?

PWD will not perform their review through the online eCLIPSE portal, however PWD will use eCLIPSE to affirm their approval.

When should I submit the documents/plans for PWD approval?

You must apply for PWD review and submit your completed documents/forms directly to PWD before you submit your L&I permit application online through eCLIPSE

Refer to eCLIPSE Help section of www.phila.gov/li




Residential New Construction Permit

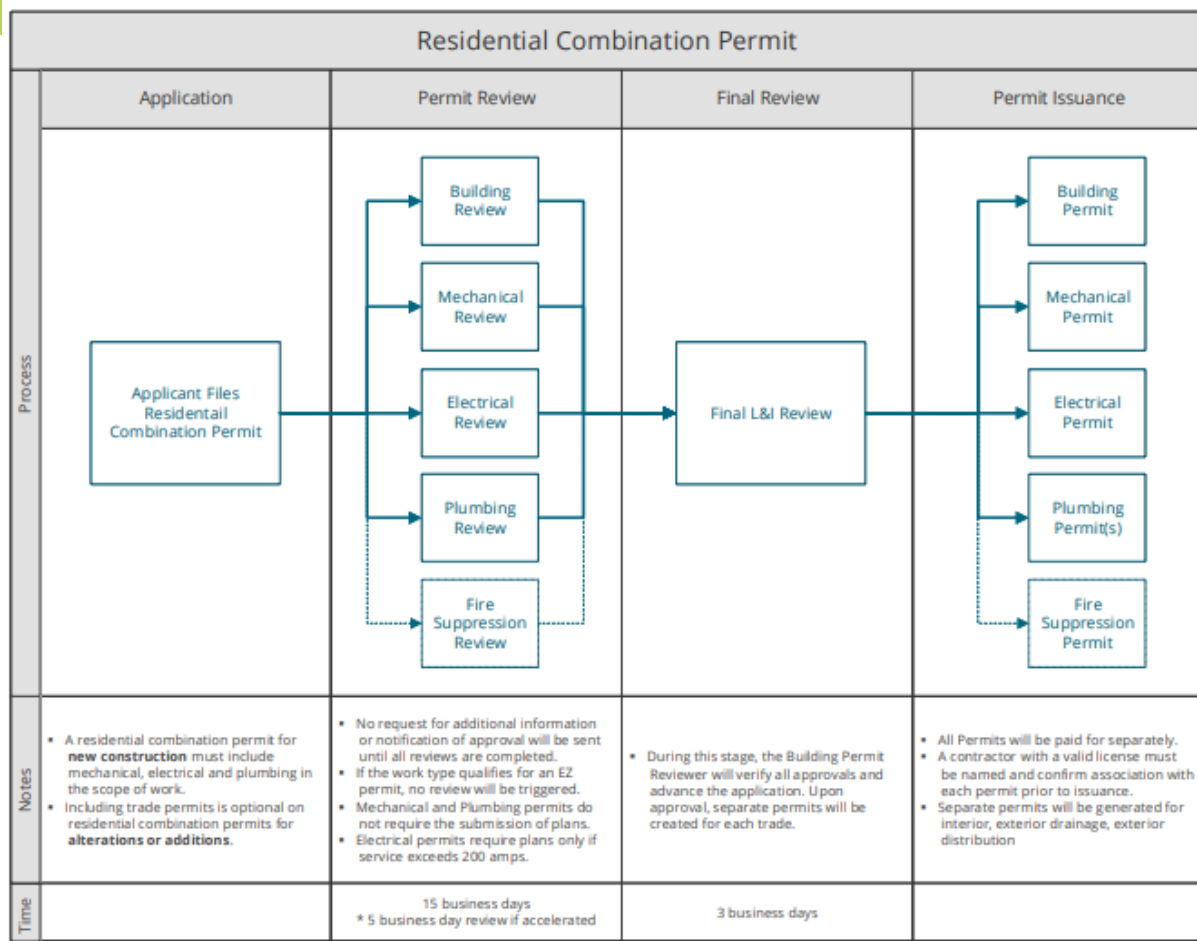




Residential New Construction

Goal: streamline the permit process and eliminate downstream delay

- A separate building permit application is required for each building.
 - Mechanical, electrical, and plumbing work must be identified on the applications:
 - Separate permits will be generated and held for identification/ affirmation of sub-contractor;
 - Plans are NOT required for MEP except electrical service exceeding 200 AMP;
 - Fire Suppression is optional. Plans are required.
 - Must submit HVAC EZ Standard
 - EIA named at application; electrical contractor verified prior to permit issuance.
- 



PROJECT COSTS

Use the boxes below to identify the cost of work for each construction activity associated with the work proposed under this Permit.

If you enter any costs for Electrical, Fire suppression, Mechanical, or Plumbing work, you will be prompted to enter details for each trade where a cost of work is listed.

Warning: For "New Construction" it is mandatory that you include Electrical, Mechanical, and Plumbing costs.

▪ Electrical Cost of Work:

Fire Suppression Cost of Work:

Fuel / Gas Cost of Work:

▪ Mechanical Cost of Work:

▪ Plumbing Cost of Work:

▪ General Construction Cost of Work:

Total Construction Cost of Work: \$0.00

- Cost of work triggers combo permit
- Mandatory for all but fire suppression and fuel gas
- If applicant fails to complete mandatory fields, an error will be triggered at the end of the application
- A fire suppression entry will trigger the requirement for plans



Residential Building Permit RP-2020-013120 (Draft)

ELECTRICAL PERMIT DETAILS

Electrical system information must be provided because an Electrical Cost of Work was added

Use the boxes below to provide as much information about the system included with this App

Note: For OTHER than "New Construction" - If Electrical work is not required, click Back and

*EQUIPMENT DETAILS

Use the checkboxes below to identify all Electrical System information applicable to this Permit

Note: Incomplete or incorrect information provided may result in additional reviews by L&I

Electrical Service Installation: ☒

Is 200A or Less? ☒

Equipment Replacement: ☐

Is 600V or Less? ☐

Interior Wiring: ☐

Fire Pump: ☐

Solar Panels: ☐

Generator: ☐

- Be sure to select 200A or less on electrical permit, if applicable

MECHANICAL FUEL/GAS PERMIT DETAILS

Mechanical / Fuel Gas system information must be provided because a Mechanical / Fuel Gas

Use the boxes below to provide as much information about the system included with this Appl




Note: For OTHER than "New Construction" - If HVAC work is not required, click Back and ma

*EQUIPMENT

Use the checkboxes below to identify all Mechanical / Fuel Gas System information that is par

Note: Incomplete or incorrect information provided may result in additional reviews by L&I

 Add Equipment

Description	Quantity
 (None) 	<input type="text" value="1"/> 
<div><div>(None)</div><div>Appliances (connected via ductwork)</div><div>Appliances (direct vent/connected to flue/chimney)</div><div>Appliances (not connected via ductwork)</div><div>Commercial Kitchen Exhaust Hoods Type 1</div><div>Commercial Kitchen Exhaust Hoods Type 2</div><div>Diffusers/Registers connected to new ductwork</div><div>Fuel Gas piping system</div><div>Other</div><div>Relocated diffusers/registers</div></div>	

AFTER Permit Issuance, changes to Contractors on this Permit must be submitted in-person to District Office. For more information, please review our FAQs by clicking [HERE](#)

- Enter no of appliances
- Upload EZ standard

PLUMBING PERMIT DETAILS

Plumbing system information must be provided because an Plumbing Cost of Work will be calculated.

Use the boxes below to provide as much information about the system included with this permit.

Note: For **OTHER** than "New Construction" - If Plumbing work is not required, click the "No" button.

EXTERIOR BUILDING DRAINAGE

Select the exterior drainage work to be included with this Plumbing Permit.

Note: If the Type of Work is "New Construction" the options for "Building Drain", "House/Building Drain", "House/Building Curb Trap", "House/Building Fresh Air Inlet", and "Lateral Seal" will be required.

House/Building Drain: ☒

House/Building Curb Trap: ☒

House/Building Fresh Air Inlet: ☒

Lateral Seal: ☐


PLUMBING CONTRACTOR (EXTERIOR BUILDING DRAINAGE)

To add an **EXTERIOR PLUMBING DRAINAGE** Contractor performing work under this Permit click the blue help icon to the right.

Notes

You may submit your Application without identifying a licensed contractor but the final Permit will require a contractor on the application.

AFTER Permit Issuance, changes to Contractors on this Permit must be submitted in-person to the District Office. For more information, please review our FAQs by clicking [HERE](#).

 Select Contractor

- Three separate entries for exterior drainage, distribution, and interior fixtures

EXTERIOR WATER DISTRIBUTION

Select the exterior water distribution work to be included with this Plumbing Permit.

Note: If the Type of Work is "New Construction" the option for "Water Distribution" will be selected.

Water Distribution: ☒

Water Distribution Size (in.):


PLUMBING CONTRACTOR (EXTERIOR WATER DISTRIBUTION)

To add an **EXTERIOR PLUMBING WATER DIST.** Contractor performing work under this Permit click the blue help icon to the right.

Notes

You may submit your Application without identifying a licensed contractor but the final Permit will require a contractor on the application.

AFTER Permit Issuance, changes to Contractors on this Permit must be submitted in-person to the District Office. For more information, please review our FAQs by clicking [HERE](#).

 Select Contractor

INTERIOR

Select the applicable scope of work for any interior plumbing work to be included with this Permit.

Note: If the Type of Work is "New Construction" the options for "New Fixtures with Piping"

New Fixtures with Piping: ☒

Water Heater Replacement Only: ☐

Fixture Replacement with Piping: ☐

Fixture Replacement without Piping: ☐

Repair of Existing Pipe: ☐

Number of Pipe Sections:

Food Preparation Equipment Involved: ☐

EQUIPMENT

Select "+ Add Equipment" to identify the type and quantity of all Plumbing fixtures included

Note: Incomplete or incorrect information provided may result in additional reviews by L

 Add Equipment


Description	Quantity
(None)	1
(None)	
Area Drains	
Backflow Device	
Floor Drain	
Hose Bibbs	
Hot Water Heater	
Indirect Waste/Hub Drain	
Kitchen Sink	
Laundry Sink	
Lavatory	
Other (Include in Description of Work)	
Roof Drains	
Rough-In of aboveground piping	
Shower/Tub	
Storm Drains	
Sump Pump/Sewage Ejector	
Water Closet/ Urinal	

- Add the type and number of plumbing fixtures
- No need for separate footway permit. Issued with the exterior plumbing permits.
- No need for separate PWD sign-off. Connection is verified through approved PWD utility plan and installation/ inspection (will be) affirmed prior to final inspection



Combination Permit Applications

Every Residential New Construction will automatically generate the required sub-permits.

- RP-2020-*****
 - EP-2020-***** - Electrical Permit- This Currently excludes wiring and equipment related to fire alarm systems, fire pump systems, and solar panel systems.
 - MP-2020-***** - Mechanical Permit
 - PP-2020-***** - Exterior Water Distribution Permit
 - PP-2020-*****- Exterior Sanitary and Storm Permit
 - PP-2020-***** - Interior Plumbing System Permit
- 




Combination Permit Applications

- The permit applicant or co-applicant must add sub-contractors to permit once named;
- Providing the permit association to the sub does not allow for required affirmation;
- Do NOT file subsequent trade application. It will create a problem downstream.





Holds

- **HOLD PERMIT ISSUANCE**-Cannot advance to payment until hold is resolved. Almost always a contractor license issuance: none named, expired license, expired insurance, tax issue, affirm association.
 - **HOLD PERMIT COMPLETION**-Cannot schedule final inspection until resolved. Most are generated at or after permit issuance. **Special Inspection Hold** is generated as soon as special inspections are indicated on application.
 - If the permit is Ready to Issue and there is no payment shown or HOLD PERMIT ISSUANCE, there is an error.
- 

Details | Reviews | Inspections | Project Activity | Contractors | Subcontractors | Manage Permit Notifications

Here is a summary of your Permit information. Use the tabs above to navigate between all of the information relating to your Permit including Reviews, Inspections, Contractors. Also, check the buttons below to see what actions you can take with this Application. For more information click on the blue questions mark icons.

DETAILS

Type of Permit:	One-Family
Occupancy Description:	Residential Combo
Type of Work:	New Construction
Approved Scope of Work:	Erection of a 3-story attached SFD with roof deck accessed by a Pilot House on an existing vacant lot.
Total Project Value:	\$15,000.00
Health Care Facility:	<input type="checkbox"/>
Hazardous Occupancy:	<input type="checkbox"/>
Occupancy Class Change:	<input type="checkbox"/>
Electrical Service Installation:	<input checked="" type="checkbox"/>
Is 200A or Less?	<input checked="" type="checkbox"/>
Temporary Wiring (On-Site Power Source):	<input type="checkbox"/>
Temporary Wiring (Off-Site Power Source):	<input type="checkbox"/>
Equipment Replacement:	<input type="checkbox"/>
Is 600V or Less?	<input type="checkbox"/>
Interior Wiring:	<input checked="" type="checkbox"/>

RELATED INFORMATION

Type	Description
Contractor	
Design Professional	
Electrical Permit : Electrical Inspection Agency	
Residential Building Permit	

HOLDS

The following hold(s) exist on this Permit and must be addressed before Permit Issuance or Permit Completion. Please click on each Hold for more information. If you have resolved a Hold please contact L&I by clicking [HERE](#)

Required Before	Type
Permit Issuance	Contractor Approval required
Permit Issuance	Contractor Insurance Expired

PERMIT ACTIVITIES

- DO click on hold to read description and instruction.
- DO NOT upload insurance to the Hold

Required Before Permit Issuance

RESOLVE PERMIT HOLD

Hold Type: Contractor Insurance Expired

The following information must be uploaded to resolve the hold on this permit:

The selected Contractor's Insurance required renewal before Permit issuance.

The Contractor must logon to their eCLIPSE account, scroll down to the trade license, and


Once submitted, notify L&I through the online help portal via:

www.phila.gov/li (About/ Contact Us) - Under "Permit questions" section click the "Sub Issuance Hold" option.

DOCUMENTS




Maintaining Current Insurance

- Contractor maintain current general liability, auto, and workman's comp (or exemption) WITH LICENSE in order to obtain a permit.
 - If current insurance is NOT on file at the time of permit approval, a billing statement cannot be generated.
 - If current insurance is NOT on file at the time of permit approval, it must be submitted through the license and NOT the permit.
 - If current insurance is NOT on file at the time of permit approval, a Hold Permit Issuance will be placed on the permit. Resolution will require additional steps and delay.
- 



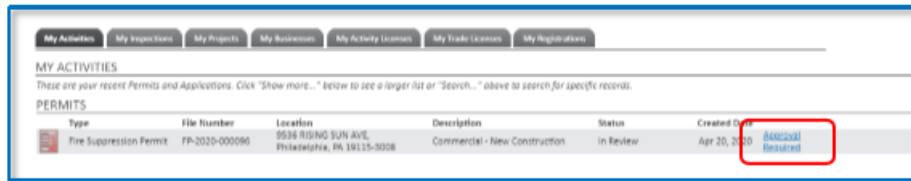
Affirming Association w/ a Permit

- If the contractor is NOT the applicant, he must affirm association with the permit before the billing statement can be generated.
 - The contractor will receive email notification if email is the preferred contact method on the license.
 - The contractor can logon to his account and affirm association with the click of a button. The contractor will already see the permit (through Activities or Search). Do not provide the contractor with the permit association code- it does not provide the right access.
 - It is recommended that the contractor affirm association ASAP and before permit is approved to avoid additional steps and processing delay.
- 

Contractor affirming association to the permit:

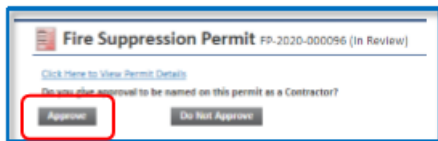
Step 1: Login to your eCLIPSE account.

Step 2: Under the 'My Activities' tab, click on 'Approval Required' link within the appropriate permit.



Type	File Number	Location	Description	Status	Created On
Fire Suppression Permit	FP-2020-000096	8536 RISING SUN AVE, Philadelphia, PA 19135-5008	Commercial - New Construction	In Review	Apr 20, 2020

Step 3: Click on the 'Approve' button (to be named on this permit as a Contractor).

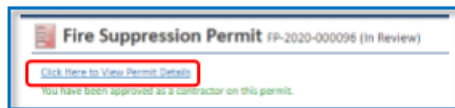


Fire Suppression Permit FP-2020-000096 (In Review)

[Click Here to View Permit Details](#)

Do you wish approval to be named on this permit as a Contractor?

Step 4: Once the approval button is selected, you can view the permit details by clicking on the 'Click here to view permit details' link.



Fire Suppression Permit FP-2020-000096 (In Review)

[Click Here to View Permit Details](#)

You have been approved as a contractor on this permit.

- Review the How-To-Guide under the 'Getting Started' section of eCLIPSE Help.
- If association is affirmed AFTER permit approval, you must notify Permit Services through the online help form to advance the permit.




Multiple Buildings



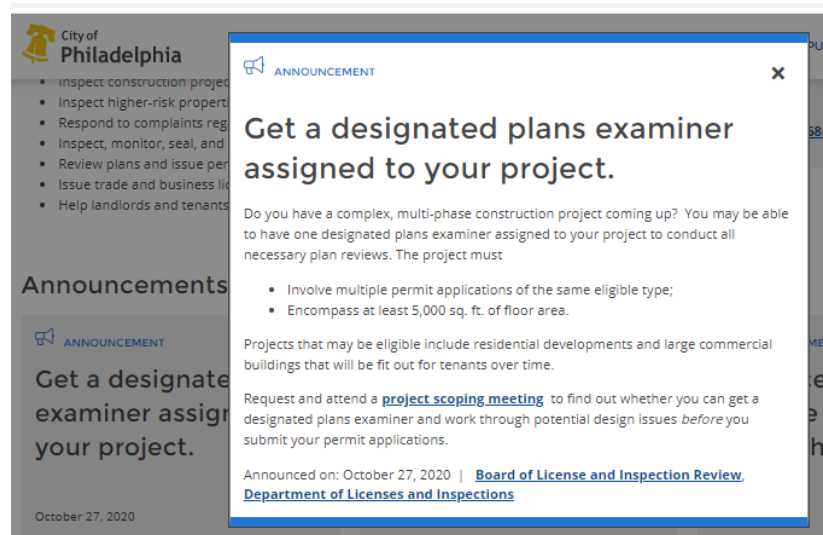


Multi-Bldg Development Projects

- A separate building permit application is required for each building
 - A site permit is required for private plumbing infrastructure. A site permit is otherwise optional to get an early start on grading, excavation, or foundation work.
 - 'City-Managed' Project and Master Approval are optional services designed to help streamline processes. May become mandatory in the future.
- 

Project

- Get a dedicated examiner for multi-phase projects involving more than one of the same permit type with total gfa exceeding 5,000 sq. ft.
- Multiple examiners may be assigned depending on scope.
- Does not otherwise consolidate reviews
- Check on 'Announcements' at phila.gov/li



The screenshot shows a web page from the City of Philadelphia. On the left, there is a sidebar with the City of Philadelphia logo and a list of services: 'Inspect construction projects', 'Inspect higher-risk projects', 'Respond to complaints regarding permits', 'Inspect, monitor, seal, and issue permits', 'Review plans and issue permits', 'Issue trade and business licenses', and 'Help landlords and tenants'. Below this list is a section titled 'Announcements' with a bell icon and the word 'ANNOUNCEMENT'. The main content area features a large announcement titled 'Get a designated plans examiner assigned to your project.' with a close button (X) in the top right corner. The announcement text asks if the user has a complex, multi-phase construction project and offers a designated plans examiner. It lists two bullet points: 'Involve multiple permit applications of the same eligible type;' and 'Encompass at least 5,000 sq. ft. of floor area.' It then states that eligible projects include residential developments and large commercial buildings. It encourages requesting and attending a 'project scoping meeting' before submitting permit applications. At the bottom, it provides the announcement date (October 27, 2020) and links to the 'Board of License and Inspection Review' and the 'Department of Licenses and Inspections'.

City of Philadelphia

- Inspect construction projects
- Inspect higher-risk projects
- Respond to complaints regarding permits
- Inspect, monitor, seal, and issue permits
- Review plans and issue permits
- Issue trade and business licenses
- Help landlords and tenants

Announcements

ANNOUNCEMENT

Get a designated plans examiner assigned to your project.

Do you have a complex, multi-phase construction project coming up? You may be able to have one designated plans examiner assigned to your project to conduct all necessary plan reviews. The project must

- Involve multiple permit applications of the same eligible type;
- Encompass at least 5,000 sq. ft. of floor area.

Projects that may be eligible include residential developments and large commercial buildings that will be fit out for tenants over time.

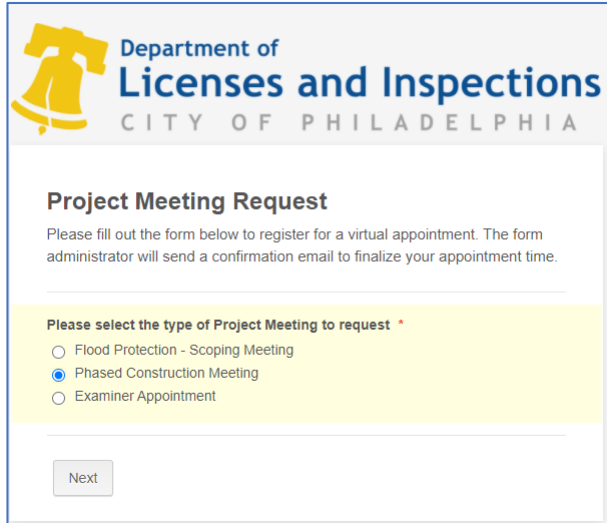
Request and attend a [project scoping meeting](#) to find out whether you can get a designated plans examiner and work through potential design issues *before* you submit your permit applications.


Announced on: October 27, 2020 | [Board of License and Inspection Review](#), [Department of Licenses and Inspections](#)

October 27, 2020

Project

- Schedule a project scoping meeting



 **Department of
Licenses and Inspections**
CITY OF PHILADELPHIA

Project Meeting Request

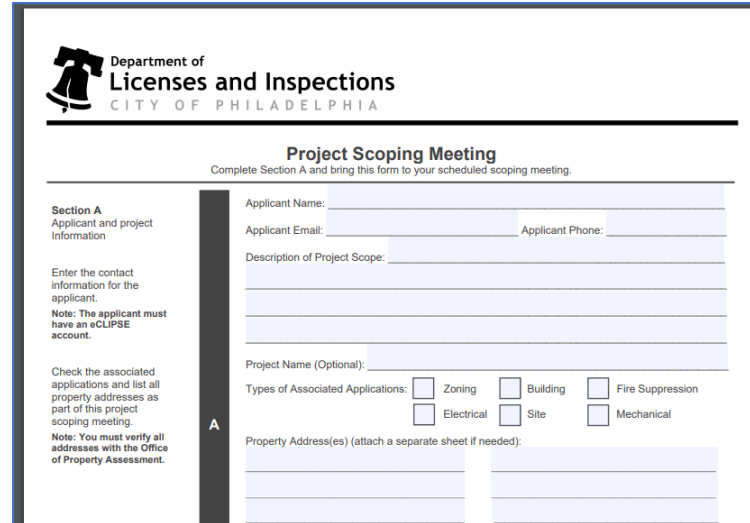
Please fill out the form below to register for a virtual appointment. The form administrator will send a confirmation email to finalize your appointment time.


Please select the type of Project Meeting to request *

- ☐ Flood Protection - Scoping Meeting
- ☒ Phased Construction Meeting
- ☐ Examiner Appointment

[Next](#)

- Provide form and site plan at project meeting.
- Design prof should be present unless otherwise approved



 **Department of
Licenses and Inspections**
CITY OF PHILADELPHIA

Project Scoping Meeting

Complete Section A and bring this form to your scheduled scoping meeting.

Section A
Applicant and project information

Enter the contact information for the applicant.
Note: The applicant must have an eCLIPSE account.

Check the associated applications and list all property addresses as part of this project scoping meeting.
Note: You must verify all addresses with the Office of Property Assessment.

Applicant Name: _____

Applicant Email: _____ **Applicant Phone:** _____

Description of Project Scope: _____

Project Name (Optional): _____

Types of Associated Applications: ☐ Zoning ☐ Building ☐ Fire Suppression
☐ Electrical ☐ Site ☐ Mechanical

Property Address(es) (attach a separate sheet if needed): _____

Project

- Permit Services will provide you with the project number at your scoping meeting.
- Be sure to enter project no on subsequent applications. Failure to do so will result in random assignment.

APPLICATION

Provide the Permit Number for a Master Permit, if applicable:

*What is your relationship to this permit?

☒ Owner
☐ Tenant
☐ Equitable Owner
☐ Professional / Tradesperson

Please identify the Design Professional responsible for the project:

Were you able to find the Design Professional you were looking for?

☒ Yes ☐ No

*What type of work will be done?

New Construction


*What is the occupancy type for this permit?

☐ One-Family ☐ Two-Family

Please identify an existing project, if applicable:



Master Approval

- Two-phased approach to permitting.
 - Master approval of site and building prototype.
 - Administrative review of subsequent 'child' applications for permit issuance.
 - Steps:
 1. Schedule a project meeting. Bring both project scoping and master approval forms to your meeting.
 2. File for your Master Approval using Master Permit and Project Nos provided at your scoping meeting. All standard permit requirements apply.
 3. File your individual permits as you are ready to construct:
 - All information and plans will be cloned
 - No departmental reviews will be triggered
 - L&I will perform an administrative check to verify that location/ prototype correspond to master approval and no changes have been made.
- 

Master Approval

Be sure to enter your Master Approval No and Project No when filing your child application.

No changes are permitted on the child applications with the following exceptions:

- You must ensure that the appropriate address is entered, and the specific unit number is referenced in the location tab.
- Any changes to ownership must be identified.
- Contractor information, if available.

APPLICATION

Provide the Permit Number for a Master Permit, if applicable:

*What is your relationship to this permit?

☒ Owner
☐ Tenant
☐ Equitable Owner
☐ Professional / Tradesperson

Please identify the Design Professional responsible for the project:

Were you able to find the Design Professional you were looking for? ☒ Yes ☐ No

*What type of work will be done?

*What is the occupancy type for this permit? ☐ One-Family ☐ Two-Family

Please identify an existing project, if applicable:

Master Approval

- Information on each prototype bldg. is required.
- A separate Master Approval will be issued for each prototype.
- Multiple project may be created depending on scope/complexity.

Section A
Enter the information for each building prototype.

Building Prototype ID#: Designation for each of the typical building prototype (s). (i.e. Building A, Building B)

No. of Stories: Provide the number of stories for the designated building prototype.

Sq. ft: Provide the gross floor area of the designated building prototype.

Use & Occupancy: Provide the type of use classification for the designated building prototype (i.e. R-3, R-2).

Unit Number(s): Provide all unit numbers for the designated building prototype. (i.e. 1-10, 20-25)

Master Approval No. and Project No. - For L&I office use only.

A Separate master approval will be issued for each building prototype:

Building Prototype ID#	No. of Stories	Sq. Ft. (Gross Floor Area)	Use and Occupancy (IBC)	Unit Number(s)	Master Approval No. (Office use only)	Project No. (Office use only)




Inspection and Certification






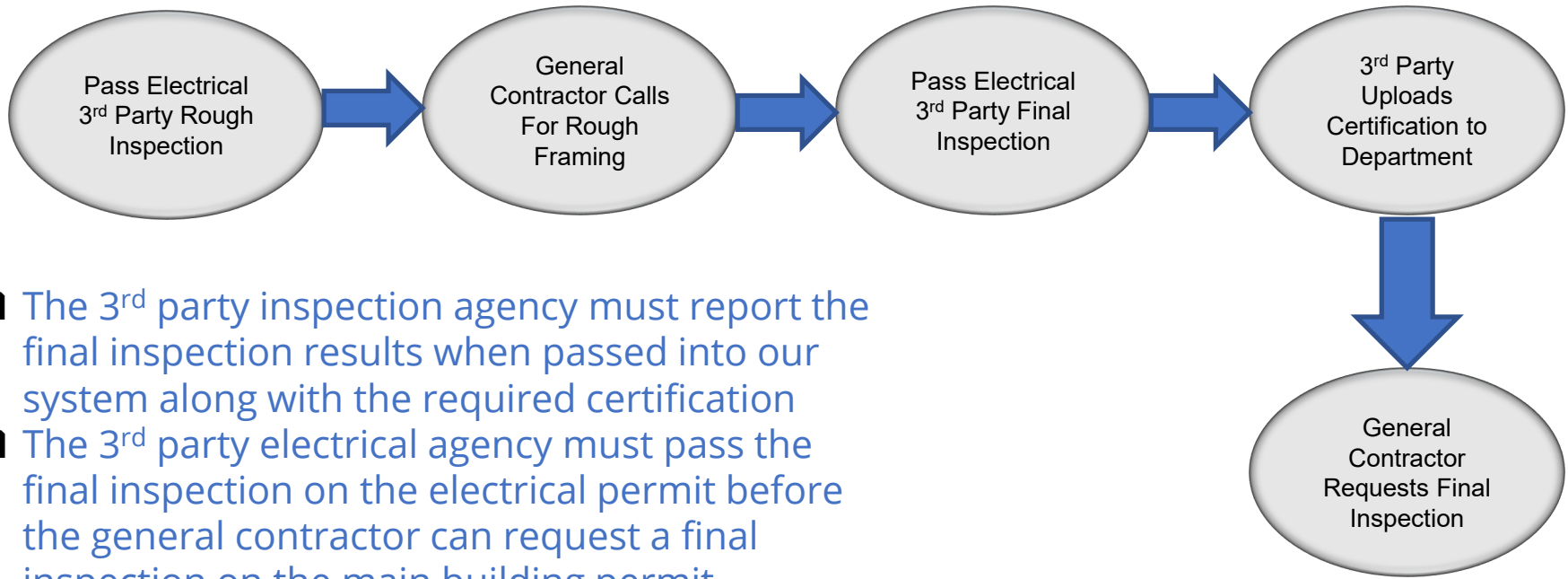
Permit Expiration

- Permits joined under a project or combo permit will remain active as long as the project is active. Code Bulletin outlining policy will be issued in Nov 2020.
 - Otherwise, individual permits will expire based upon individual issue date
 - Technology does not yet halt expiration notification under a project. This requires a design change. Expiration notice is automated but expiration is not. If you receive notice, do NOT pay to extend the permit.
 - Review information on 6-month COVID extension at phila.gov/li. Permit records reflect this extension.
- 



Building Certifications

- All safety, special inspection and energy certifications must be uploaded to the building permit by contractor or applicant through the Hold Permit Completion. THIS DOES NOT APPLY TO ELECTRICAL CERTS Visit phila.gov/li for information on resolving a Hold.
 - If the user is associated with the contractor, they will have access to all permits naming the contractor through the user account. If the contractor does not see the permit: 1) use the Search to find and 2) contact your admin or L&I to link you to the account.
Note: Do not link individuals who are not employees to the contractor license. This will grant them access to ALL of your permits and possibly your trade license.
 - If you see the permit but there is no HOLD, contact the inspection office so that they may insert the hold.
- 



- ❑ The 3rd party inspection agency must report the final inspection results when passed into our system along with the required certification
- ❑ The 3rd party electrical agency must pass the final inspection on the electrical permit before the general contractor can request a final inspection on the main building permit
- ❑ Giving the certification or showing a final inspection sticker to the inspector does not meet the requirement for closing out your electrical permit.

Obtaining a CO

- Each building has a CO attached. No need to file COs for separate units, unless contained in same building and you wish to do so.
- All holds must be satisfied prior to scheduling the final inspection.
- If creating a new parcel, no CO will be issued until a deed is recorded.
- Review lot adjustment FAQ for answers to questions relating to subdivisions.



My deed has been recorded with the Department of Records but the OPA has not yet recorded new tax accounts in their database. Can I obtain a Certificate of Occupancy (CO)?

All City records should be updated before a CO is released; however, it is recognized that there may be delays outside of the developer's control amid the COVID-19 pandemic. During this time, L&I will issue a CO if the deed has been recorded but not yet reflected in OPA's records.

I received my Certificate of Occupancy (CO) but the owner field is blank. How do I proceed?

The ownership information is required on a CO and this error is due to a lag in updating City ownership records. Please contact L&I through the [online help form](#) and select the 'Permit Status' option to request that your CO be manually updated with the owner information.



Support



- Self-help materials available at phila.gov/li (Resources/ eCLIPSE Help)
- 3-1-1 : Can provide immediate assistance via telephone with basic support, including website content, navigation , and account issues. All other issues will be forwarded to L&I support team for resolution
- Visit phila.gov/li (about-contact us) for assistance with all other issues, including late reviews, permit holds, SLA is 3 business days; however, we are striving to reduce response time to 1 day
- See eCLIPSE help for contact info for other departments
- Working on improving intake rejection and remote support scripts to provide clearer and more detailed information.
- Examiner appointments will be available, beginning in Nov 2020
- Chat/ co-browse for immediate navigation assistance in development

Examiner Appointment

- Application must be in Applicant Revisions and request must relate to L&I reviewer comments.
- Request will be screened and confirmed.
- Intended to supplement, and not replace, current communications.

Phone/Virtual Examiner Meeting Request

Complete the form below to request a virtual appointment with an examiner to discuss your additional information request from your permit application. Note: You must have already received markups to schedule your appointment. You will receive a separate email confirmation from L&I with call-in details once approved.

Please Note: All other inquiries must be submitted using the appropriate help form: [Additional Contact Methods](#)

Are you the...? *

- ☐ Applicant/Co-applicant named on the permit
☐ Property Owner*

*Please note that the applicant/co-applicant must also attend the Examiner appointment.

Applicant Name *

Application Number *

Select the Examiner listed on your additional information request *

Christopher Hartland ▼

Screensharing Needed for Virtual Meeting? *

- ☐ Yes
☐ No

Appointment with Christopher Hartland *

11/03/2020 

Tuesday, November 03



9:00 AM

Examiner Contact

Details Reviews Inspections Project Activity Manage Permit Notifications

This is a listing of all the Reviews that are part of this Permit. Scroll down to the bottom of the page to download documents previously reviewed by L&I or other City Agencies. If additional information was requested click on the "Additional Information Requested" link above. For more help please review our Instructional Video and associated User Guide on Permit Reviews by clicking [HERE](#).

REVIEW STATUS

Review	Status	Corrections	Comments	Reviewer Comments
LI Zoning Accelerated ePlan	Started (Due: Apr 21, 2020)			
Planning Commission - Develo...	Completed	⚠️ 1		See plan notation regarding lot area.

Revisions Required.

Please see all plan markups for comments and required revisions. Instruction on accessing comments and resubmitting revised plans may be found at <https://www.youtube.com/watch?v=A9JQlhWX4Y0&feature=youtu.be> and on our website. If you have any questions on the review comments, please email me at curtis.daniel@phila.gov or to schedule and appointment if you have questions about this application please use this link: <https://form.jotform.com/83434300042139> prior to re-submission.

Please address the required items so that the application process may continue. Required items must be submitted within sixty (60) days of the date of this review, or the application will be abandoned, and all plans and documents discarded.

Visit phila.gov/li
to register for an
upcoming
eCLIPSE
webinar or
additional Build
Safe sessions!

OCT
28

Event

Build Safe PHL Learning Session - Navigating Permitting for Residential Develop

12:00 pm to 1:30 pm

NOV
17

Event

L&I Zoning Training Webinar

9:30 am to 10:30 am

NOV
18

Event

L&I ePlan Training Webinar

9:30 am to 10:30 am

NOV
19

Event

L&I eCLIPSE Public Information Webinar

9:30 am to 11:30 am

NOV
24

Event

Build Safe PHL Learning Session - Residential Construction on Existing Lots

12:00 pm to 1:00 pm