




Fire Protection Certification Submission Process Training





What's changing?

- Beginning **January 1st, 2021** the Department of Licenses and Inspections will begin a **rollout of eCLIPSE submission of Fire Protection Certifications**
 - Fire Protection Certifications are still required onsite
 - L&I Inspectors will require that trade license and design professionals upload all Fire Protection System certifications through the eCLIPSE portal
 - Uploading certifications electronically will:
 - Allow certification information to be made publicly available
 - Allow building occupants to know that the building is safe
 - Prevent unnecessary complaints or investigations
 - In **2022, enforcement will begin** on individual licenses to complete and submit electronically
 - Questions? Email: FireSafetySystemCerts@phila.gov
- 



What to know before online submission

- In order to submit a fire certification online, you must have a trade license or design professional registration linked to your eCLIPSE account (see [Quick Guide](#))
- Below is a breakdown of what type of license or registration is required to submit each fire certification:
 - Electrical Contractor
 - Emergency and Standby Systems Certification
 - Fire Alarm Certification
 - Design Professional
 - Smoke Control Certification
 - Fire Alarm Inspector
 - Fire Alarm Certification
 - Fire Suppression Contractor*
 - Special Hazards Certification
 - Sprinkler Certification
 - Sheet Metal Technician*
 - Damper Certification
 - Smoke Control Certification

* Upload currently based on the contractor, but L&I will validate the individual worker as well





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

- [Submit An Annual Certification Report](#)
- [Create a Project](#)
- [Request a CRS Report](#)
- [Make an Appeal](#)

Click to
submit
certification

STREETS DEPARTMENT

- [Apply for a Streets Department Review](#)

[My Activities](#)[My Inspections](#)[My Projects](#)[My Businesses](#)[My Activity Licenses](#)[My Trade Licenses](#)[My Registrations](#)[My Inspection Agency's Permits](#)[My Hearings / Appeals](#)[Annual Certification Reports](#)



Building Certification BC-2020-000012 (Draft)

LOCATION

Addressed Location

Please select the **address** for the building you are certifying. If your address has multiple buildings and you are unsure which to select, click the blue help icon (?) for more information.

* Address:

Step 1:
Select building address.



Click for additional help.

CERTIFICATION DETAILS

* Contractor:

(None)

* Type of Certification:

(None)

* Inspection Date:

mmm dd, yyyy

Step 2: Select license or registration.

Step 4: Add inspection date.

Step 3: Select type of cert to submit.

In the drop-down menu below, please select the result of the inspection.

Note: Certifications should always have a result of: Certified or Deficient. Reports should always have a result of: Safe, Safe with Repair or Unsafe. The Expiration Date will default to 1 year from the Inspection Date. For certifications that last longer than 1 year, internal staff will update the expiration date after submission. See the blue help icon (?) for more information.

* Inspection Result:

(None)

Step 5: Select inspection result. Certifications are 'Certified' or 'Deficient'.

UPLOAD INSPECTION DOCUMENT

Upload Document

Step 6:
Upload inspection document.

File Name

Description

Delete

Submit

Cancel

Step 7: Submit certification.

View past submissions or drafts

My Hearings / Appeals

Annual Certification Reports

Type	External File Number	Certification Type	Status	Created Date
Building Certification	BC-2020-000015		Draft	May 20, 2020
Building Certification	BC-2020-000016		Draft	May 20, 2020
Building Certification	BC-2020-000017		Draft	May 22, 2020
Building Certification	BC-2020-000018		Draft	Jul 3, 2020
Building Certification	BC-2020-000021	Fire Alarm Certification	Cancelled	Aug 25, 2020
Building Certification	BC-2020-000024	Fire Alarm Certification	Submitted	Aug 25, 2020
Building Certification	BC-2020-000025	Facade Report	Submitted	Aug 25, 2020
Building Certification	BC-2020-000026	Fire Escape Report	Submitted	Aug 25, 2020
Building Certification	BC-2020-000027	Electrical Certification	Submitted	Aug 26, 2020
Building Certification	BC-2020-000028	Electrical Certification	Submitted	Aug 26, 2020
Building Certification	BC-2020-000030	Fire Escape Report	Cancelled	Aug 26, 2020
Building Certification	BC-2020-000031	Facade Report	Cancelled	Sep 1, 2020

Click to
view
further
details.

Statuses:

- Draft: job was started but never submitted
- Submitted: job was submitted to L&I
- Cancelled: there was an issue with your submission

View past submission details

**Licenses & Inspections**
CITY OF PHILADELPHIA
LIFE LIBERTY AND YOU™

 **Building Certification** BC-2020-000024 (Submitted)

Status:

Submitted

Created Date:

Completed Date:

LOCATION

Building:

CERTIFICATION DETAILS

Contractor:

Type of Certification:

Inspection Date:

Inspection Result:

Expiration Date:

INSPECTION DOCUMENTS

File Name	Description
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Click to
view
document.



Q&A

