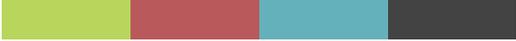




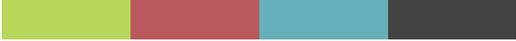
# **Fire Protection Certification Submission Process Training**





# 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](mailto: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:

\* Type of Certification:

\* Inspection Date:

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

**Step 4:** Add inspection date.

**Step 2:** Select license or registration.

**Step 3:** Select type of cert to submit.

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:

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

## UPLOAD INSPECTION DOCUMENT

**Step 6:** Upload inspection document.

File Name

Description

Delete

**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: [REDACTED]  
Completed Date: [REDACTED]

LOCATION

---

Building: [REDACTED]

CERTIFICATION DETAILS

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Contractor: [REDACTED]  
Type of Certification: [REDACTED]  
Inspection Date: [REDACTED]  
Inspection Result: [REDACTED]  
Expiration Date: [REDACTED]

INSPECTION DOCUMENTS

---

File Name	Description
 [REDACTED]	[REDACTED]

Click to  
view  
document.



# Q&A

