

Pay L&I violation fees or fines in eCLIPSE How-To Guide

Background:

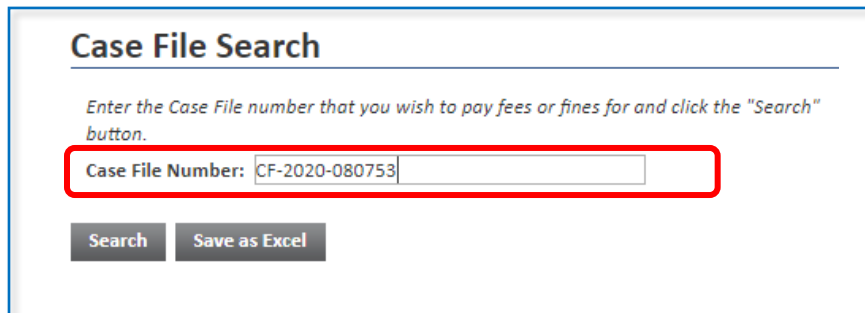
The Department of Licenses and Inspections (L&I) issues notices for violations of the Philadelphia Code related to the construction and use of buildings and certain business requirements. You can pay the violation fees and fines online, by mail, or in person. This guide provides step-by-step instructions on how to pay the L&I violation fees and fines online using eCLIPSE.

Step 1: On the eCLIPSE *Home page*, click on the **'here'** tab to pay L&I violation fees or fines.



The screenshot shows the eCLIPSE Home page. At the top left is the eCLIPSE logo with the text "Electronic Commercial Licensing, Inspection and Permit Services Enterprise". To the right is a "Welcome to eCLIPSE." section with input fields for "Email Address:" and "Password:", a "Sign In" button, and links for "Forgot Email Address?" and "Forgot password?". Below this is a "Register" section with a link to "click here to register." and a "Search eCLIPSE" section with three links: "Click here to search eCLIPSE.", "Click here to request a Certificate of Rental Suitability.", and "Click here to pay L&I violation fees or fines." A red arrow points to the third link.

Step 2: On the Case File Search page, enter the **Case File Number** and click **'Search'**.

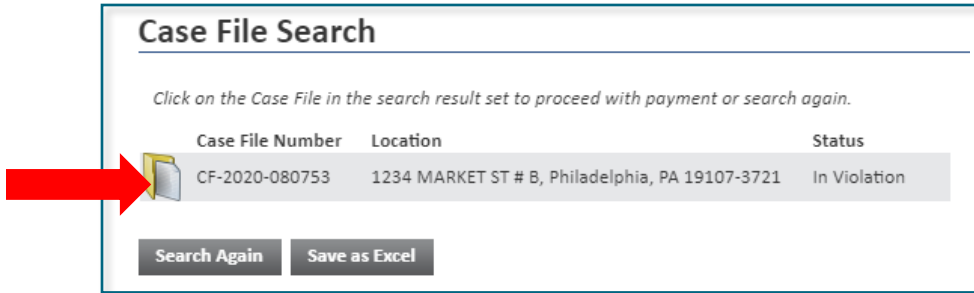


The screenshot shows the "Case File Search" page. It has a heading "Case File Search" and a instruction: "Enter the Case File number that you wish to pay fees or fines for and click the 'Search' button." Below this is a text input field labeled "Case File Number:" containing the text "CF-2020-080753". A red box highlights the input field. At the bottom are two buttons: "Search" and "Save as Excel".

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.

Step 3: From the results list, click on the appropriate Case File to proceed with payment or search again.



Case File Search

Click on the Case File in the search result set to proceed with payment or search again.

Case File Number	Location	Status
CF-2020-080753	1234 MARKET ST # B, Philadelphia, PA 19107-3721	In Violation

[Search Again](#) [Save as Excel](#)

Step 4: Review the selected Case File details to confirm the correct case file was selected. Click the 'Pay Fees' button.



Case File CF-2020-080753 (In Violation)

Case File Public Admin Text

Click the Pay Fees button to proceed with the payment.

Date of Notice: Dec 11, 2020

Location: 1234 MARKET ST # B, Philadelphia, PA 19107-3721

Parcel Owner: SEPTA

Responsible Party: SEPTA

Violation **Code Section**

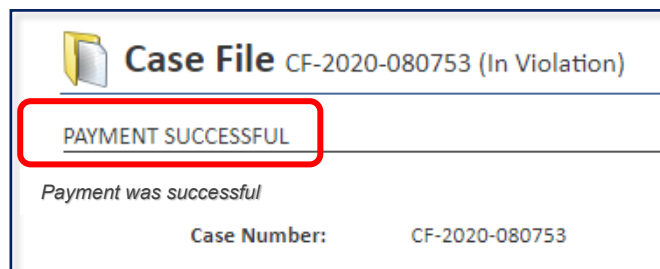
FEE DETAILS

Description	Balance
Case File Fees	\$100.00
Total:	\$100.00

[Pay Fees](#)

Step 5: Enter payment information in the payment portal.

Step 6: Once payment is made you will be redirected to the eCLIPSE portal where the case file status will appear as 'Payment Successful'. **Note: If payment was unsuccessful, verify payment information was entered correctly or make payment in-person at the Revenue Payment Center located in the Municipal Services Building. For in-person payments, an invoice is required and can be requested from the L&I Permit and License Center in the MSB.**



Case File CF-2020-080753 (In Violation)

PAYMENT SUCCESSFUL

Payment was successful

Case Number: CF-2020-080753

Questions?

Call 311 or (215) 686-8686 (if outside Philadelphia)

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.