

# Construction Permit and Permit Application Extensions

## Permit Extension

### How long is a permit valid?

Per the Philadelphia Administrative Code, Section [A302.2](#):

- Any permit issued shall become invalid if the authorized work is not commenced within **six (6) months** after issuance of the permit, or if the authorized work is suspended or abandoned for a period of **six (6) months** after the time of commencing the work. A permit issued for construction or demolition may be valid for no more than five (5) years from its issue date.

For more information on Zoning permit extensions refer to the [Zoning Permit Extension Information Sheet](#).

#### Exceptions:

- Permits related to imminently dangerous and unsafe structures or conditions.**
  - For permits issued in connection with imminently dangerous structures or conditions, the permit shall become invalid if the work does not commence within **ten (10) days** after issuance or does not progress continuously until the structure or condition is made safe.
  - For permits issued in connection with an unsafe structure or conditions, the permit shall become invalid if the work does not commence within **thirty (30) days** after permit issuance or does not progress continuously until the structure or condition is made safe.
- Rough-in approvals.** A rough-in approval shall become invalid if the work is not initiated and the associated complete permit is not obtained within **sixty (60) days** of issuance.
- Operation permits.** Operational permits issued under the Philadelphia Fire Code are only valid for the specified dates.

### Can a permit be extended?

Per the Philadelphia Administrative Code, Section [A302.2](#), permits are eligible to be extended for a period not exceeding **six (6) months, except as noted below**. No permit may be extended more than once.

The following permits are not eligible for extension:

- Permit issued to remediate an imminently dangerous or unsafe condition.
- A permit that has exceeded the 5-year limitation for completion.
- A rough-in approval.
- Operation permits (ex. Tent permits).
- Trade permits, where an associated building permit is expired.

### What is the fee associated with a permit extension of an issued permit?

The fee to extend a permit is \$50. Legacy permits, with the exception of Residential applications, paid online will be subject to a standard filing fee of \$100.

## Construction Permit and Permit Application Extensions

### When can an extension be applied for?

A permit extension may be applied for no sooner than three (3) months prior to the expiration.

### If an issued permit is extended, how long is the permit valid for?

The permit shall be extended six (6) months from the expiration date. The date of request has no bearing on new date of expiration.

### What do I do if my trade permit is set to expire?

If the associated building permit is still active, the Department will not expire your trade permits. The customer may see an expiration date for the trade permit through the online portal; however, this may be disregarded.

If the trade permit has no associated building permit, separate extension requests must be submitted.

### How do I obtain a permit extension?

Online via eCLIPSE:

1. Log-in to your eCLIPSE account.
2. From the *Homepage*, under *'My Activities'*, select the permit you wish to extend.
3. On the *Details* tab, click on the *'Extend Permit'* button. This will only be visible ninety (90) days prior to permit expiration.
4. The inspector will review your request and you will receive email notification of results. If approved, you must return to the permit job and submit required payment.

**Note:** A permit will not be extended until payment has been rendered.

### I submitted an extension request but have not received a response.

If more than five (5) business days has lapsed, open the permit from your home page to check for a 'Pay Fees' option. If the 'Pay Fees' option is not available, email the [district office](#) for a status.

**Note:** A Department representative must confirm before the permit is expired. If you do not receive a response by the expiration date, **do** contact the Department but **do not** become alarmed.

# Construction Permit and Permit Application Extensions

## Permit Application Extensions

### How long do I have to respond to a request for additional information or pay for a permit that has been approved?

An applicant has sixty (60) days to respond to a request for information or pay for the approved permit.

**Exception:** A permit application filed to remediate an imminently dangerous or unsafe condition must receive a response within ten (10) days and approved permits must be paid within ten (10) days.

### Can a permit application be extended?

Yes, the Department is authorized to grant extensions of ninety (90) calendar days.

### Will my request for extension be granted?

The Department will usually grant the first extension request; however, there may be some exceptions:

- Permit applications filed to remediate an imminently dangerous or unsafe condition shall not be extended.
- A new code cycle has been adopted.
- There has been a change to the Philadelphia Code that alters the conditions of the permit (i.e. construction impact tax).
- An Operations permit application with specific dates of operation.

The Department will review justification for subsequent requests and make determination on a case-by-case basis.

### What is the fee associated with an extension of a permit application?

There is no fee for the extension of a permit application.

### When can an extension be applied for?

A permit extension may be applied for no sooner than thirty (30) calendar days prior to the expiration.

### What if my trade permit is set to expire but I do not yet have a contractor?

If the associated building permit or building permit application is active, the trade permit application will not expire. The customer may see an expiration date for the trade permit application through the online portal; however, this may be disregarded.

If the trade permit has no associated building permit, separate extension request must be submitted.

## Construction Permit and Permit Application Extensions

### How do you obtain an extension on my approved pre-issuance permit application?

Online via eCLIPSE:

1. Log-in to your eCLIPSE account.
2. From the *Homepage*, under 'My Activities', select the permit you wish to extend.
3. On the *Details* tab, click on the '**Request Permit Extension**' button.
4. If you have already obtained an extension, you must upload a statement detailing the reason for extension and projected timeline.
5. A Permit Services agent will review your request and you will receive email notification of results.

EXTEND PERMIT



 Request Permit Extension

### I submitted an extension request but have not received a response. What do I do?

If more than five (5) business days has lapsed, open the permit job from your home page to check if the expiration date has been updated. If not, contact Permit Services using the [online request form](#) and select the 'Permit Status' option.

**Note:** A Department representative must confirm before the permit application is expired. If you do not receive a response by the expiration date, **do** contact the Department but **do not** become alarmed.

### My permit application has expired; however, I would like to proceed with the project. What do I do?

If the permit application has expired, you will be required to submit a new application. It is recommended that you reference the original application number in the work description and, if possible, the Department will assign it to the original examiner.