

# How do I submit Permit Amendments through eCLIPSE?

## How-to Guide

All work must comply with the conditions of the approved permit. Deviations that impact conditions of the prior approval must be re-submitted for review through the amended permit process. Refer to the **'Amended Permit Process Info Guide'** to verify the type of changes that are eligible for an amended permit.

1. Go to <https://eclipse.phila.gov> and login to your eCLIPSE account.

**Welcome to eCLIPSE.**

Email Address:  [Forgot Email Address?](#)

Password:  [Forgot password?](#)

**Sign In**










2. From the eCLIPSE homepage, select the applicable permit to amend.

The permits are located under the **'My Activities'** tab.

**NOTE:** The permit must be in **'Issued'** status.

**My Activities** | My Inspections | My Projects | My Businesses | My Activity Licenses | My Trade Licenses | My Registrations | My Hearings / Appeals

These are your recent Permits and Applications. Click "Show more..." below to see a larger list or "Search..." above to search for specific records.

PERMITS	Type	File Number	Location	Description	Status	Created Date	
	Electrical Permit	EP-2020-000303	219 HALL ST, Philadelphia, PA 19147-4219	Residential - Alteration	Ready For Issue	Mar 13, 2020	
	Electrical Permit	EP-2020-000300		Commercial	Draft	Mar 11, 2020	No Contractor
	Electrical Permit	EP-2020-000301		Commercial	Draft	Mar 11, 2020	No Contractor
	Zoning Permit	ZP-2020-000640	4101 BALTIMORE AVE, Philadelphia, PA 19104-4552	Commercial - Change of Use	Draft	Mar 10, 2020	No Contractor
	Commercial Building Permit	CP-2020-000847		Commercial	Draft	Mar 6, 2020	No Contractor
	Residential Building Permit	RP-2020-000071		Residential	Draft	Mar 5, 2020	No Contractor
	Commercial Building Permit	CP-2020-000521	1400 JOHN F KENNEDY BLVD RM 796, Philadelphia, PA 19107-3365	Commercial - School - Entire Building/Structure	<b>Issued</b>	Feb 25, 2020	
	Commercial Building Permit	CP-2020-000620	3300 ARCH ST # 019104, Philadelphia, PA 19104-2708	Commercial - Addition and/or Alteration	Ready For Issue	Feb 25, 2020	HOLDS EXIST No Contractor
	Commercial Building Permit	CP-2020-000779	219 HALL ST, Philadelphia, PA 19147-4219	Commercial - Addition and/or Alteration	Applicant Revisions	Mar 3, 2020	<a href="#">Additional Info. Required</a> No Contractor

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

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 and contractor info. check the buttons below to see what actions you can take with this Application. For more information click on the blue questions mark icons below.

DETAILS	RELATED INFORMATION
<p>Type of Work: Entire Building/Structure</p> <p>Work Description: new construction of school</p> <p>Type of Structure: School</p> <p>Modular Building: <input type="checkbox"/></p> <p>Units: 1</p> <p>Number of Stories of Work: 5</p> <p>High Rise Building: <input checked="" type="checkbox"/></p> <p>Includes Green Roof Construction: <input type="checkbox"/></p> <p>Facade Work Being Done: <input type="checkbox"/></p> <p>One or both of the following applies:</p> <p>1) Construction works extends into, under, or onto a public right-of-way.</p> <p>2) Project involves new, relocated, or extended driveway.</p> <p>Area of Earth Disturbance (sq. ft.): 10000</p> <p>New Construction Area (sq. ft.): 8000</p> <p>Total Construction Area (sq. ft.): 8000</p> <p>Electrical Cost of Work:</p> <p>Fire Suppression Cost of Work:</p> <p>Mechanical / Fuel Gas Cost of Work:</p> <p>Plumbing Cost of Work:</p> <p>General Construction Cost of Work: \$950,000.00</p> <p>Total Construction Cost of Work: \$950,000.00</p> <p>LOCATIONS</p> <p>Address: 1400 JOHN F KENNEDY BLVD RM 796, Philadelphia, PA 19107-3365</p> <p>Primary Location: 1400 JOHN F KENNEDY BLVD RM 796, Philadelphia, PA 19107-3365</p> <p>Specific Location:</p>	<p><b>PERMIT INFORMATION</b></p> <p>Type: Building Occupancy</p> <p>Description: Occupancy: E Educational (School) 1600 Sq. Ft.</p> <p>Building Occupancy: Occupancy: E Educational (School) 1600 Sq. Ft.</p> <p>Building Occupancy: Occupancy: E Educational (School) 1600 Sq. Ft.</p> <p>Building Occupancy: Occupancy: E Educational (School) 1600 Sq. Ft.</p> <p>Building Occupancy: Occupancy: E Educational (School) 1600 Sq. Ft.</p> <p>Contractor: City Contracting</p> <p>Phone: (215) 355-5555, License Numbers: 053982, 053983, 053984, 053985, 053986</p> <p><b>HOLDS</b></p> <p>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. Once you have resolved a hold please contact L&amp;I by clicking here (make "here" a html link to the job-form)</p> <p>Required Before: Type</p> <p><b>PERMIT ACTIVITIES</b></p> <p>This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:</p> <p><b>FEES</b></p> <p>You have no outstanding fees.</p> <p><b>TEMPORARY CERTIFICATE OF OCCUPANCY (CO)</b></p> <p>Allows you to occupy a portion of your approved development.</p> <p>You cannot request a temporary CO at this time.</p> <p><b>EXTEND PERMIT</b></p> <p>You cannot extend this permit at this time.</p> <p><b>WITHDRAW PERMIT</b></p> <p>You cannot withdraw this permit at this time.</p> <p><b>DOWNLOAD PERMIT</b></p> <p><a href="#">Download Permit</a></p> <p><b>AMEND PERMIT</b></p> <p><a href="#">Amend Commercial Building Permit</a></p> <p><b>REQUEST INSPECTION</b></p> <p>You cannot request an inspection at this time.</p>

3. From the Details Tab, select the **'Amend Permit'** button under the Amend Permit subheading.

### L&I Permit and License Center

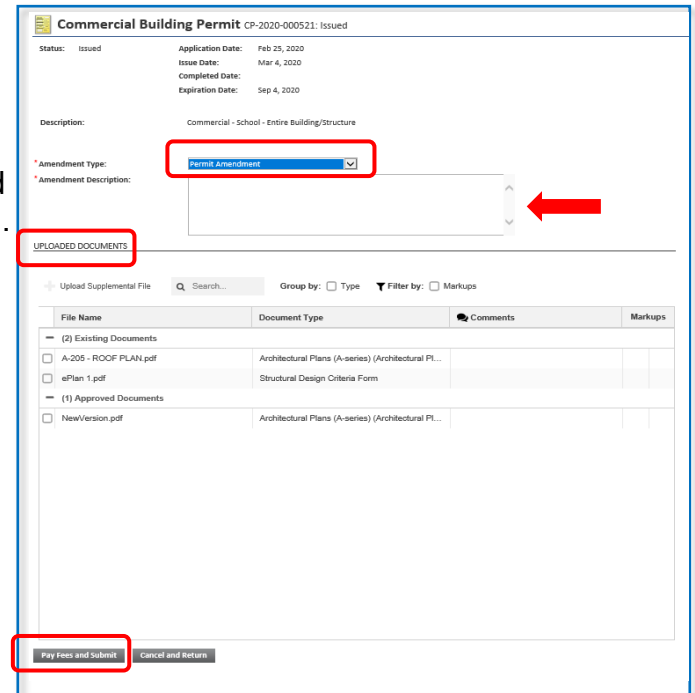
1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse  
Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.

4. Within the selected permit complete the following:

- Select '**Permit Amendment**' from the pull-down list.
- Provide a **detailed description** of the requested changes in the '**Amendment Description**' section.
- Upload any revised documents / plans.
- Select '**Pay Fees and Submit**' and pay the amendment filing fee.

5. Once payment has been successfully completed, click 'Continue' to be transferred back to the Confirmation page in eCLIPSE.

- *The permit status will appear as '**Amendment Requested**'.*
- *Check your eCLIPSE account often for updates.*



**Commercial Building Permit** CP-2020-000521: Issued

Status: Issued Application Date: Feb 25, 2020 Issue Date: Mar 4, 2020 Completed Date: Sep 4, 2020 Expiration Date: Sep 4, 2020

Description: Commercial - School - Entire building/structure

\* Amendment Type: **Permit Amendment**

\* Amendment Description:

**UPLOADED DOCUMENTS**

Upload Supplemental File Search... Group by: Type Filter by: Markups

File Name	Document Type	Comments	Markups
<b>(2) Existing Documents</b>			
<input type="checkbox"/> A-205 - ROOF PLAN.pdf	Architectural Plans (A-series) (Architectural PL...		
<input type="checkbox"/> ePlan 1.pdf	Structural Design Criteria Form		
<b>(1) Approved Documents</b>			
<input type="checkbox"/> NewVersion.pdf	Architectural Plans (A-series) (Architectural PL...		

**Pay Fees and Submit** Cancel and Return

## Frequently Asked Questions

**Q: Can I submit an amendment online if my paper application was filed on paper?**

A: Yes, you only need access to the permit through your eCLIPSE account.

**Q: Why can I not see the permit to amend through the online portal?**

A: You must submit a help request using the [L&I online form](#) and select the 'Permit or Inspection Issue' option.

## Additional Information

If you have questions or need further assistance call 311 or 215-686-8686 (if outside Philadelphia).

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