

How to Renew Your Rental Business License in eCLIPSE

Step 1: Sign in to eCLIPSE

Step 1.1: Go to <https://eclipse.phila.gov>

Step 1.2: Enter your registered email address and password

Step 1.3: Click 'Sign In'

Welcome to eCLIPSE.

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

Address: * [Forgot password?](#)

Password: * [Forgot password?](#)


Sign In


Note: You must associate your Activity License before you can renew your Business License. Refer to the '[How to Associate your Activity License in eCLIPSE](#)' how-to guide for step-by-step instructions.

Step 2: Select the expiring business license


Step 2.1: Click the '**Renew a Business License**' link under the *Business Licenses* header.

BUSINESS LICENSES


 [Apply for a Business License](#)

 [Renew a Business License](#)

Step 2.2: Enter the '**License Number**' or '**Business Name**' and click on the magnifying glass to search for the existing license. Your business name and license type will automatically appear. Click '**Next**' to continue.

 **Business License Renewal** BR-2021-000724 (Draft)

Search for the license to perform a renewal on.


License Number: 

Business Name:

License Type:

Next

Step 2.3: The information for the business license selected will appear on this page. Click '**Next**' to continue.

 **Business License Renewal** BR-2021-000724 (Draft)


The following license(s) are grouped together and will be Renewed and/or Amended at the same time.

License Number	Name	Category
676108	Rental	Address-Based

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Step 3: Provide updated information

Step 3.1: In the business license renewal details page, answer the questions in the '**CURRENT**' column only.

 **Business License Renewal** BR-2021-000719 (Draft)

RENTAL

Please validate your Rental License details below under 'Current'.

	PREVIOUS	* CURRENT
* Number Of Units:	1	1
* Owner Occupied:	<input type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes

Philadelphia Code Section 6-803 (Lead Disclosure Obligation) requires you to provide certification of lead-safe or lead-free conditions to the Philadelphia Department of Public Health and to the lessee, and written notification to lessee(s) regarding lead paint conditions, if the property being leased was constructed prior to 1978 and is occupied by a child aged 6 or under.

- Was this Property constructed prior to 1978?

☐ No
☐ Yes
- Is any unit of this property now occupied by a child aged 6 or under?
Answer YES if you are aware that any unit of this property will be occupied by a child aged 6 or under during the next 12 months.

☐ No
☒ Yes

**If you answer 'Yes' to both questions, a lead paint certification is required.*

**If you answer 'Yes' to both questions, a third question will appear.*

Providing knowingly false answers to the above questions will be considered a violation of the Philadelphia Code Section 6-803 subject to the penalties set forth in that Section.

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Step 3.2: Click 'Next' to continue.

Step 3.3: On the *Document to Attach* page, click '**Upload File**' to upload required documents.

Note: If the Documents to Attach are listed as '*Optional*' then you do not need to attach any documents.

 **Business License Renewal** BR-2021-000735 (Draft)

You may need to attach documents to your application. Documents listed below as 'Required' must be attached. To upload the document(s), click 'Upload File'. Once all required documents have been uploaded, click 'Next'.

DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form
<input type="checkbox"/>	Proof of Owner Occupancy	2 Family Owner-Occupied HIL	None
<input type="checkbox"/>	Proof of ownership	2 family & above HIL and 2 family & above owner-occupied HIL, Vacant House/Lot/Commercial	None

**If you answer 'Yes' to both questions, a third question will appear.*

UPLOADED DOCUMENTS

[+ Upload File](#)

* Attachment Type	Description	Acceptance Status
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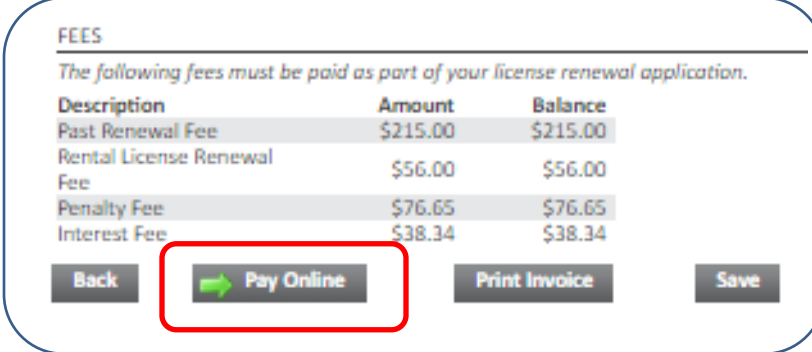
Step 3.4: Click '**Next**' to continue.

Step 4: Pay & Submit

If you have multiple licenses to renew, you can pay for all saved license renewal applications in one transaction. Click **'Save'** and refer to the ['How to use the Shopping Cart Function in eCLIPSE'](#) how-to guide for step-by-step instructions.

Step 4.1: To proceed to the payment portal, click **'Pay Online'** to enter your payment information

Note: The license renewal fee can be paid by e-check (no charge) or credit card (2.4% surcharge)



FEES

The following fees must be paid as part of your license renewal application.

Description	Amount	Balance
Past Renewal Fee	\$215.00	\$215.00
Rental License Renewal Fee	\$56.00	\$56.00
Penalty Fee	\$76.65	\$76.65
Interest Fee	\$38.34	\$38.34

[Back](#) [Pay Online](#) [Print Invoice](#) [Save](#)

Step 5: Download the license

If you were not required to attach additional documents to your renewal application, the license will be immediately available for download

Step 5.1: Return to your eCLIPSE homepage

Step 5.2: Scroll down to **'My Business Licenses'** to find the newly-issued license

Step 5.3: Click **'Download License'**

If you were required to attach documents to your renewal application, the application will be reviewed within three (3) business days of submission. Once the application has been approved, you will be notified via email and will be able to download the new license from your eCLIPSE homepage using the steps above.

Additional Information

If you have questions or need further assistance with your trade license renewal, call 311 or 215-686-8686 (if outside Philadelphia).