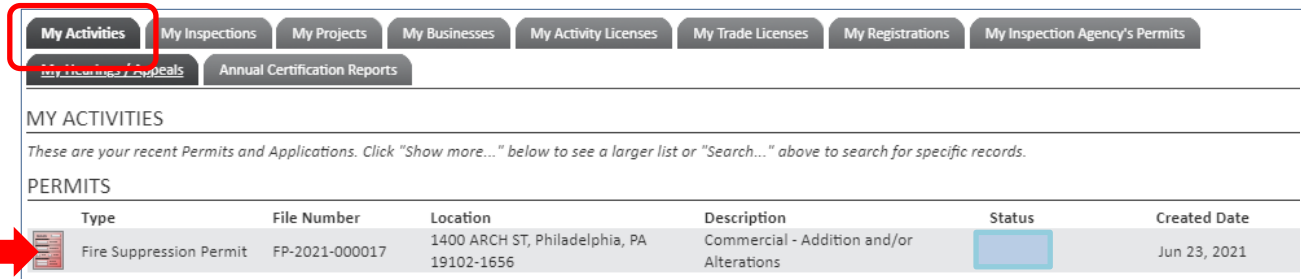


Submit a Permit Inspection Certification in eCLIPSE How-to Guide

Submit an Inspection Certification to resolve a permit completion hold.

Step 1: Login to your eCLIPSE account.

Step 2: On the eCLIPSE homepage, click on the applicable *Fire Suppression Permit* under the 'My Activities' tab to open the permit details.

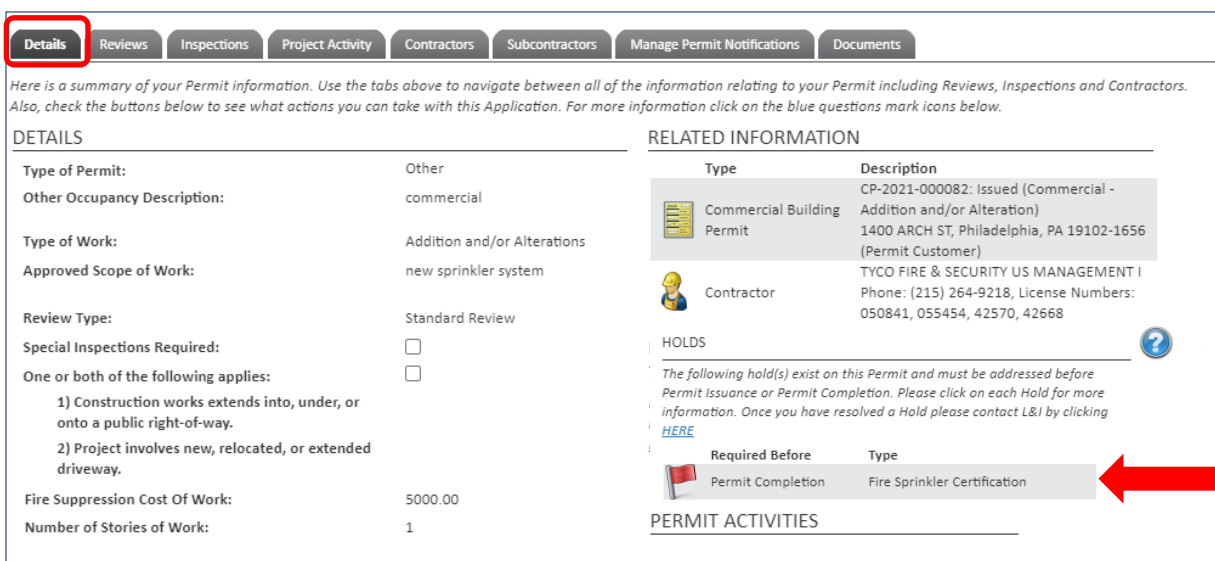


The screenshot shows the eCLIPSE homepage with the 'My Activities' tab selected. Below the tabs, there is a section titled 'MY ACTIVITIES' with a sub-header 'PERMITS'. A table lists recent permits, with the first entry being a 'Fire Suppression Permit' with file number 'FP-2021-000017' and location '1400 ARCH ST, Philadelphia, PA 19102-1656'. A red arrow points to this entry.

Type	File Number	Location	Description	Status	Created Date
Fire Suppression Permit	FP-2021-000017	1400 ARCH ST, Philadelphia, PA 19102-1656	Commercial - Addition and/or Alterations		Jun 23, 2021

Step 3: On the 'Details' tab of the *Fire Suppression Permit*, a 'Permit Completion' hold will appear under the *Related Information* section and must be resolved before the inspection can be completed.

3.1 Click on the red 'Permit Completion' flag under the *Holds* section.



The screenshot shows the 'Details' tab for a permit. The 'DETAILS' section on the left contains information about the permit type, description, work, and review. The 'RELATED INFORMATION' section on the right contains a table with a 'Permit Completion' hold. A red arrow points to this hold entry.

Type	Description
Commercial Building Permit	CP-2021-000082: Issued (Commercial - Addition and/or Alteration) 1400 ARCH ST, Philadelphia, PA 19102-1656 (Permit Customer)
Contractor	TYCO FIRE & SECURITY US MANAGEMENT I Phone: (215) 264-9218, License Numbers: 050841, 055454, 42570, 42668

HOLDS

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&I by clicking [HERE](#)

Required Before	Type
Permit Completion	Fire Sprinkler Certification

3.2 Click on the 'Upload File' button to upload the required inspection certification form.

Required Before Permit Completion

RESOLVE PERMIT HOLD

Hold Type: Fire Sprinkler Certification

The following information must be uploaded to resolve the hold on this permit:
upload cert

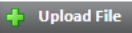
DOCUMENTS

File Name	Description
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

REQUIRED INFORMATION

Comments:

UPLOADED DOCUMENTS



File Name	Description
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3.3 In the *Select files* pop-up window, click on the 'Add files' button to upload the required certification(s).
Note: Provide descriptions for each of the uploaded files.

LMS Online - Upload - Google Chrome



eclipsestest-ext.phila.gov/phluatest/pub/lms/uploadnew.aspx?PosseUniqueId=UploadDoc_2885369_293289290&PosseObjectId...

Select files

Add files to the upload queue and click the start button.

Filename	*Description	Size	Status
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Drag files here.

  0 b 0%

3.4 Click the 'Submit' button.

UPLOADED DOCUMENTS



File Name	Description
TP_005_F-Contractor materials & test certificate for Aboveground piping.pdf	fire certification

Step 4: Check your eCLIPSE account often for a status update or reach out to the [L&I district office](#) to check on the status of your request.

Questions? Need Assistance?

Visit www.phila.gov/LI or call 311 (215-686-8686, if outside Philadelphia).