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. The following work is **NOT ELIGIBLE** for an amended permit:

- **Expansion of work area** – *This includes expanding the work from one floor or space within a building to a separate floor or space within the building.*
- Deviation from permits originally issued without plans.
- A **change of contractor. Submit an online request** on our website for permit issues and select “Change of Contractor”.
- A fit-out of a space identified as shell or vacant on the original permit.
- A change in the number of dwelling units that would result in a change of the permit type. *(i.e. Change from 1 or 2 family dwellings (RP) to a 3 or more-family dwelling (CP), vice versa.)*

**SCOPE OF AMENDMENT**

Where an amendment is requested the applicant must specify if the request is a Permit Amendment, Deferred Document Submission or a Field Approved Change.

**Permit Amendment** is a deviation that requires review and may affect code compliance, including changes to the following:

- Structural components
- Egress
- Construction type
- Building height
- Work within a designated flood zone
- Occupancy classification and / or occupant load
- Accessible Route
- Changes to layout of work area (reduction only)
- Sound transmission control (STC) rated systems
- Additions, removal or modifications of roof decks and roof deck access structures
- Fire protection systems
- Fire rated assemblies
- Plumbing fixture quantity
- Addition or deletion of window or doors
- Exterior work subject to approval by the Philadelphia Historical Commission or City Planning Commission
- Reduction of scope of work, including decrease in size or stories of a new construction building
- Work related to any approved Board of Building Standards variance or Zoning Board of Adjustment proviso
- Increasing or decreasing the number of dwelling units without a change of permit type and no expansion of work area.

**Deferred Document Submission** is when additional details on building components are supplied that were not available during the original permit review.

**Field Approved Changes** require pre-approval from the field inspector and are reserved for online submission only. Field approved changes may **NOT** be requested in-person.
FILING METHODS

The amendment request must always reference the original permit number. All changes made will be recorded under the original permit record. Please review the options below to initiate the amendment process.

A) In-Person / On Paper – For applications originally filed with paper plans this method must be followed.

1. Complete the Application for Amendment or Extension to Issued Permit form and describe the extent of all revisions.
2. Bring three (3) copies of revised plans or other documents for review to the Permit and License Center.
3. Pay an amendment filing fee using any form of payment accepted by the Department.

B) Online through eCLIPSE – Those permits filed online in the eCLIPSE portal may request an amendment through the permit record on the portal.

- For permits issued on or before March 13, 2020 (*Legacy Permits):
  1. Login to your eCLIPSE account.
  2. Apply for a Permit and select the same type of permit as the original permit (i.e. Residential, Building, etc).
  3. Complete the application details, provide a detailed description of the amendment request and upload any revised plans.
  4. Submit the application and pay the standard filing fee.

- For permits issued after March 13, 2020:
  1. Login and navigate to the My Activities section for Issued permits associated with your account.
  2. Click on the permit record and look for the Permit Activities heading on the right-hand side of the screen.
  3. Under the Amend Permit subheading an Amend Permit button will appear.
  4. Provide a detailed description of the request and electronically upload any revised sheets.
  5. Pay the amendment filing fee for the Department to evaluate the request.

FEES

At the time of filing or online request there will be a charge of $50. Note: There is no charge for field approved changes. *Legacy permits paid online will be subject to a standard filing fee of $100 with the exception of Residential applications.

For amendments requiring plan review, the minimum permit fee charged upon approval will be $77 or $20 per revised page submitted, whichever is greater. Filing fees paid at the time of submission will be credited toward the final billing amount.

For amendments that require no plan review, there will be no charge beyond the initial $50.

Paper submissions will incur a $4 per page imaging fee. Surcharges of $7.50 will apply.

PROCESSING TIME

Amendments will be processed within Department’s published service level agreements consistent with the original permit type and scope of work. For most applications, this is ten (10) to twenty (20) business days. Amendment requests are not eligible for Accelerated Review.

For changes in ownership only as listed on any permit, the request will be processed the same day if filed in-person with adequate documentation and within five (5) business days if processed online.