

How do I file an appeal with the Board of License and Inspection Review (LIRB) using eCLIPSE?

Background:

The Board of License and Inspection Review hears appeals of property violations issued by the **Department of Licenses and Inspections** (L&I) and other City agencies. The board affirms or alters property violation decisions issued by L&I or other City agencies. The board also hears appeals for licenses to carry firearms and firearm license revocations

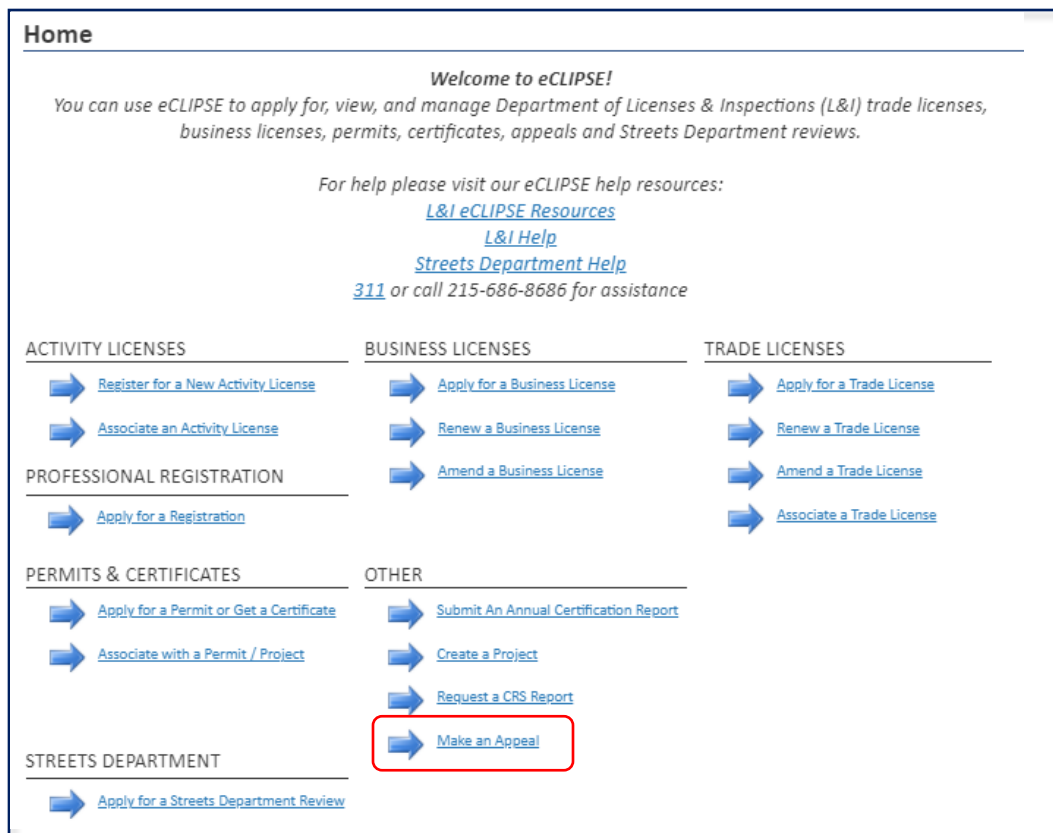
Before You Begin: The appellant must register an account to submit an appeal.

- Create your eCLIPSE account & Sign In.
- **Watch the video** [How to register an eCLIPSE account](#) for detailed instructions.

Make an appeal to LIRB:

Step 1: Login to your eCLIPSE account.

Step 2: On the eCLIPSE homepage, under the 'Other' section click 'Make an Appeal'.



The screenshot shows the eCLIPSE homepage with the following content:

Home

Welcome to eCLIPSE!

You can use eCLIPSE to apply for, view, and manage Department of Licenses & Inspections (L&I) trade licenses, business licenses, permits, certificates, appeals and Streets Department reviews.

For help please visit our eCLIPSE help resources:

- [L&I eCLIPSE Resources](#)
- [L&I Help](#)
- [Streets Department Help](#)

311 or call 215-686-8686 for assistance

ACTIVITY LICENSES	BUSINESS LICENSES	TRADE LICENSES
Register for a New Activity License	Apply for a Business License	Apply for a Trade License
Associate an Activity License	Renew a Business License	Renew a Trade License
	Amend a Business License	Amend a Trade License

PROFESSIONAL REGISTRATION

- [Apply for a Registration](#)

PERMITS & CERTIFICATES

- [Apply for a Permit or Get a Certificate](#)
- [Associate with a Permit / Project](#)

OTHER

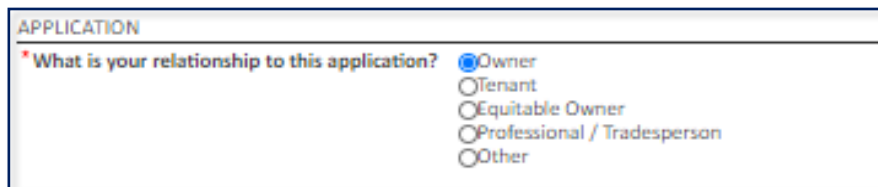
- [Submit An Annual Certification Report](#)
- [Create a Project](#)
- [Request a CRS Report](#)
- [Make an Appeal](#)

STREETS DEPARTMENT

- [Apply for a Streets Department Review](#)

Step 3: On the 'Hearing / Appeal' page, complete the following information:

- a) Select the appropriate option for 'What is your relationship to this application'.



APPLICATION

*What is your relationship to this application? Owner
 Tenant
 Equitable Owner
 Professional / Tradesperson
 Other

- b) Select the 'Application Type' from the pull-down menu.

NOTE: Choose the type of application based on which department issued the violation or letter. (i.e. choose 'Fire Code Variance' for Fire code related appeals)

- c) Select the 'Appeal Type' from the pull-down menu.

NOTE: Several lists will only have one option depending on the *Application Type* selected in the above step. For appeals related to L&I Application types, refer to the following descriptions for guidance:

- **L&I violation** – Appeal on Property Maintenance Code violations; Administrative Code violations; retaining wall violations.
- **L&I license** – Appeals made by a third party on issued licenses; Appeals on a denied or revoked license.
- **L&I building code variance** – Appeals made by a third party on issued BBS/PAB variances based on administrative errors.
- **L&I construction permit** – Appeals made by a third party on by-right construction permits.

- d) Enter 'Reason for Appeal' in the text box.

NOTE: Provide one or two sentences summarizing why the appeal is being filed. More detailed reasons can be discussed at the hearing.

- e) Click on 'Standard Appeal'.

NOTE: L&I Boards will process the appeal in the order it is received. Board hearings are held every Tuesday afternoon (alternating between Codes and Firearms). Accelerated reviews are not available for LIRB appeals.

- f) Click 'Next'.



HEARING / APPEAL

* Application Type:

* Appeal Type:

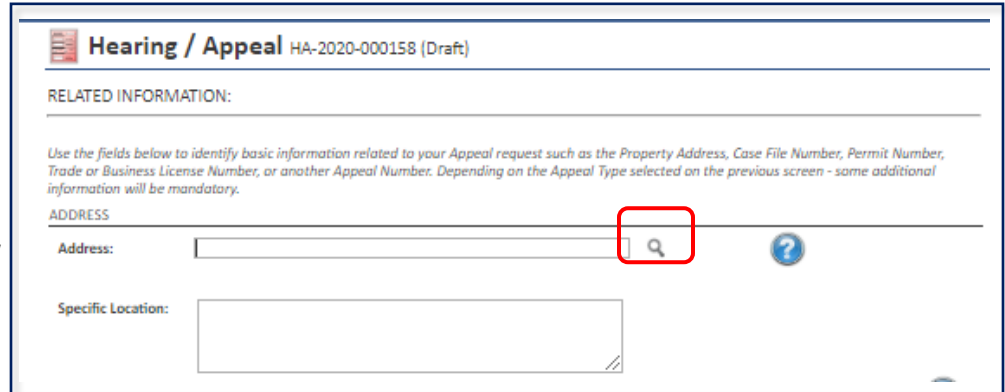
* Reason for Appeal:

Standard Appeal Accelerated Appeal 

Step 4: On the **'Related Information'** page, enter the applicable property address. You can search an address by clicking on the magnifying glass.

NOTE: Depending on the Appeal Type selected on the previous screen, some additional information will be mandatory such as:

- **Property Address**
- **Case File Number**
- **Permit Number**
- **Trade / Business License Number**
- **Another Appeal Number**





Hearing / Appeal HA-2020-000158 (Draft)

RELATED INFORMATION:

Use the fields below to identify basic information related to your Appeal request such as the Property Address, Case File Number, Permit Number, Trade or Business License Number, or another Appeal Number. Depending on the Appeal Type selected on the previous screen - some additional information will be mandatory.

ADDRESS

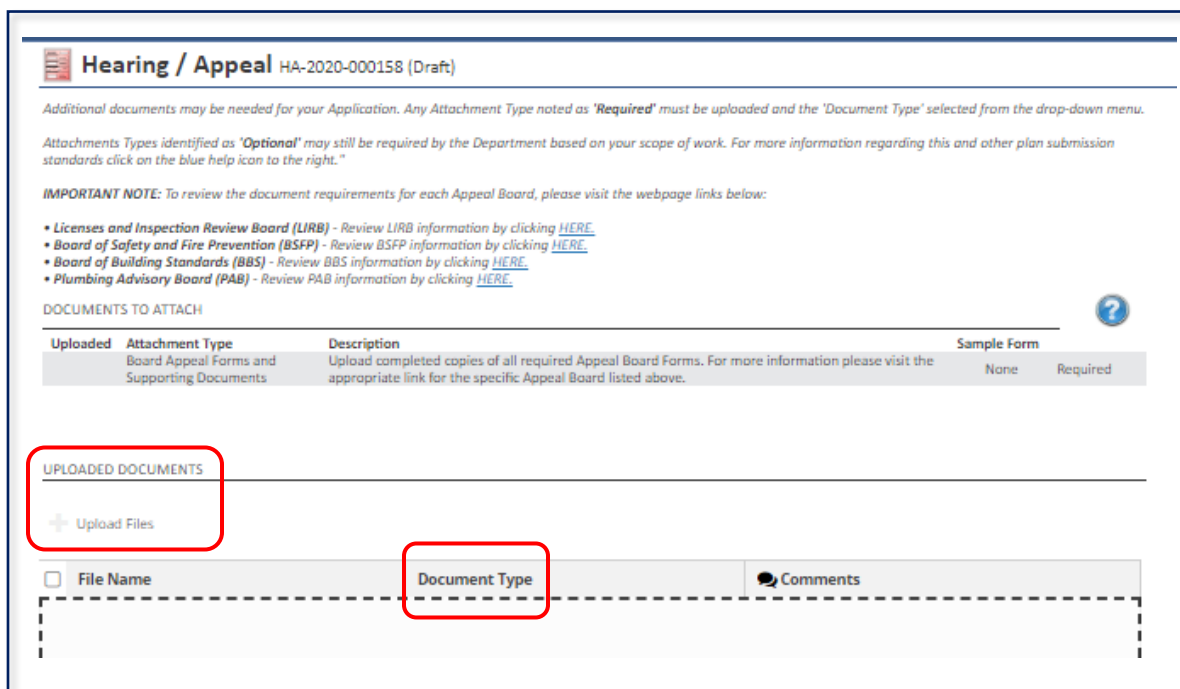
Address:  

Specific Location:

Step 5: On the **'Document to attach'** page, upload the required Board Appeal Form and Supporting Documents (i.e. Document / violation you are appealing; late appeal from).

- a) Upload documents by clicking **'Upload File'** button. In your file window, choose the document to upload.
- b) Click **'open'**.
- c) Repeat **Step 5** for all required documents.

NOTE: Once the required documents are uploaded, select the appropriate **'Document Type'** from the pull-down menu. Repeat for each uploaded document.




Hearing / Appeal HA-2020-000158 (Draft)

Additional documents may be needed for your Application. Any Attachment Type noted as **'Required'** must be uploaded and the 'Document Type' selected from the drop-down menu.

Attachments Types identified as **'Optional'** may still be required by the Department based on your scope of work. For more information regarding this and other plan submission standards click on the blue help icon to the right."


IMPORTANT NOTE: To review the document requirements for each Appeal Board, please visit the webpage links below:


- Licenses and Inspection Review Board (LIRB) - Review LIRB information by clicking [HERE](#).
- Board of Safety and Fire Prevention (BSFP) - Review BSFP information by clicking [HERE](#).
- Board of Building Standards (BBS) - Review BBS information by clicking [HERE](#).
- Plumbing Advisory Board (PAB) - Review PAB information by clicking [HERE](#).

DOCUMENTS TO ATTACH 

Uploaded	Attachment Type	Description	Sample Form	
	Board Appeal Forms and Supporting Documents	Upload completed copies of all required Appeal Board Forms. For more information please visit the appropriate link for the specific Appeal Board listed above.	None	Required

UPLOADED DOCUMENTS

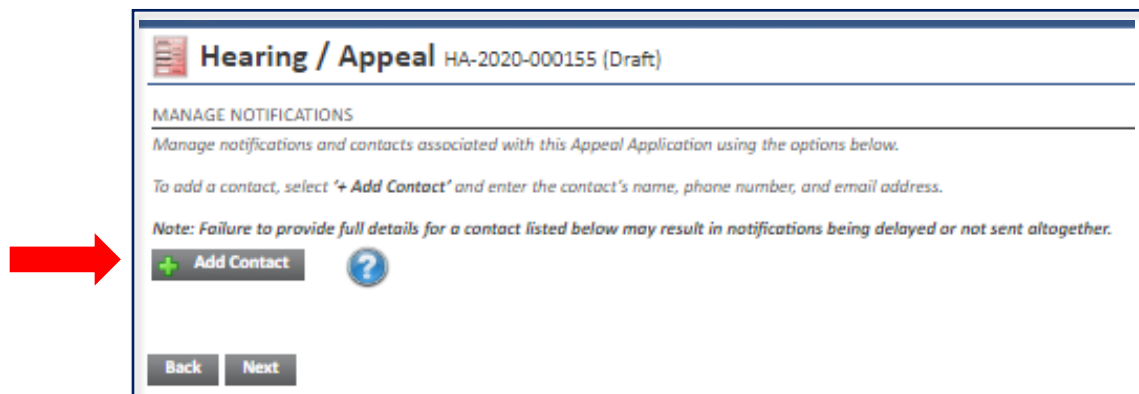
 Upload Files

<input type="checkbox"/> File Name	<input type="text"/> Document Type	 Comments

Step 6: On the **'Manage Notifications'** page, add applicable contacts.

- a) Click **'Add Contact'** button.
- b) Complete the **name, contact type, primary phone #, email, mailing address and email notification preference** in the pop-up window.
- c) Click **'Save and Close'**.
- d) Click **'Next'**.

NOTE: You should add all contacts that may need to be contacted by the Board regarding the appeal/hearing.



The screenshot shows a web interface for a 'Hearing / Appeal' with ID HA-2020-000155 (Draft). The section is titled 'MANAGE NOTIFICATIONS' and includes instructions on how to add contacts. A red arrow points to the '+ Add Contact' button, which is accompanied by a question mark icon. Below the button are 'Back' and 'Next' navigation buttons.

Step 7: On the **'Legal Declaration'** page, select the checkbox and click **'Next'**.

Step 8: Submit your appeal by clicking **'Submit Application'**.

- *The status will appear as 'Submitted'.*
- *If an e-mail was provided in the 'Manage Notification' section (**Step 6**), the appeal notices will be emailed to all listed contacts. Otherwise the notices will be delivered via postal mail.*