How does a contractor affirm association to a permit?

**Quick Guide**

If a contractor is named on a permit application, the contractor must affirm involvement to the permit.

**Before you Begin:**

- The eCLIPSE user must associate with the contractor's account ([Associating with a Contractor Account Quick Guide](#)).
- Once the applicant selects a contractor in the permit application, the contractor should receive notification to affirm their involvement to that permit.

**Contractor affirming association to the permit:**

**Step 1:** Login to your eCLIPSE account.

**Step 2:** Under the 'My Activities' tab, click on 'Approval Required' link within the appropriate permit.

**Step 3:** Click on the 'Approve' button (to be named on this permit as a Contractor).

**Step 4:** Once the approval button is selected, you can view the permit details by clicking on the 'Click here to view permit details' link.

**Questions? Need Assistance?**

Call 311 (215-686-8686, if outside Philadelphia) or submit an [online help form](#).