How do I submit Permit Amendments through eCLIPSE?

How-to Guide

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. Refer to the ‘Amended Permit Process Info Guide’ to verify the type of changes that are eligible for an amended permit.

Step 1: Go to https://eclipse.phila.gov and login to your eCLIPSE account.

Step 2: From the eCLIPSE homepage, select the applicable permit to amend.

The permits are located under the ‘My Activities’ tab.

NOTE: The permit must be in ‘Issued’ status.

Step 3: From the Details Tab, select the ‘Amend Permit’ button under the Amend Permit subheading.
Step 4: Within the selected permit complete the following:

- Select ‘Permit Amendment’ from the pull-down list.
- Provide a detailed description of the requested changes in the ‘Amendment Description’ section.
- Upload any revised documents / plans.
- Select ‘Pay Fees and Submit’ and pay the amendment filing fee.

Step 5: Once payment has been successfully completed, click ‘Continue’ to be transferred back to the Confirmation page in eCLIPSE.

- The permit status will appear as ‘Amendment Requested’.
- Check your eCLIPSE account often for updates.

Frequently Asked Questions

Q: Can I submit an amendment online if my paper application was filed on paper?
A: Yes, you only need access to the permit through your eCLIPSE account.

Q: Why can I not see the permit to amend through the online portal?
A: You must submit a help request using the L&I online form and select the ‘Permit or Inspection Issue’ option.

Additional Information

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