

Add a subcontractor to a permit in eCLIPSE

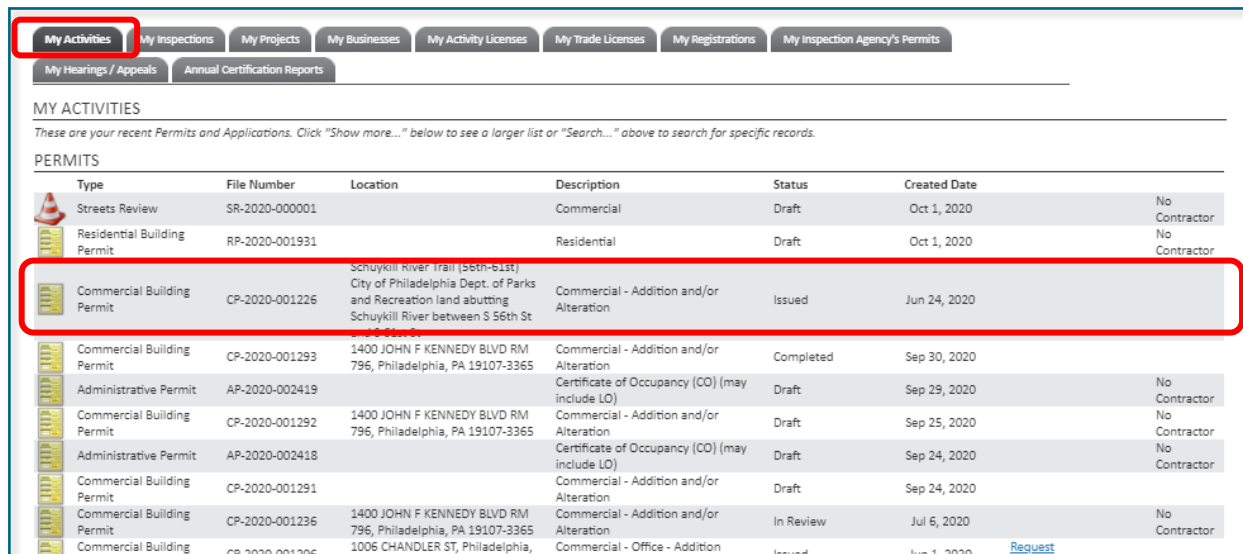
How-To Guide

Background:

In accordance with Title 9-1004, contractors who hire a subcontractor to perform work authorized by their permit, must list the subcontractor on the permit in eCLIPSE within 3 days of the commencement of any work authorized by that permit, unless that permit is for a residential building of two dwelling units or less. If the Department establishes that a contractor has failed to do this, the contractor will be cited with a violation of 9-1004(8). That citation is accompanied by a \$2,000 fine.

Step 1: On the *Home* page of your account, click on the 'My Activities' tab.

Step 2: Under the 'Permits' section, click on the applicable Building permit.



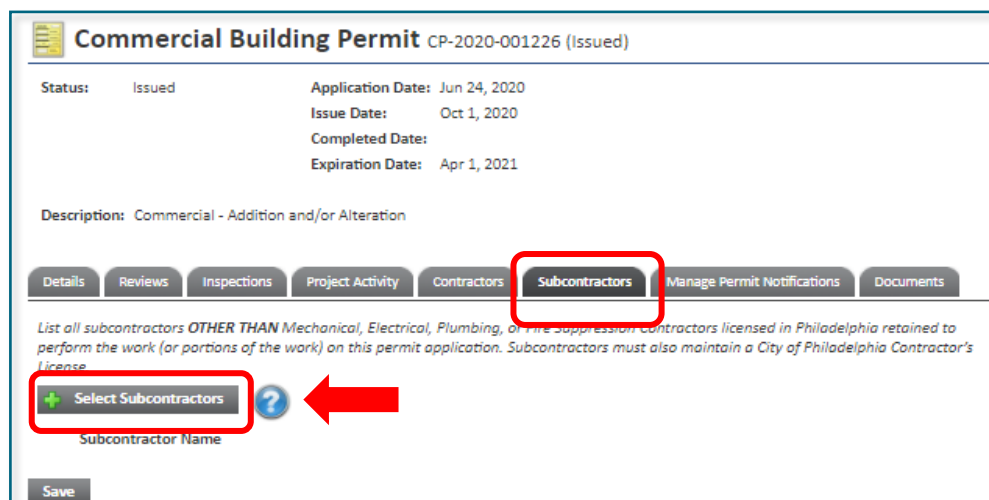
MY ACTIVITIES

These are your recent Permits and Applications. Click "Show more..." below to see a larger list or "Search..." above to search for specific records.

Type	File Number	Location	Description	Status	Created Date	No Contractor
Streets Review	SR-2020-000001		Commercial	Draft	Oct 1, 2020	No Contractor
Residential Building Permit	RP-2020-001931		Residential	Draft	Oct 1, 2020	No Contractor
Commercial Building Permit	CP-2020-001226	Schuylkill River Trail (56th-61st) City of Philadelphia Dept. of Parks and Recreation land abutting Schuylkill River between S 56th St and S 61st St	Commercial - Addition and/or Alteration	Issued	Jun 24, 2020	No Contractor
Commercial Building Permit	CP-2020-001293	1400 JOHN F KENNEDY BLVD RM 796, Philadelphia, PA 19107-3365	Commercial - Addition and/or Alteration	Completed	Sep 30, 2020	No Contractor
Administrative Permit	AP-2020-002419		Certificate of Occupancy (CO) (may include LO)	Draft	Sep 29, 2020	No Contractor
Commercial Building Permit	CP-2020-001292	1400 JOHN F KENNEDY BLVD RM 796, Philadelphia, PA 19107-3365	Commercial - Addition and/or Alteration	Draft	Sep 25, 2020	No Contractor
Administrative Permit	AP-2020-002418		Certificate of Occupancy (CO) (may include LO)	Draft	Sep 24, 2020	No Contractor
Commercial Building Permit	CP-2020-001291		Commercial - Addition and/or Alteration	Draft	Sep 24, 2020	No Contractor
Commercial Building Permit	CP-2020-001236	1400 JOHN F KENNEDY BLVD RM 796, Philadelphia, PA 19107-3365	Commercial - Addition and/or Alteration	In Review	Jul 6, 2020	No Contractor
Commercial Building Permit	CP-2020-001296	1006 CHANDLER ST, Philadelphia,	Commercial - Office - Addition	In Review	Jun 1, 2020	No Contractor

Step 3: On the *permit details* page click the 'Subcontractors' tab.

Step 4: Click on the 'Select Subcontractors' tab. **Note:** Click on the blue dot for helpful information.



Commercial Building Permit CP-2020-001226 (Issued)

Status: Issued Application Date: Jun 24, 2020
Issue Date: Oct 1, 2020
Completed Date:
Expiration Date: Apr 1, 2021

Description: Commercial - Addition and/or Alteration

Details Reviews Inspections Project Activity Contractors **Subcontractors** Manage Permit Notifications Documents

List all subcontractors **OTHER THAN** Mechanical, Electrical, Plumbing, or Fire Suppression Contractors licensed in Philadelphia retained to perform the work (or portions of the work) on this permit application. Subcontractors must also maintain a City of Philadelphia Contractor's License

+ Select Subcontractors ?

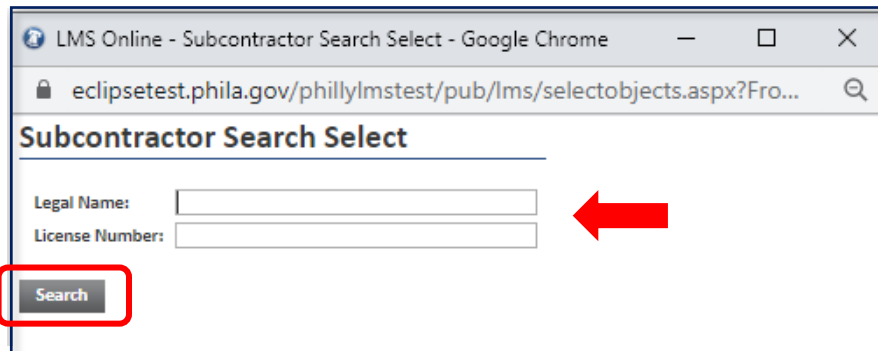
Subcontractor Name

Save

Step 5: In the pop-up window, enter the 'Legal Name' or 'License Number' in the appropriate boxes.

Note: If you cannot find the subcontractor you are looking for by searching their legal name, either reach out to them and get their license number or try searching for the owner of the company.

Step 6: Click the 'Search' button.



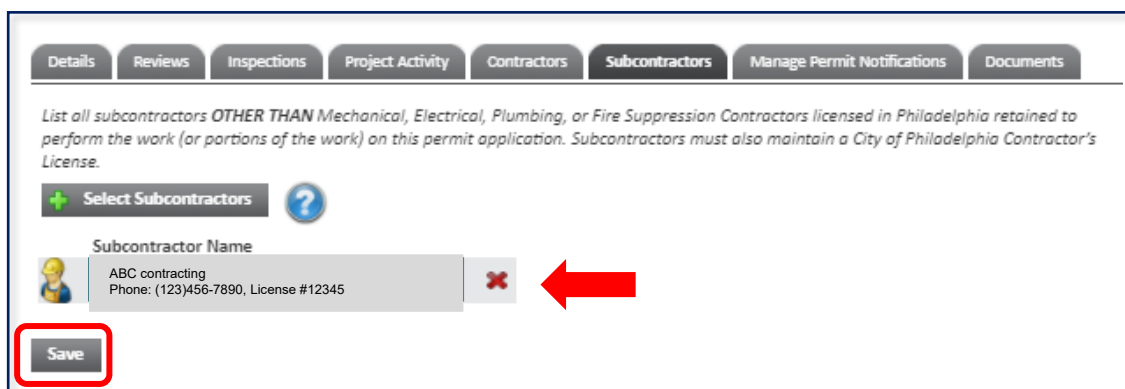
Step 7: Check the box next to the applicable subcontractor and click on 'Select'.

Note: The selected subcontractor will appear on the permit details page.

Note: Repeat the steps to add additional subcontractors on this permit.

Note: To remove a subcontractor, click on the red 'X' button.

Step 8: Once all subcontractors are listed, click on the 'Save' button.



Questions?

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