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.

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.
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.

![Search window](image)

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.

![Subcontractor details](image)

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**Questions?**

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