Department of
Licenses and Inspections
CITY OF PHILADELPHIA

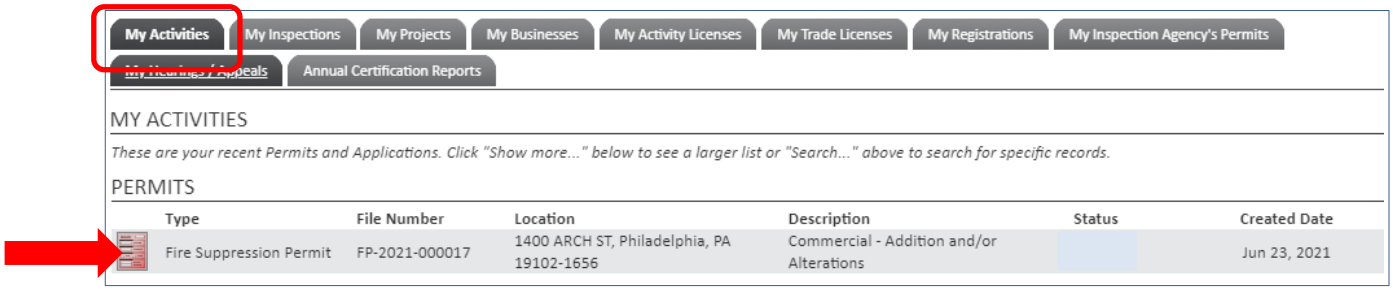
eCLIPSE
Electronic Commercial Licensing, Inspection, and Permit Services Enterprise

How to Submit a Permit Inspection Certification in eCLIPSE

Submit an Inspection Certification to resolve a permit completion hold.

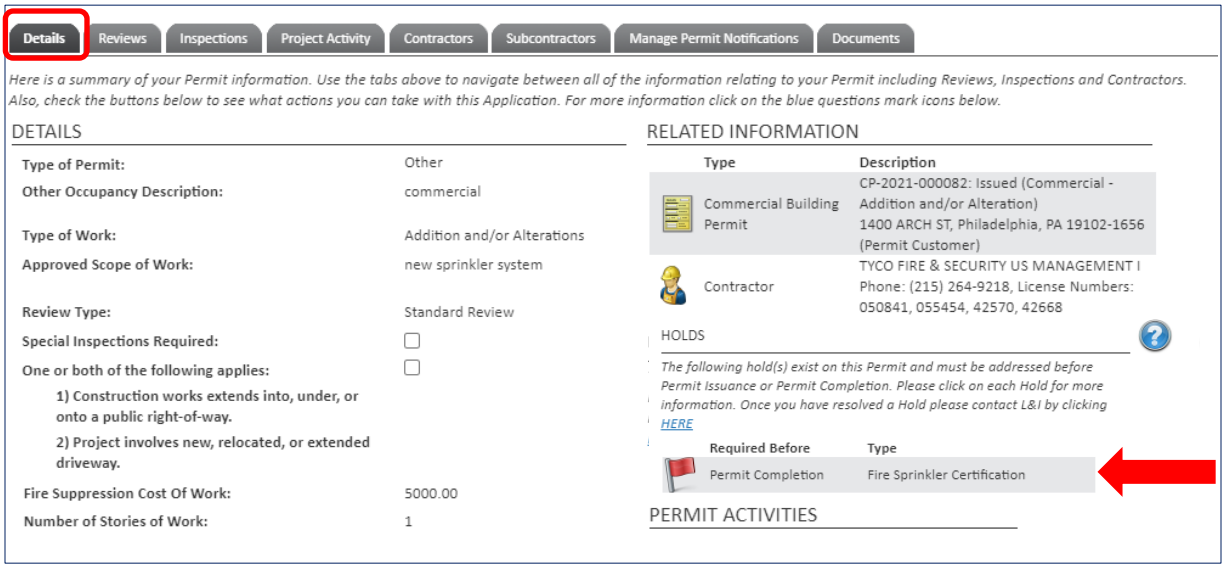
Step 1: Login to your eCLIPSE account.

Step 2: On the eCLIPSE homepage, click on the applicable *Permit* under the 'My Activities' tab to open the permit details. (*In this example, a Fire Suppression Permit is selected*)

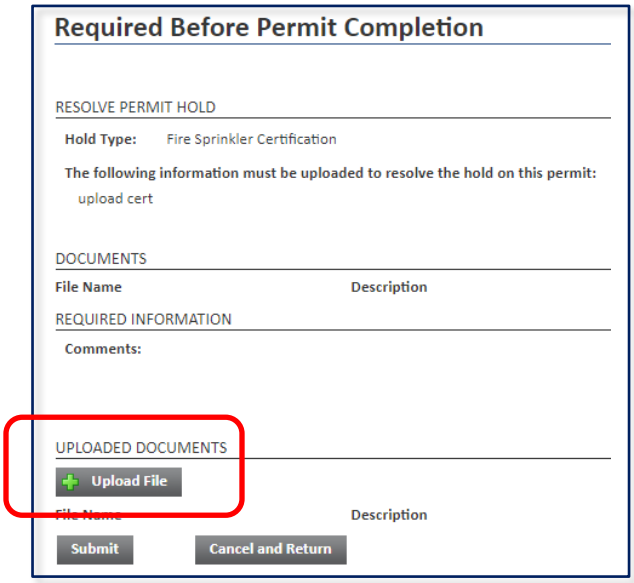


Step 3: On the 'Details' tab of the *Permit*, a 'Permit Completion' hold will appear under the *Related Information* section and must be resolved before the inspection can be completed.

3.1 Click on the red 'Permit Completion' flag under the *Holds* section.

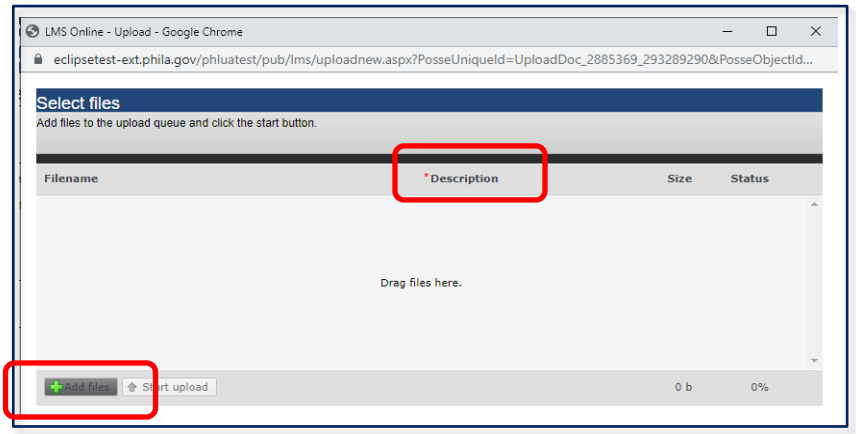


3.2 Click on the 'Upload File' button to upload the required inspection certification form.

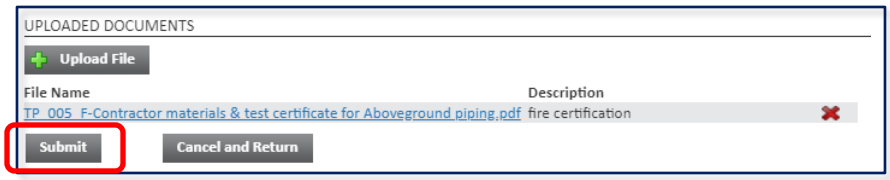


3.3 In the *Select files* pop-up window, click on the 'Add files' button to upload the required certification(s).

Note: *Provide descriptions for each of the uploaded files.*



3.4 Click the 'Submit' button.



Step 4: Check your eCLIPSE account often for a status update or reach out to the L&I district office to check on the status of your request.

Questions? Need Assistance?

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