

## How do I Apply for a Permit using eCLIPSE?

### Background:

A Permit must be applied for to allow specific work or change in activity to be done at a building or on a lot. Permits allow L&I to perform reviews and conduct inspections of construction and related activities taking place in Philadelphia.

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

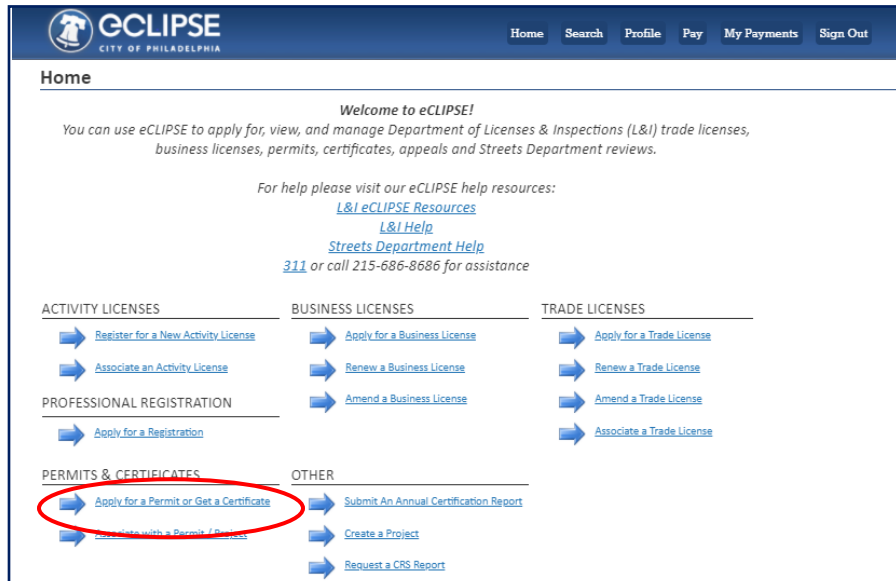
**Welcome to eCLIPSE.**

Email Address:  [Forgot Email Address?](#)

Password:  [Forgot password?](#)

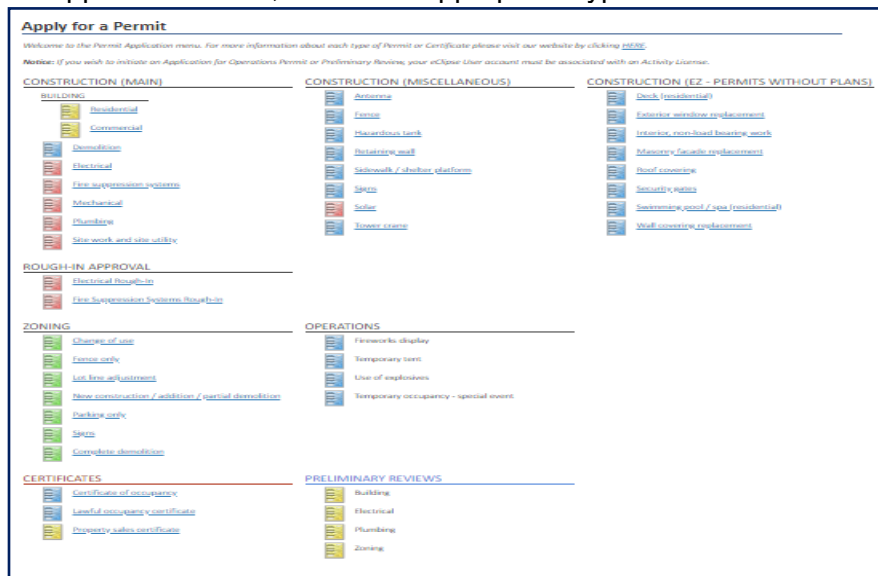
**Sign In**

**Step 2:** On the eCLIPSE homepage, click on the 'Apply for a Permit or Get a Certificate' link.



The screenshot shows the eCLIPSE homepage with a navigation bar at the top. The main content area is titled 'Home' and includes a welcome message. Below this, there are links to 'L&I eCLIPSE Resources', 'L&I Help', and 'Streets Department Help'. The page is organized into several sections: 'ACTIVITY LICENSES', 'BUSINESS LICENSES', 'TRADE LICENSES', 'PROFESSIONAL REGISTRATION', 'PERMITS & CERTIFICATES', and 'OTHER'. The 'PERMITS & CERTIFICATES' section is circled, and the link 'Apply for a Permit or Get a Certificate' is highlighted.

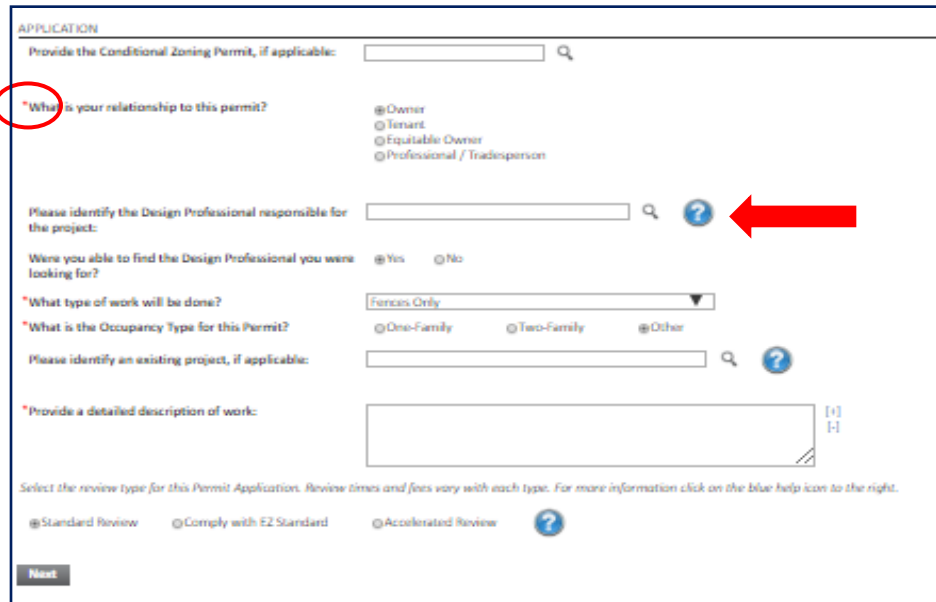
**Step 3:** From the Permit application menu, select the appropriate type of Permit or Certificate you wish to apply for.



The screenshot shows the 'Apply for a Permit' menu. It includes a welcome message and a note about the requirement for an Activity License. The menu is organized into several categories: 'CONSTRUCTION (MAIN)', 'CONSTRUCTION (MISCELLANEOUS)', 'CONSTRUCTION (EZ - PERMITS WITHOUT PLANS)', 'ROUGH-IN APPROVAL', 'ZONING', 'OPERATIONS', 'CERTIFICATES', and 'PRELIMINARY REVIEWS'. Each category contains a list of specific permit or certificate types with corresponding icons.

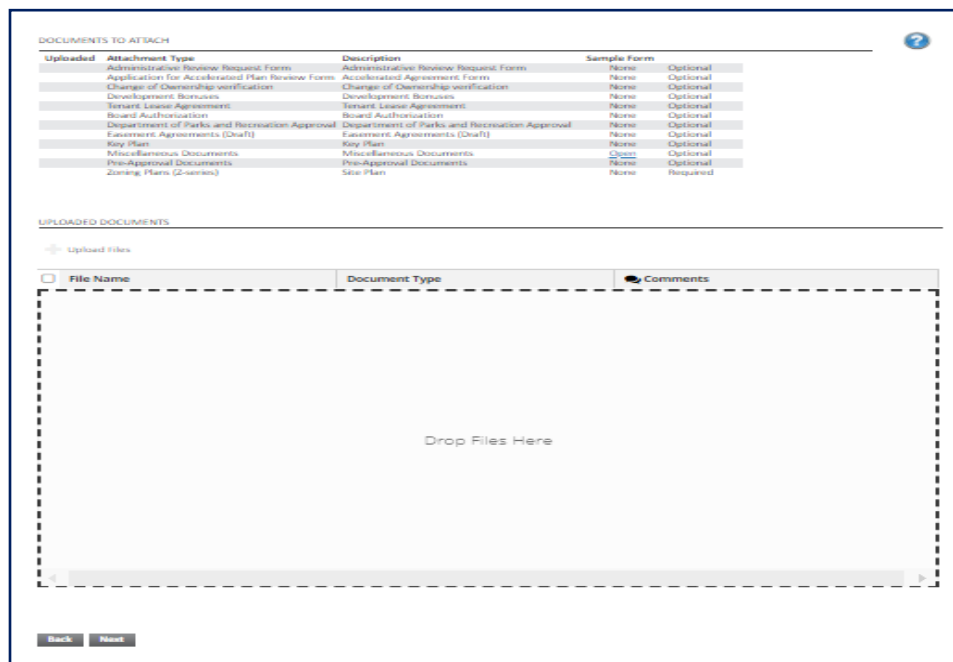
**Step 4:** Within the selected Permit, complete the permit application information by following the on-screen instructions.

- Items marked with an \* are mandatory.
- Be sure to read the administrative text and check the Blue Dots often.



**Step 5:** If your application requires plans/documents to be submitted, upload all required plans/documents on the “Documents to Attach” page of the permit application.

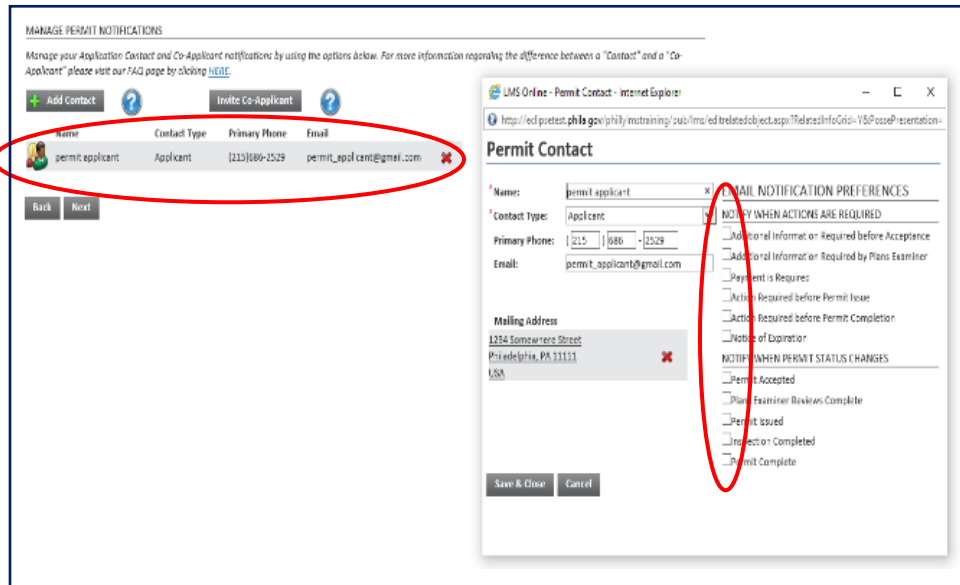
- Refer to the city’s information on ePlans if you need to submit documents as part of your application.



Attachment Type	Description	Sample Form
Administrative Review Request Form	Administrative Review Request Form	None Optional
Application for Accelerated Plan Review Form	Accelerated Agreement Form	None Optional
Change of Ownership Notification	Change of Ownership Notification	None Optional
Development Bonus	Development Bonus	None Optional
Tenant Lease Agreement	Tenant Lease Agreement	None Optional
Board Authorization	Board Authorization	None Optional
Department of Parks and Recreation Approval	Department of Parks and Recreation Approval	None Optional
Easement Agreements (Draft)	Easement Agreements (Draft)	None Optional
Key Plan	Key Plan	None Optional
Miscellaneous Documents	Miscellaneous Documents	Other Optional
Pre-Approval Documents	Pre-Approval Documents	None Optional
Zoning Plans (2-series)	Site Plan	None Required

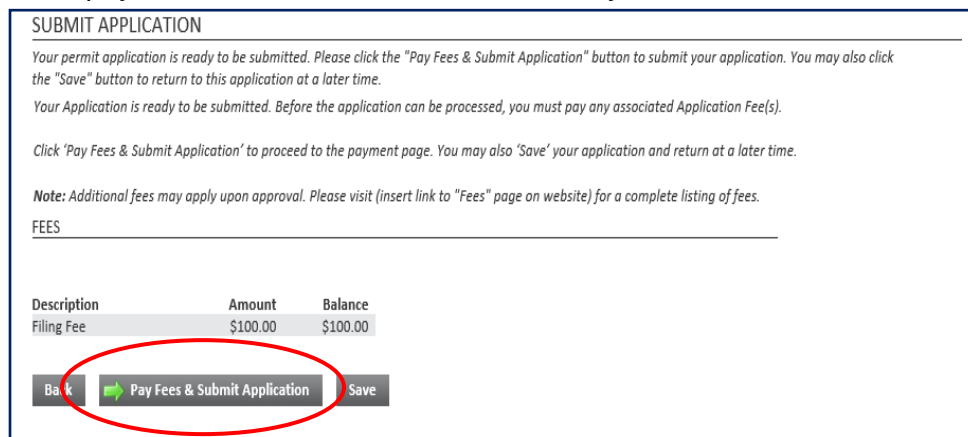
## Step

- 6:** On the “**Manage Permit Notifications**” page, you can add additional contacts associated with this specific permit and manage the type of email notifications each contact will receive.
- Click on the individual names in gray. Within the pop-up window, select or deselect the types of email notifications you wish each contact to receive.



- Step 7:** Submit your application and pay the fees by selecting ‘**Pay Fees & Submit Application**’.

- You will be taken to a new *Payment Portal* page. Proceed to complete the necessary payment information and submit.
- An automatic payment confirmation will be emailed to you.



- Step 8:** Once payment has been successfully completed, click ‘Continue’ to be transferred back to the Confirmation page in eCLIPSE.

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

## Questions? Need Assistance?

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