Information Sheet:
Pre-requisite Approval Process in eCLIPSE for Philadelphia Streets Department

Does my permit require prerequisite approval from the Streets Department?

Refer to the individual Licenses and Inspections website services at [www.phila.gov/li](http://www.phila.gov/li) to determine what Streets Department prerequisite approval(s) are required for your permit.

There are a number of items listed in the Philadelphia Code which require obtaining Streets Department approval, including but not limited to Public Right-of-Way (ROW) ‘Encroachments’, Driveway Depressed ‘Curb Cuts’, Bicycle/Off-Street Loading Space Requirements and/or Parking Lot Layouts/Transportation Infrastructure Impacts.

Will the Streets Department perform their review through eCLIPSE?

Yes, as of [Tuesday, January 19, 2021](http://www.phila.gov/li) the Streets Department performs all of their reviews through the online eCLIPSE portal; any submissions received before then will be migrated as directed by staff on case-by-case bases.

Applying for an L&I Zoning, Residential Building, or Commercial Building Permit:

If you are submitting an application to L&I, online or in-person, for a Zoning, Residential Building, or Commercial Building Permit, and Streets Department approval is required, then you will be required to electronically submit an associated Streets Review job before being able to electronically submit said application to L&I.

To link your submitted Streets Review Job to your L&I Permit Application:

**Step 1:** On the eCLIPSE homepage – Click on the ‘Apply for a Streets Department Review’.

**Step 2:** A Streets Review Job will be created with a new Application Number – Keep track of this number.  
**Note:** You must submit your Streets application before making your submission for an L&I permit.  
For additional assistance, review the [video guides](http://www.phila.gov/li) on submitting a Streets Review Job.

**Step 3:** Enter the Streets Review Job Application Number into your L&I Permit Wizard as shown below:
Applying for OTHER THAN L&I Zoning, Residential Building, or Commercial Building Permits:
All other L&I permit types which may require the approval of the Streets Department (i.e. Signs, Shelter Platforms, Retaining Walls, or Trade Permits) will be reviewed under the L&I permit application.

Note: Any reviews that were initiated via email prior to January 19, 2021 will continue to be reviewed outside of eCLIPSE and Streets must affirm approval through the L&I permit application.

What if I already have an approved/stamped plan from the Streets Department?
You will still need to submit a new Streets Review Job to continue with your Zoning or Building Permit application. Upload your approved/stamped plan when you apply through eCLIPSE and Streets Department staff will verify the stamp is still current enough, then approve if it’s OK.

Why is there a hold on my L&I Permit?
If L&I approves the final review before Streets has approved their review, a ‘Hold Permit Issuance’ will automatically be created on the L&I permit.

If L&I issued final approval and the ‘Hold’ still exists, contact us through the L&I online form and select the ‘Permit or Inspection Issue’ option.

Who do I contact with questions on my Streets Department Review?
Contact the ROW Unit coordinators at 215-685-5501 or request an appointment to meet with staff in the Municipal Services Building (MSB) Public Service Concourse at 1401 JFK Boulevard by scheduling at the following link: www.tinyurl.com/rowappt

Questions? Need Assistance?
Visit www.philadelphiastreets.com or call 311 (215-686-5500, if outside Philadelphia).