Information Sheet:  
Guidelines for organizing your projects using eCLIPSE

The Department of Licenses and Inspections (L&I) offers applicants the ability to organize their applications through the online permitting system (eCLIPSE) by using the 'Create a Project' option in their customer profile. The following information are the guidelines to create, associate and manage your projects through the public portal.

CREATE A PROJECT

Visit philadelphia.gov/li to gain access to the eCLIPSE portal and sign into your account.

- Within your eCLIPSE account, select “Create a Project” under “Other”.

Complete the asterisk(s) in each applicable tab.

**Details Tab:**
- Identify a Project Name – This will help you organize your permits.
- Select Parcel address(es) – Add all applicable addresses you want to associate with this project.

**Permits Tab:**
- Permit Number(s) – Add all applicable permit numbers you want to associate with this project.

**GIS Tab:**
- This is read-only. The items indicate the potential impacts based on the geographic location.

**Permit Contractors Tab:**
- The licensed contractor(s) identified on the selected permits will appear in this section.

Save your inputs.
ASSOCIATE WITH A PERMIT / PROJECT

You must have received an “Association Code” from the primary applicant in order to associate with a Project.

- Within your eCLIPSE account, select “Associate with a Permit / Project” under “Permits & Certificates.”

- Enter your “Project Number” and “Association Code.”

- Select “Associate”.

MANAGE YOUR PROJECTS

You can manage and locate the projects you created in eCLIPSE.

- Select “My Projects” from the header menu on the homepage of your eCLIPSE account.

- All created projects will be listed.

- To open a project, click the blue envelope icon for the specific project type you wish to open and view.

- This will take you to the main screen for the selected project.

Questions? Need Assistance?
Call 311 or 215-686-8686 (if outside Philadelphia) or submit an online help form.