Department of Licenses and Inspections
CITY OF PHILADELPHIA

eCLIPSE
Electronic Commercial Licensing, Inspection, and Permit Services Enterprise

How to Use the Shopping Cart Function in eCLIPSE

Step 1: Complete, validate and upload necessary documents on your renewal application for each license being renewed.

*STOP once you reach the '*Pay Online'* option.

Note: Refer to the 'How to Renew your Business License in eCLIPSE' or 'How to Renew your Trade License in eCLIPSE' how-to guides for step-by-step instructions on the renewal process.

Step 2: Click the '**Save**' button and repeat step 1 for all licenses that you wish to renew.

LICENSE TYPES

License Number	Name	Category
676108	Rental	Address-Based

HOUSING INSPECTION LICENSE

	PREVIOUS	CURRENT
Number Of Units:	1	1
Owner Occupied:	●No ○Yes	●No ○Yes
Was this property constructed prior to 1978?	○No ○Yes	●No ○Yes
Is any unit of this property now occupied by a child aged 6 or under?	○No ○Yes	●No ○Yes

LICENSE TERM

Previous Effective Date:	Sep 1, 2015
Previous Expiration Date:	Sep 30, 2016
New Effective Date:	Oct 1, 2016
New Expiration Date:	Sep 30, 2021

FEES

The following fees must be paid as part of your license renewal application.

Description	Amount	Balance
Past Renewal Fee	$215.00	$215.00
Rental License Renewal Fee	$56.00	$56.00
Penalty Fee	$76.65	$76.65
Interest Fee	$38.34	$38.34

Back   →Pay Online   Print Invoice   Save

Step 3: Proceed to the 'shopping cart' to pay for all saved license renewal applications.
Select the 'Pay' button at the top of your home page.

Step 4: Select all renewal fees that you would like to pay by checking the box next to each license.

Click on the 'Submit & Pay Selected' button to make payment on all licenses in a single renewal transaction.
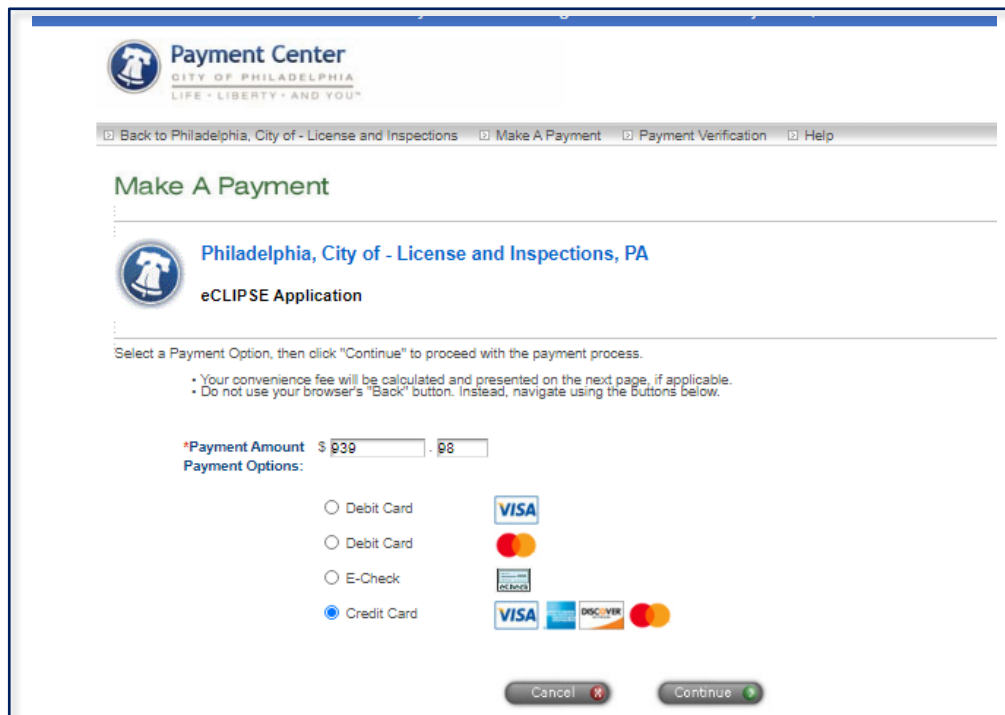
Outstanding Fees

Select the items you wish to pay and click "Pay"

Select	Type	File Number	Site Address	Description	Status	Created Date	Outstanding Balance
☐	Business License Renewal	BR-2021-000721	2576 FRANKFORD AVE, Philadelphia, PA 19125-1727	Sample License Rental	Draft	Feb 3, 2021	$168.00
☐	Business License Renewal	BR-2021-000720	2548 N WATER ST, Philadelphia, PA 19125-1022	Example Business Rental	Draft	Feb 3, 2021	$385.99
☐	Business License Renewal	BR-2021-000719	2144 E ARIZONA ST, Philadelphia, PA 19125-2022	Customer Care Rental	Draft	Feb 3, 2021	$385.99
						Total:	$939.98

Submit & Pay Selected

Step 5: Enter payment information in the Payment Center portal.

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