

AMENDED ZONING PERMIT PROCESS

All work must comply with the conditions of the approved permit. Deviations that impact conditions of the prior approval must be re-submitted through the amended Zoning Permit process.

This information bulletin summarizes the process for obtaining an amended Zoning Permit.

CONDITIONS AND LIMITATIONS

- Amendments to approved Zoning Permits are reviewed under the Zoning Code in effect at the time of the amended permit application is filed.

Allowable amendments to permits include but not limited to the following:

- Compliant changes in building height without a change in the number of stories
 - Compliant decreases in Gross Floor Area (GFA)
 - Compliant increases in required setbacks and yards
 - Additions, removal or modifications of roof decks and roof deck access structures complying with [Section 14-604\(5\)](#) of the Philadelphia Zoning Code
 - Compliant modifications to parking configuration
 - Compliant modifications to legal signs
 - Removal of a use from a group of uses previously approved
- A new Zoning Permit is required for any increase of GFA or for any newly added uses.
 - Modifications to permits that were approved by variance or special exception are permissible provided that the application is consistent with the variance, special exception or proviso. **Note: Modifications impacting a specific variance, special exception, or proviso shall be denied and referred to the Zoning Board.**
 - Exception: Certain minor modifications may be eligible as amendments to permits granted by a variance or special exception. These modifications MUST be submitted through the Administrative Adjustment process.

See Section [14-303\(16\)](#) of the Philadelphia Zoning Code, the [Zoning Administrative Adjustment Process Guide](#) and the [Zoning Administrative Adjustment Application](#) for more information.

- A permit application awaiting a decision of the Zoning Board of Adjustments (ZBA) may only be amended under the authorization of the ZBA.
- Applications subject to Civic Design Review will be returned to the Civic Design Review Committee for approval.
- A change in ownership does not necessitate a new permit and is not eligible for an amendment.
- An expired or closed permit may not be modified. Please see [Zoning Permit Extension Information Sheet](#).
- An amendment does not extend the life of the underlying approval.
- Additional approvals by other departments may be required.

FILING METHODS

The amended Zoning Permit application must always reference the original permit number. Review the options below to initiate the Zoning amendment process.

- A) In-Person / On Paper** – For applications originally filed with paper plans this method must be followed.
1. Complete the Application for [Amendment or Extension to Issued Permit](#) application form and describe the extent of all revisions.
 2. Bring **six (6) copies** of revised plans or other documents for review to the Permit and License Center.
 3. Pay an amendment **filing fee** using any form of payment accepted by the Department.
- B) Online via eCLIPSE** – Those permits filed online in the eCLIPSE portal may request an amendment through the permit record on the portal.
- For permits issued on or before March 13, 2020 (Legacy Permits):
 1. Login to your eCLIPSE account.
 2. Apply for a Permit and select the same type of permit as the original permit (e.g. New construction, signs, etc.).
 3. Complete the application details, provide a detailed description of the amendment request and upload any revised plans.
 4. Submit the application and pay the standard filing fee.
 - For permits issued after March 13, 2020:
 1. **Login** and navigate to the **My Activities** section for *Issued* permits associated with your account.
 2. Click on the permit record and look for the Permit Activities heading on the right-hand side of the screen.
 3. Under the **Amend Permit** subheading an Amend Permit button will appear.
 4. Provide a **detailed description** of the request and electronically **upload** any revised plans.
 5. Pay the **amendment filing fee** for the Department to evaluate the request.

Note: Amendments to applications under review by the ZBA must be accompanied by a memorandum from the Zoning Board Administrator identifying the amendments.

REVIEW TIMES

A standard review times apply.

PERMIT FEES

At the time of filing or online request there will be a charge of **\$50**. **Note: Legacy permits paid online will be subject to a standard filing fee of \$100.**

For amendment requiring plan review, the minimum permit fee charged upon approval will be **\$77 or \$20 per revised page submitted**, whichever is greater. Filing fees paid at the time of submission will be credited toward the final billing amount.

For amendments that require no plan review, there will be no charge beyond the initial \$50. Paper submissions will incur a **\$4 per page** imaging fee.

