

## Zoning Permit Extensions

### How long is a zoning permit valid?

Per Philadelphia Zoning Code, Section [14-303\(10\)](#):

- If construction is required, the construction must begin within three (3) years of the date of permit issuance for a by-right permit, or three (3) years of the date of the decision from the Zoning Board of Adjustments (ZBA).
- If no construction is required, the use must be established within six (6) months of the date of permit issuance for a by-right permit, or six (6) months of the date of the decision from the Zoning Board of Adjustments (ZBA).
- A conditional zoning approval (see Section [14-303\(6\)\(c\)](#)) shall be valid for a period of one year after the date the conditional zoning approval was granted.

For more information, please review [Code Bulletin CZ-1901 CB](#).

### Can a zoning permit be extended?

Per Philadelphia Zoning Code, Section [14-303\(10\)\(d\)](#), the Department of Licenses and Inspections (L&I) and the Zoning Board of Adjustments (ZBA) have the authority to extend a Zoning Permit or approval. Approvals granted under the same application (variance, special exception, conditional approval, permit) are eligible for a single extension.

### When can an extension be applied for?

A permit extension may be applied for no sooner than three (3) months prior to the expiration unless otherwise approved by the department.

### If a permit is extended, how long is the permit valid for?

The permit is valid for one (1) year from the original expiration date of the permit or ZBA approval. The date of the application to extend does not affect the expiration date.

### How do you obtain a permit extension?

If the permit that you wish to extend is eligible for extension:

#### A. In-person:

1. Fill out a [Zoning / Use Reigstration Permit Application](#).
  - a. In the “Scope of Request” section, select the same scope of work as the original permit you wish to extend (i.e. New Construction; signs, etc.).
  - b. In the “Project Summary” section, indicate that you are applying for a permit extension and provide the permit number of the permit you wish to extend.
2. Provide a letter detailing reason for the extension and planned construction schedule. If the original permit was granted by variance, this letter should be addressed to the ZBA.
3. Submit the application in person at the L&I Permit and License Center and pay the permit extension fee.

## B. Online via eCLIPSE:

- For permits issued on or before March 13, 2020 (Legacy Permits):
  1. Log-in to your eCLIPSE account.
  2. Apply for a Permit and select the same type of permit as the original permit (i.e. New construction; sign, etc.).
  3. Complete the application details and upload a letter detailing reason for the extension and planned construction schedule. If the original was granted by variance, this letter should be addressed to the ZBA.  
**Note:** When applying online, instead of plans, you must upload the letter.
  4. Submit the application and pay the standard filing fee.
- For permits issued after March 13, 2020:
  1. Log-in to your eCLIPSE account.
  2. From the *Homepage*, under 'My Activities', select the permit you wish to extend.
  3. On the *Details* tab, click on the 'Extend Permit' button.
  4. Complete the application details and upload a letter detailing reason for the extension and planned construction schedule. If the original was granted by variance, this letter should be addressed to the ZBA.
  5. Submit the application and pay the permit extension fee.

## What is the fee associated with a permit extension?

The permit extension fee of \$50 is due at the time of application submission to L&I. **Note: Legacy permits paid online will be subject to a standard filing fee of \$100.**

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### Questions?

Call 311 or (215) 686-8686 (if outside Philadelphia) or submit an online form via <http://www.phila.gov/li/get-help>.

### Disclaimer:

This interpretation, policy or code application is intended to provide guidance to staff for consistency of review and is subject to change without notice. Application of this interpretation, policy or code application to specific projects may vary. There may be other ways to comply with the Code. If so, you are not required to use this method. You may want to investigate other options or consult with a professional identifying an equally code compliant solution.