

Paper Processing Information Sheet

Overview

This information sheet provides details on the requirements to file a paper permit application at the Permit and License Center.

The Department continues to support paper submissions to accommodate those who are not comfortable with online transactions and who generally will not access the eCLIPSE portal.

It is strongly recommended that you file all of your applications electronically OR file all of your applications on-paper. Mixing modes of submission will make application tracking difficult for you and is strongly discouraged.

Application Requirements

Review permit applications requirements through phila.gov/li. You will be required to provide hard copies of all materials, including a completed permit application and 3 copies of construction plans or 6 copies of zoning plans.

An appointment is required to submit a permit application.

Schedule an appointment with the Permit and License Center to submit your permit application in-person. Appointments can be made at: www.phila.gov/li/appointment.

Some permit applications require approvals of other City departments. Each department has different submission requirements, and, in some cases, L&I sends the application directly to the department for approval. Please review the individual department web pages and general information below to understand what will be required with your paper permit application submission:

- **Philadelphia Water Department (PWD):** You must submit all required materials directly to PWD before applying for your L&I permit application. L&I will affirm approval directly with PWD - you are no longer required to obtain a PWD signature of approval on the application.
- **Philadelphia Streets Department (PSD):** You must apply for your Streets Department permit approval before applying for your L&I permit application. You will be required to enter the Streets Job Number on the L&I permit application and should submit a hard copy of your plans with your permit application.
- **Department of Planning and Development (Planning, Art, and Historic Commission):** You must acquire pre-approvals before applying for your L&I permit application. Hard copies of stamped plans and approval letters must be submitted with your L&I permit application.
- **Philadelphia Fire Department (PFD):** You must acquire pre-approval from the PFD before applying for your L&I permit application. A copy of your Fire Code unit approval must be submitted with your L&I permit application.

Note: If the L&I review triggers any changes to the plans, you will be required to return to the appropriate department to acquire new stamps on revised plans.

Warning

If you start an application on-paper, it must be completed on-paper.

Select application information may be accessible through the online portal; however, the Department will not convert your paper application documents to electronic format later in the process.

If you filed on-paper, you cannot respond to requests for additional information through the online portal. An attempt to do so will result in processing delays.

Review Process

Once L&I accepts your application, the review process begins. The time it takes to process an application varies by type. Refer to the website, www.phila.gov/li for established service level agreements.

➤ L&I Plan Review

- The examiner will review paper plans within established service level agreements. If additional information is required, the examiner will email a comment letter to the applicant directly. The examiner will not provide mark-ups on paper plans.
- If any plans require revisions, and those plans have pre-requisite approval stamps, you must re-acquire any necessary approval stamps prior to resubmission. Refer to the applicable information sheets for [pre-requisite approval processes](#).
- You must schedule an appointment with the Permit and License Center to submit three copies (six for zoning) of any revised plans in-person. Responses through email or eCLIPSE are NOT accepted. Appointments can be made at: www.phila.gov/li/appointment.

➤ Contractor Information

If you fail to identify the contractor on the original permit application, you must make an appointment to submit in-person at the Permit and License Center after contractors have been selected. No invoice may be generated until a contractor is identified and [they affirm association](#).

➤ Notices of Decisions

If your application required a variance from the Board, and the Board rendered a decision to approve a variance, the examiner will automatically receive the Notice of Decision (NOD) from the Board; However, if there are any zoning proviso plans as part of the decision, the applicant is responsible to deliver six (6) copies to the Permit and License Center (by appointment). L&I will not approve the permit until both proviso plans, and the NOD are received.

Permit and Plan Approval Process

After the plans and permit documents are approved, there still may be 'holds' (usually relating to the contractor license) that must be resolved before the permit invoice can be generated.

- If the application is approved and no holds exist, the examiner will email the permit invoice to the applicant.
- If holds exist, the examiner will notify you that the application is approved but holds exist. You must resolve the issues, submit an [online help form](#) to advance permit, and acquire a permit invoice.

Payment Methods:

You can pay online (if linked to your account) or pay in-person at the Permit and License Center with an e-Check or credit card.

- If payment is made online, you must promptly [schedule an appointment](#) to pick-up plans at the Permit and License Center. Approved plans MUST be on construction site. L&I's Permit Services Unit may discard any plans that are not picked up within 10 days of final payment.
- You may also pay by paper check through the Revenue Cashier. If you pay by paper check, you must allow at least five (5) business days for processing. Therefore, the permit and plans will not be immediately available for pick-up. You can [schedule an appointment](#) 5-15 days after payment to pick up your permit and approved documents at the Permit and License Center.

Miscellaneous Information

Even if you file on-paper, there are still certain activities that must be completed electronically.

- Contractors must [resolve any holds](#) on their license. Once the contractor resolves the holds, the customer must submit the [online help form](#) to advance the permit.
- Regardless if the application is submitted in-person or online, the contractor will retain access to the permit record through their eCLIPSE account. They may continue to schedule inspections, pay outstanding fees, and upload certifications through their online account, even if the applicant does not have online access.