Overview
All new building permit applications requiring special inspections must include the identification of a registered Special Inspection Agency.

Special Inspection Agency
All Agencies performing special inspections must be registered with the Department as a Special Inspection Agency for each category of inspection.

- Application Requirements
  The following information is required to make application:
  - Philadelphia Business Income and Receipts Tax Number. The legal entity must be current on all City of Philadelphia Taxes.
  - Commercial Activity License Number.
  - Certificate of Insurance demonstrating compliance with the following requirements:
    - Professional Liability Insurance Policy for a minimum of $500,000 per occurrence.
    - Workers Compensation Insurance Policy reflecting the minimum limits.
      - $100,000 per accident
      - $100,000 per employee
      - $500,000 policy limit
  
  Note: If the agency is exempt for any reason, proof of exemption must be provided.
  - Identification of all licensed Special Inspectors in requested categories, with proof of employment or proof of accreditation in requested category.
    Note: Registered applications for individual Special Inspectors must be submitted prior to or in conjunction with the Special Inspection Agency registration.
  - Identification of at least one supervisor who is a PA-registered design professional, or a registered special inspector in the requested categories.
    - The supervisor may not be retained by another special inspection agency.
    - An engineer-in-training, geologist-in-training, or supplemental inspector must work under the direct supervision of a licensed PA Professional Engineer registered to perform relevant special inspections.

- Application Submission: Applications may be submitted through the online eCLIPSE portal or in-person at the Permit and License Center (1401 JFK Blvd). You must schedule an appointment for in-person submissions. (www.phila.gov/li/appointment). Note: Applications will be reviewed within 5 business days.

- Term of Registration: You must renew this license every three (3) years.

- Registration Fee: $207
Special Inspector

Individuals performing special inspections on behalf of agencies must be registered. The inspector must hold and maintain the qualifications associated with each category.

A special inspector may not perform inspections unless associated with a registered Special Inspection Agency.

➢ Application Requirements

The following information is required to make application:

- Proof of qualifications for related category or equivalent registration with another jurisdiction with compatible requirements.
  
  Note: Qualifications for each category are available at https://www.phila.gov/documents/special-inspections-information/.

- Photo identification (2 in. x 2 in., color).

➢ Application Submission: Applications may be submitted through the online eCLIPSE portal or in-person at the Permit and License Center (1401 JFK Blvd). You must schedule an appointment for in-person submissions (www.phila.gov/li/appointment). Note: Applications will be reviewed within 5 business days.

➢ Term of Registration: You must renew this license every three (3) years.

➢ Registration Fee: $51 per category (maximum fee of $20)