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:
  o Professional Liability Insurance Policy for a minimum of $500,000 per occurrence.
  o 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.
  o The supervisor may not be retained by another special inspection agency.
  o 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/](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](http://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 $207)