

Special Inspection Agency and Special Inspector Registration Information Sheet

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:** Refer to the [L&I License fee schedule](#) for applicable fees.

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).

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