




# Rental License Requirements




## Who needs a rental license?

- The owner of any dwelling unit, multiple family dwelling, rooming house, dormitory, hotel, one-family dwelling, two-family dwelling, or rooming unit let for occupancy must obtain a rental license. No person shall collect rent with respect to any property that is required to be licensed a valid rental license has been issued for the property.
    - The individual condo owner is responsible to maintain a license if letting their unit.
  - Licenses are non-transferrable. If a new owner purchases the property or the owner-entity is restructured, a new rental license is required.
- 



# Rental License Details


- **Cost.** \$63 per dwelling unit. There is no fee for owner-occupied dwelling units. Subject to increase.
  - **Renewal late fee:** If you renew your license more than 60 days after the due date, you will be charged 1.5% of the license fee for each month since the license expired.
  - **Licensing period.** License becomes effective on date it is approved OR outstanding balanced paid (whichever is later). Valid for 365 days and available for renewal 45 days prior to expiration.
  - **License closure.** If you are no longer renting a property, you must contact L&I to close the license.
  - **Processing time.** Applications filed by appointment are processed as customer waits. Applications filed online are processed within 5 business days.
- 



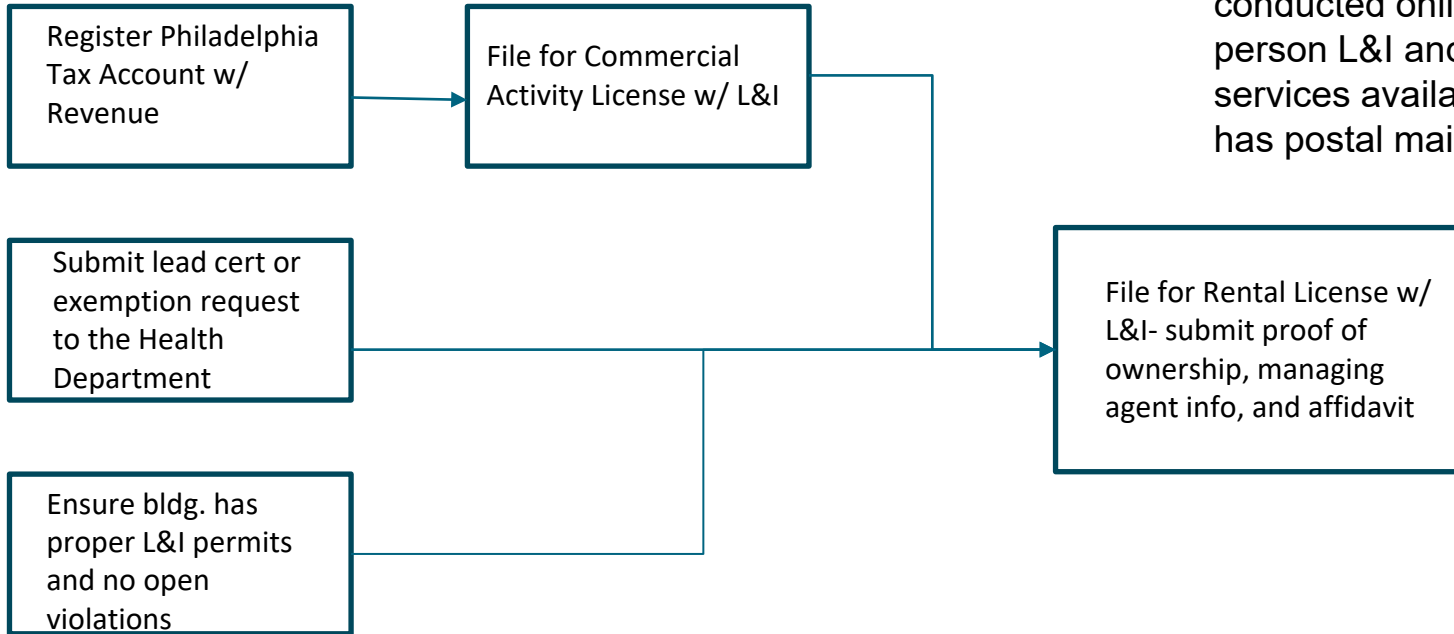
# License Requirements



## The following items are required to obtain a Rental License:

- Philadelphia Tax Account
  - Commercial Activity License
  - Lead-Safe or Lead-Free Certification
  - Proof of Legal Occupancy
  - No Open Violations
  - Proof of Ownership
  - Identification of Managing Agent, if applicable
  - Affidavit of Non-Rental, if applicable
- 


# Rental License Requirements



All activity may be conducted online; In-person L&I and Revenue services available. Health has postal mail/ fax option.



# Philadelphia Tax Account

- If you do not live at the property OR there are more than 4 units, you must file Business Income and Receipts Tax (BIRT) with the Department of Revenue.
    - Exception: Registered Non-Profits
  - No license may be issued or renewed by the Department of Licenses and Inspections unless the licensee:
    - Has an open tax account;
    - Filed returns;
    - Is not delinquent on any City of Philadelphia tax
  - Any changes to tax structure/ account require an update to L&I license
- 

# Philadelphia Tax Account



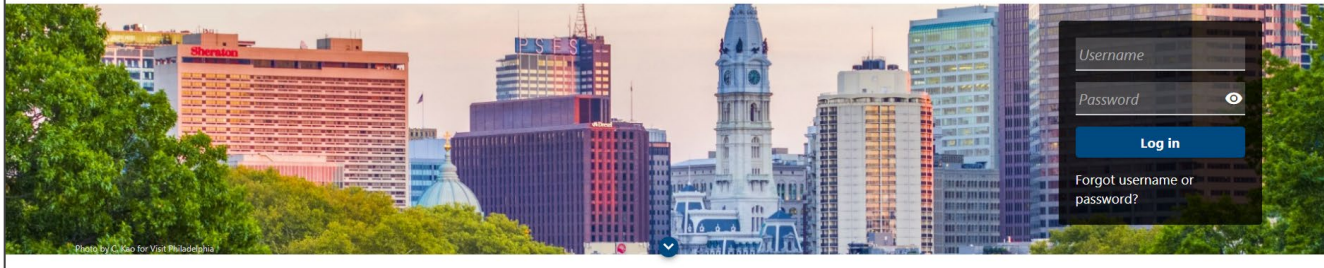
City of  
Philadelphia

Philadelphia Tax Center



**Wage Tax Refunds** – Do you need to request a refund for Philadelphia Wage Tax? You don't need a username and password. Scroll down to the Refunds panel below and select "Request a Wage Tax refund" to get started.

**Philadelphia Taxpayers** – Need access to your existing tax account on this website? It can take a week or more. We use a verification process that includes sending you a physical letter in the mail. If you must file a tax return before you receive your letter, temporarily use your previous filing method. You can also pay without a username and password on this site by selecting one of the options under the Payment panel below. You can no longer make electronic payments using our old efile/ePay site.



- Open a tax account, verify status, or make payment with the Department of Revenue through the online tax center OR in-person at the Municipal Services Building or satellite office.






# Commercial Activity License

- A **Commercial Activity License** (CAL) is required if the property is not owner-occupied, or the property is more than 4 units. This license links all of your businesses and the legal entity you registered for your **Business Income and Receipts Tax** (BIRT).
- An **Activity License Number** is required if the property is owner-occupied and has 4 units or less OR the entity is registered as a non-profit with the Department of Revenue. This is NOT a required licensed- it is a registration number needed to do business with L&I.






# Commercial Activity License-Application

- This is a lifetime license with no associated fee.
  - You will need your Phila Tax Account Number, and the SSN/EIN/PHTIN associated with the tax account to file the license application.
  - You must have an open and compliant tax account to obtain the license.
  - CAL issued immediately and Activity License Number processed within 5 business days.
  - If your company is not publicly traded, you must provide the name and mailing address of up to two persons with the greatest interest. This is public information that may be published to the City website.
- 

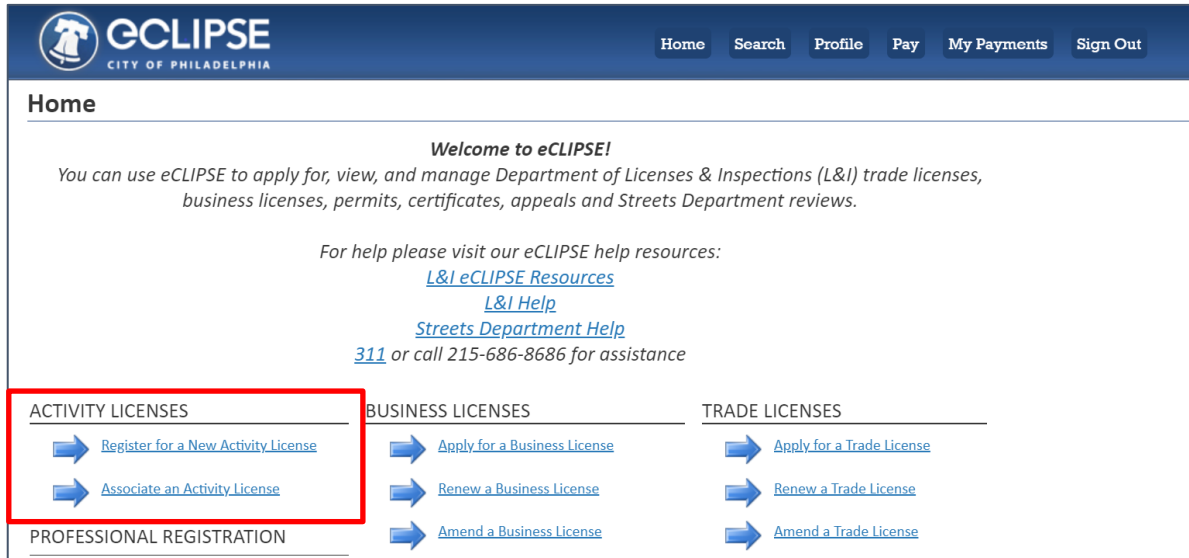


# Commercial Activity License

- This license is issued to the legal entity- not the property.
  - The Commercial Activity or Activity License must be issued in the same name as the legal entity under which BIRT is filed. Exception:
    - Disregarded Entities
    - Spousal/ Domestic Partner Relationships
  - Only one Commercial Activity License may be issued per tax account.
  - If you modify your tax structure (i.e., change from individual to company; create a disregarded entity), you need a new Commercial Activity License.
- 

# Commercial Activity License-eCLIPSE

- eCLIPSE is L&I's online permit and license system.
- You must obtain or associate your CAL (on-line or in-person) before you can submit a rental license application in eCLIPSE.



**eCLIPSE**  
CITY OF PHILADELPHIA

Home Search Profile Pay My Payments Sign Out

## Home

**Welcome to eCLIPSE!**

You can use eCLIPSE to apply for, view, and manage Department of Licenses & Inspections (L&I) trade licenses, business licenses, permits, certificates, appeals and Streets Department reviews.

For help please visit our eCLIPSE help resources:

- [L&I eCLIPSE Resources](#)
- [L&I Help](#)
- [Streets Department Help](#)

[311](#) or call 215-686-8686 for assistance

ACTIVITY LICENSES	BUSINESS LICENSES	TRADE LICENSES
<a href="#">Register for a New Activity License</a>	<a href="#">Apply for a Business License</a>	<a href="#">Apply for a Trade License</a>
<a href="#">Associate an Activity License</a>	<a href="#">Renew a Business License</a>	<a href="#">Renew a Trade License</a>
PROFESSIONAL REGISTRATION	<a href="#">Amend a Business License</a>	<a href="#">Amend a Trade License</a>

eclipse.phila.gov

# Commercial Activity License-eCLIPSE

Visit [Phila.gov/li](https://phila.gov/li) for step-by-step instructions on associating a license. This will be required if you obtained your license prior to 2015 OR filed in-person at the MSB.

**Department of Licenses and Inspections**  
CITY OF PHILADELPHIA

**eCLIPSE**  
Electronic Commercial Licensing, Inspection, and Permit Services Enterprise

## How to Associate your Activity License in eCLIPSE

**Step 1: Sign in to eCLIPSE**

**Step 1.1:** Go to <https://eclipse.phila.gov>

**Step 1.2:** Enter your registered email address and password

**Step 1.3:** Click 'Sign In'

**Step 2:** Click on 'Associate an Activity License'.

Welcome to eCLIPSE.  
Email:  [Forgot Email Address?](#)  
Address:   
Password:  [Forgot Password?](#)  
**Sign In**

**Home**

Welcome to eCLIPSE!  
You can use eCLIPSE to apply for, view, and manage Department of Licenses & Inspections (L&I) trade licenses, business licenses, permits, certificates, appeals and Streets Department reviews.

For help please visit our eCLIPSE help resources:  
[L&I eCLIPSE Resources](#)  
[L&I eCLIPSE](#)  
[Streets Department Help](#)  
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	<a href="#">Amend a Business License</a>	<a href="#">Extend a Trade License</a>
		<a href="#">Associate a Trade License</a>

**PROFESSIONAL REGISTRATION**

[Apply for a Registration](#)

**PERMITS & CERTIFICATES**


[Apply for a Permit or Seal & Certificate](#)  
[Associate with a Permit & Process](#)

**OTHER**

[Submit An Appeal, Certification, Review](#)  
[Create a Profile](#)




# Lead-Safe or Lead-Free Cert

- Beginning October 1, 2020, landlords are required to test and certify rental properties as lead-safe or lead-free, regardless of a child's age, in order to execute a new or renewed lease or receive or renew a rental license.
  - Requirement was phased in by zip code- full implementation in Oct 2022.
  - Only dormitories and buildings constructed prior to 1978 are exempt.
  - Review Health Departments 'Lead and Healthy Homes Resources for Landlords' for complete information.
- 



# Lead-Safe or Lead-Free Cert

- **If the property was built before March 1978**, the landlord must contact an Environmental Protection Agency (EPA) certified lead dust sampling technician (LDST) to perform a lead-safe dust sampling test in the home or property unit.
  - Landlord must upload their dust wipe results and certificate to the City Lead Certification Submission Site.
  - Exemption form and instructions available on Lead and Healthy Homes site.
  - No rental license will be issued or renewed unless results for each unit are submitted through the online portal (fax/mail option also available).
    - Note: if the number of units on license must be reduced, you must submit a license amendment to L&I.
  - Lead-safe certs expires after 4 years. New test must be performed and uploaded before license renewal.
- 

# Lead-Safe or Lead-Free Cert

The screenshot shows the City of Philadelphia website for the Lead and Healthy Homes Program. The browser's address bar is highlighted with a red box and contains the URL <https://www.phila.gov/programs/lead-and-healthy-homes-program/>. The website header includes the City of Philadelphia logo, navigation links for 'SERVICES', 'PROGRAMS & INITIATIVES', 'NEWS & EVENTS', and 'PUBLICATIONS & FORMS', and a search icon. A blue banner at the top right contains a COVID-19 notice: 'COVID-19: Learn how to stay safe, get vaccinated, and find testing. Visit [phila.gov/covid](https://www.phila.gov/covid).' The main content area features a large blue section with the title 'Lead and Healthy Homes Program' and the subtitle 'Ensuring Philadelphians have safe and healthy homes, free from lead and other hazards.' Below this is the 'Department of Public Health' logo. To the right of the text is a close-up photograph of a young child's face. Below the blue section, there is a 'Services' section with two buttons: 'Get your child tested for lead' and 'Submit lead certification and inspection reports'.

<https://www.phila.gov/programs/lead-and-healthy-homes-program/>

An official website of the City of Philadelphia government. [Here's how you know](#)

Office of the Mayor | City government directory

City of Philadelphia

SERVICES | PROGRAMS & INITIATIVES | NEWS & EVENTS | PUBLICATIONS & FORMS

COVID-19: Learn how to stay safe, get vaccinated, and find testing. Visit [phila.gov/covid](https://www.phila.gov/covid).

## Lead and Healthy Homes Program

Ensuring Philadelphians have safe and healthy homes, free from lead and other hazards.

Department of Public Health

### Services

- Get your child tested for lead
- Submit lead certification and inspection reports






# Proof of Legal Occupancy

Before a rental license can be issued for more than one unit, it must be demonstrated that the building is legally occupied in accordance with Zoning and Building Codes. Proof of Legal Occupancy must be provided in one of the following forms:

- Rental License Number for SAME number of units issued in the past 3 years.
- Certificate of Occupancy (or TCO) identifying number of units.
- Zoning permit identifying number of units. A zoning permit will only be accepted if the use was established prior to 2000 and owner can affirm continuous use.

Note: If the number of units has or will be altered, a building permit and new Certificate of Occupancy are required.



# Proof of Legal Occupancy

Property may be researched at atlas.phila.gov

Visit [phila.gov/li](http://phila.gov/li) for information on obtaining copies

City of Philadelphia | Atlas

1400-30 ARCH ST  
Philadelphia, PA 19102-3008

Property Assessments

Deeds

Licenses & Inspections

Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address. Source: Department of Licenses & Inspections

Permits (32)

Date	ID	Description	Status
10/17/2021	EP-2021-000241	ELECTRICAL PERMIT	COMPLETED
11/20/2020	PP-2020-014871	PLUMBING PERMIT	COMPLETED
10/01/2020	EP-2020-006839	ELECTRICAL PERMIT	COMPLETED
10/07/2019	ISS2019	DEMOLITION PERMIT	COMPLETED
10/07/2019	ISS2019	DEMOLITION PERMIT	COMPLETED

See 25 other permits at L&I Property History

Zoning Permit Documents (2)(Formerly "Zoning Archive")

Date	Permit Number	# Pages	ID
11/15/2008	N/A	5	219-81134
11/07/2008	N/A	212	219-81125

Inspections (40)

Date	ID	Description	Status
10/21/2022	CF-2022-027428		FAILED
10/05/2022	CF-2022-027428		FAILED
10/01/2022	CF-2022-027428		FAILED
10/04/2020	721386	BP BLDG	FAILED
11/09/2018	650174	O/NFP	PASSED

See 42 other inspections at L&I Property History

Violations (35)

Date	ID	Description	Status
10/01/2022	CF-2022-027428	SPONTANEOUS IGNITION	COMPLETED
10/01/2022	CF-2022-027428	FSC LOCKING/OPS	COMPLETED
10/01/2022	CF-2022-027428	FRE REGISTRAR BAITO CONSTRUCTION	COMPLETED

## Get a copy of a license, permit, or violation

### Service overview

You can access information from the [Department of Licenses and Inspections \(L&I\)](#) online at no cost, including:

- Business license information.
- Certificate of Occupancy information.
- Construction permit details.
- Lawful Occupancy Sign information.
- Violation information.
- Zoning records.

You can also request copies of permits, licenses, certificates, and some plans.

Any requests for information exceeding these services must be filed through a [Right to](#)

# Proof of Legal Occupancy




Commercial Leasing Notice on City website provides instructions and tips on verifying legal use:

<https://www.phila.gov/documents/commercial-leasing-notice-guide/>

Warning: A property cert documents last use on zoning record only. It does not positively identify legal use and occupancy.




# Violations

- The rental property must not have any outstanding L&I violations of the Phila Building Construction and Occupancy Code. To check for violations on a property, visit [atlas.phila.gov](https://atlas.phila.gov).
  - To comply violations, contact the Inspector at the appropriate L & I District office.
    - To find which district your rental property is in visit [Phila.Gov About-contact us](#) to use the interactive map. Enter the property address to see the district. District contact information is located on the same page.
  - A rental license may be issued if there is a timely appeal of the violation filed. You must schedule an appointment with L&I to request the exemption.
  - If you have a violation on a shared retaining wall, schedule an appointment with L&I to determine if you are eligible for an exemption.
- 



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- 




# Rental License Application



# Are you ready to file?

Confirm that you have:

- ✓ Open and compliant Philadelphia tax account
  - ✓ Commercial Activity License (or Activity Registration)
  - ✓ Lead Cert uploaded through Health Dept Lead and Healthy Homes Submission Site
  - ✓ Verified legal occupancy (except single family dwellings)
  - ✓ Verified that there are no open violations on the property
- 



# Information Needed for Rental License

- Address registered with the Office of Property Assessment (OPA)
- Proof of Ownership
- Managing Agent Information, if applicable
- Affidavit of Non-Rental, if applicable
- Type of Occupancy
- Natural Person Information

Review rental license page at [phila.gov/li](http://phila.gov/li) for complete information





# Rental License Supplemental Info



Department of  
**Licenses and Inspections**  
CITY OF PHILADELPHIA

\*\*\*DO NOT MAIL THIS APPLICATION\*\*\*

## Rental License Supplemental Information

This **mandatory** supplemental form must be completed and submitted / uploaded with a **New** Rental License Application.

### Ownership Information

**A) Owner's Information:**  
Provide the address and owner of the property being rented.

Select if the property is owned by an individual or company.

**Note:** If the legal entity is a "company" then provide the contact information for any natural person with more than 49% equity interest in the property. If no individual has such an interest, provide contact information of two (2) natural persons with the largest equity interest in the property.

1

**B) Proof of Ownership:**  
Provide a copy of the proof of ownership in the form selected.

### (A) Owner's Information

Property Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Owner is an:  Individual(s)  Company

Is company publicly traded:  Yes  No If "No", enter owners' information below:

Owner 1: \_\_\_\_\_  
  First Name  Last Name

Owner 2: \_\_\_\_\_  
  First Name  Last Name

Mailing Address: \_\_\_\_\_  
  Street Address

Mailing Address: \_\_\_\_\_  
  Street Address

\_\_\_\_\_  
City  State  Zip

\_\_\_\_\_  
City  State  Zip

### (B) Proof of Ownership

Walks you through application requirements. Must be uploaded with license application.

Explanations and directions in the margin.

# Section 1A- Ownership Information

- If owner is a non-public company, must provide contact information for a person with more than 49% equity;
- If none, then provide info for two persons with largest interest.
- Must include even if provided on your CAL.

(A) Owner's Information

Property Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Owner is an:  Individual(s)  
 Company      Is company publicly traded:  Yes  No,    If "No", enter owners' information below

Owner 1:	Owner 2:
_____ <i>First Name</i> <i>Last Name</i>	_____ <i>First Name</i> <i>Last Name</i>
Mailing Address: _____ <i>Street Address</i>	Mailing Address: _____ <i>Street Address</i>
_____ <i>City</i> <i>State</i> <i>Zip</i>	_____ <i>City</i> <i>State</i> <i>Zip</i>

# Section 1B- Proof of Ownership

## (B) Proof of Ownership

- Proof of ownership must be submitted with the application. Please select the form of proof provided:
  - Deed
  - Settlement Sheet
  - Office of Property Assessment (OPA) record  
(May be printed at <https://property.phila.gov/>)
  - Other (Describe): \_\_\_\_\_
- The license shall be issued in the name of the property owner. The Philadelphia Tax Account, Commercial Activity License, and Deed must all be registered in the same name unless meeting an exception. Select the option that applies to this application:
  - License will be issued to the owners as listed on the ownership record.  
(Ownership corresponds to Activity License and Philadelphia Tax Account registration)
  - License will be issued to a disregarded entity.  
(The ownership record identifies the disregarded entity, the Activity License is issued in the name of the primary company or disregarded entity, and the Philadelphia Tax Account for primary company indicates relationship)
  - License will be issued to one of the spouses or domestic partners listed on the ownership record.  
(The Activity License is issued in the name of the individual applying for the license and both partners are listed on the Philadelphia Tax Account)
  - License will be issued to one of the individuals listed on the ownership record.  
(The Activity License and Philadelphia Tax Account are registered to the individual. The individual will provide a signed statement with the license application affirming that they are solely responsible for the collection of rent and meeting all obligations of the rental license)

City of Philadelphia Property

1400-30 ARCH ST  
PHILADELPHIA, PA 19102-1556

Back to results PRINT

OPA Account Number: 782003200

Owner: PHILA MUNICIPAL AUTHORITY

Mailing Address: Municipal Services Bldg, 1400 John F. Kennedy Blvd, Philadelphia PA 19102

Property assessment and sale information	
Assessed Value	\$64,396,800
Sale Date	03/28/1990
Sale Price	\$50,381,816


Office of Property Assessment (OPA) was formerly part of the Board of Revision of Taxes (BRT) and some City records may still use that name. Source: Office of Property Assessment (OPA).

This property currently does not have a Homestead Exemption. If you qualify for the Homestead Exemption on your home, apply before December 1 of this year. You may also be eligible for other programs to help reduce your taxes, like the Senior Citizen Tax Freeze or Long-time Owner Occupant Program. Additionally, not all properties are eligible for the Homestead Exemption. Check the guidelines. The estimates below is for information only and may not be the actual amount of your 2024 Real Estate Tax bill.

Select exemption	Estimated 2024 Tax	To report issues or ask questions regarding your 2024 property assessment, call (215) 686-9200 or visit <a href="http://www.phila.gov/opa">www.phila.gov/opa</a>
No exemption	\$0	



# Proof of Ownership

- The owner listed on the deed/settlement sheet/ OPA record must correspond to the CAL (and tax account) with the following exceptions:
    - Either spouse/ domestic partner named on the deed may obtain a rental license. The CAL must also be listed solely in the license holder's name; however, the tax account must register both spouses/partners.
    - If the property is owned by more than one person, one of the individuals may obtain the rental license provided they submit an affidavit stating that they are responsible for meeting all obligations of the license and responding to notices, orders, or summons relating to the rental. The tax account and CAL must also be registered in the license holder's name.
    - If the owner is a disregarded entity, the rental license will be issued to the disregarded entity. The CAL may be issued in the name of the parent company or the disregarded entity.
- 

# Section 2- Managing Agent Info

2

Does the property owner reside or maintain a business office within Philadelphia and act as the Managing Agent?  Yes  No

*If "No" is selected, identify a managing agent who resides or regularly attends a business office within Philadelphia:*

Managing Agent Name: \_\_\_\_\_  
First Name Last Name

Managing Agent Phone Number: \_\_\_\_\_

Managing Agent Address: \_\_\_\_\_  
(P.O. BOX is not accepted) Street City State Zip

- Every property must have a managing agent who resides or maintains a business office in the City of Philadelphia. The Managing Agent is required to carry out responsibilities associated with the rental license.
- The rental license must identify the name and contact information for the Managing Agent. This may be the owner, if the owner resides or maintains a business office within the City.
- Managing Agent information is public and the name/ mailing address may be published to the City website.

# Section 3- Compliance Verification

3

Verify the following information prior to starting rental license application:

- Applicant is current on all City of Philadelphia taxes, charges, and fees:  Yes
- [Lead Certification](https://www.phila.gov/services/permits-violations-licenses/apply-for-a-permit/environmental-permits-and-approvals/submit-lead-certification-and-inspection-reports/) is compliant and filed with the Department of Public Health:  
*(<https://www.phila.gov/services/permits-violations-licenses/apply-for-a-permit/environmental-permits-and-approvals/submit-lead-certification-and-inspection-reports/>)*  Yes
- Applicant has no open violations of the Philadelphia Building Construction and Occupancy Code:  Yes

- Verify compliance with tax, lead, and violation requirements.
- The system will perform automated check. If non-compliant, the application will not advance.

# Section 4A- Occupancy Type

## (A) Occupancy Type

Select the category that applies to your building or space (*Ensure that Zoning Permit and/or Certificate of Occupancy are consistent with this use*):

- |  |   |
|--|---|
| <input type="checkbox"/> Residential Dwellings                             | <input type="checkbox"/> Rooming House / Boarding House |
| <input type="checkbox"/> Hotel (includes motels, hostels, bed & breakfast) | <input type="checkbox"/> Assisted Living                |
| <input type="checkbox"/> Dormitories                                       |   |

Select all that apply.

An amendment is required to make any changes.

The property owner must identify the type of rental the property will be used for. The categories are:

- **Residential dwellings**
- **Hotels:** This includes motels, hostels, and bed-and-breakfasts. This includes short-term rentals of properties that are not occupied by a primary resident. These are typically defined as "Visitor Accommodations" in the Zoning Code.
- **Rooming or boarding house:** These have living space shared between four or more unrelated people. Typically, these have shared facilities such as kitchens and/or bathrooms.
- **Assisted living:** These facilities provide living space for individuals that need assistance or supervision with getting dressed, bathing, diet, financial management, evacuation from the residence in the event of an emergency, or medication prescribed for self-administration.
- **Dormitories:** Living quarters typically marketed to students that usually provide shared facilities such as kitchens and/or bathrooms.
- **Other**

Very important for short term rentals:

- Select Hotel Class
- Provide Use Permit for Visitor Accommodations
- Will be delisted from booking platform if wrong class.
- See Short Term Rental FAQ and video on [www.phila.gov/li](http://www.phila.gov/li) for more information.

# Section 4B- Number of Units

## (B) Number of Units


1. Total number of units in the building (*including owner-occupied or non-rented units and excluding commercial units*):
2. Is any unit occupied by the owner?  Yes  No
3. Is any unit occupied by a family member without the collection of rent?  
 Yes, Number of units  (*You must submit an Affidavit of Non-Rental with your license application*)  
 No

- Total Number of Units is needed to verify compliance with Use and Occupancy Records.
- When you file the online application, you must: 1) Include a unit that you live in and note that it is owner occupied and 2) exclude any units that are occupied by a family member.
- Accurate entry in eCLIPSE is critical to ensure accurate license fee and compatibility with lead cert database.



# Affidavit of Non-Rental

- If a unit is occupied by a relative and you do not collect rent, the unit does not require a license. However, you are required to submit an Affidavit of Non-Rental



Department of  
**Licenses and Inspections**  
CITY OF PHILADELPHIA

## AFFIDAVIT OF NON-RENTAL

\_\_\_\_\_ Being duly sworn, says as follows:

1. That I am the owner of certain property located at \_\_\_\_\_, Philadelphia, PA.
2. That I have owned the property since \_\_\_\_\_.
3. That I am aware of the City of Philadelphia Code provision which requires any person who offers for rent any dwelling unit, multiple family dwelling, rooming house, dormitory, hotel, or a rooming unit therein to obtain a rental license from the Department of Licenses and Inspections. Section 9-3902 of the Philadelphia Code.
4. That the property located at \_\_\_\_\_, Philadelphia, PA, or any rooming unit inside this property, is NOT being used as a rental property and will NOT be used as a rental property in the immediate future.
5. That I do not collect rent, payments for mortgage, or taxes for the property listed above from the occupants of the property.

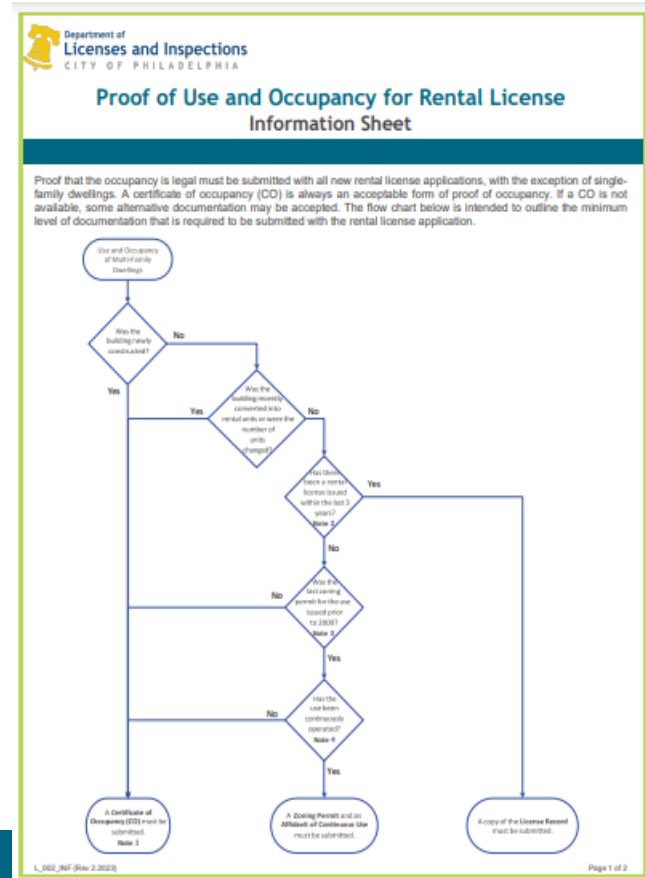
# Section 4C- Proof of Legal Occupancy

## (C) Proof of Legal Occupancy

You must demonstrate that the building is legally occupied under the Zoning and Building Construction and Occupancy Codes. Please refer to the [Rental License \(Proof of Use and Occupancy\) information sheet](#) for detailed information on minimum documentation required and instruction on accessing records.

Select the form of proof submitted with this application:


- Certificate of Occupancy
- Prior Rental License Record  
*(May only be submitted if license was issued in the past three years for the same number of units and there has been no other change to occupancy.)*
- Zoning Permit  
*(May only be submitted if the zoning permit was approved prior to 2000, the building has continuously operated in accordance with this use, and a Certificate of Occupancy or prior license record are not available. Must be accompanied by an [Affidavit of Continuous Use](#).)*





# Certificate of Occupancy

Know the difference between zoning/ use permit and CO.

- A Zoning (or Use Registration) Permit ensures that a use aligns with the general character of a neighborhood to protect quality of life as defined by the Philadelphia Zoning Code. This is the first step in establishing a new use.
  - A CO certifies that a building's construction and life safety systems are compliant with the Philadelphia Building Construction and Occupancy Code at the time the building was constructed, or the use was established.
- 



# Certificate of Occupancy

- A CO demonstrates legal use and occupancy.
- A property cert identifies last zoning permit on record. It does not demonstrate legal use and occupancy.
- Many buildings have legal use and occupancy but, due to age, you may not have a CO or a copy of the CO. As such, we accept other forms of compliance.

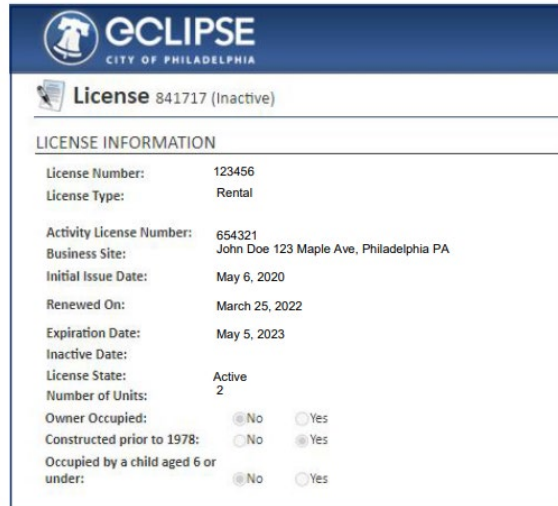


# Proof of Occupancy- License

If eligible, easiest method of compliance is proof of prior rental license.

Instructions on searching for a rental license through eCLIPSE are linked through info sheet.

Output:



**eCLIPSE**  
CITY OF PHILADELPHIA

**License** 841717 (Inactive)

---

**LICENSE INFORMATION**

License Number:	123456
License Type:	Rental
Activity License Number:	654321
Business Site:	John Doe 123 Maple Ave, Philadelphia PA
Initial Issue Date:	May 6, 2020
Renewed On:	March 25, 2022
Expiration Date:	May 5, 2023
Inactive Date:	
License State:	Active
Number of Units:	2
Owner Occupied:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Constructed prior to 1978:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Occupied by a child aged 6 or under:	<input checked="" type="radio"/> No <input type="radio"/> Yes

# Proof of Occupancy-Zoning

If there is no active license and use permit was issued prior to 2000, you can submit zoning/ use permit.

Search [www.phila.gov/li](http://www.phila.gov/li) for Zoning permit. Select Licenses & Inspections tab and refer to Zoning Permit Documents tab.

The screenshot shows the City of Philadelphia Atlas website. The header includes the City of Philadelphia logo and the word "Atlas". Below the header, the address "1700-06 CHESTNUT ST" is displayed, along with "PHILADELPHIA, PA 19103-5120". A sidebar on the left contains navigation tabs: "Property Assessments", "Deeds", and "Licenses & Inspections". The "Licenses & Inspections" tab is selected. Below the sidebar, a message reads: "Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address. Source: Department of Licenses & Inspections".


Zoning Permit Documents (2) formerly "Zoning Archive"

Date	Permit Number	# Pages	ID
10/30/2014	571232	3	<a href="#">27-212059</a>
08/11/2014	543432	17	<a href="#">27-207679</a>

# Proof of Occupancy-Zoning

A Zoning Permit issued prior to 2000 must be accompanied by an Affidavit of Continuous Use.

If use was discontinued or replaced, a new zoning/ use permit and CO may be required.

 Department of  
**Licenses and Inspections**  
CITY OF PHILADELPHIA

**AFFIDAVIT OF CONTINUOUS USE**

You must complete and submit this form with your rental license application.

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me \_\_\_\_\_  
(Name) being duly sworn according to law, states:

1. That he/she/they is/are the owner of certain property located at \_\_\_\_\_  
(Residential property address)
2. That he/she/they have owned the property since \_\_\_\_\_  
(day, month, year)
3. That he/she/they affirm the building has been used as a \_\_\_\_\_ and has continuously operated as such. Continuously operated means that the operation of the use did not lapse for 3 or more years and the building systems / physical layout supporting such use are maintained.
4. That he/she/they have verified the zoning record through the City website, the zoning permit number is \_\_\_\_\_ issued on \_\_\_\_\_ and is the last zoning permit on file.
5. That he/she/they understand the affidavit of continuous use is a sworn affidavit meaning that any statements made within are subject to the penalties of perjury. It must be notarized before it will be accepted by the Department of Licenses and Inspections.
6. That if he/she/they have any questions regarding the legal implications of filing an affidavit of continuous use regarding any property rights or potential penalties, he/she/they must consult with an attorney.

Signature of owner(s)  
\_\_\_\_\_  
\_\_\_\_\_

Commonwealth of Pennsylvania  
County of \_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
proved to me on basis of satisfactory evidence to be person(s) who appear(s) before me.

Notary Public  
\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_


(Seal)

L\_050\_F (Rev 11.2022) Page 1 of 1



# Certificate of Occupancy

If a CO is required:


- A permit for a CO is not the same as a CO. You must request an inspection as indicated on the permit to obtain a CO.
  - A valid TCO can be used for a rental license. Be sure that the TCO lists the number of units in location.
  - Visit [phila.gov/li](http://phila.gov/li) for information on accessing a copy of an existing CO and obtaining a new CO.
  - If a new CO is required, consult with a design professional to determine if building alterations are required to comply with current Building Construction and Occupancy Code.
  - A valid zoning/user permit is also required to obtain a CO.
- 





# Proof- Certificate of Occupancy

If a CO is required:

- A permit for a CO is not the same as a CO. You must request an inspection as indicated on the permit to obtain a CO.
  - A valid TCO can be used for a rental license. Be sure that the TCO lists the no of units in location.
  - Visit [phila.gov/li](http://phila.gov/li) for information on accessing a copy of an existing CO and obtaining a new CO.
  - If a new CO is required, consult with a design professional to determine if building alterations are required to comply with current Building Construction and Occupancy Code.
  - A valid zoning/user permit is also required to obtain a CO.
- 



# Rental License Renewal

Must:

- Be tax compliant
- Submit lead certs to DPH
- Have no open property violations

Can update contact information

Changes to number of units or class require an amendment





# Frequently Asked Questions

## **Q: What do I do if my property has no tenants?**

*A: If you own an unoccupied residential property, you must close your Rental license need a Vacant Residential Property License. The license helps the City keep track of properties that are not occupied and assists the City in safety efforts.*

*If you fail to close your rental license or fail to obtain a vacant property license, you may be subject to fines and violations.*

*You can schedule an appointment to re-activate your rental license when you are ready for tenants. If more than 3 years have lapsed, you will need to verify the use is still valid.*

.





# Services and Resources

# Rental Requirements

The screenshot shows the website for the Department of Licenses and Inspections. The main navigation bar includes Home, About, Licenses, Permits & certificates, Inspections, Appeals, and Resources. The 'Licenses' menu is expanded to show Business licenses, Rental and property licenses (selected), and Trade licenses. Below the navigation, there is a breadcrumb trail and a sub-header 'Rental and property licenses'. A paragraph states: 'The Department of Licenses and Inspections (L&I) issues rental and property licenses in the City of Philadelphia. Licenses are generally renewed on a regular basis and require a renewal fee.'

**What kind of license do I need?**

**Rental License**  
The [Rental License](#) is the most common type of property license.

You need a Rental License to rent dwelling, rooming, or sleeping units to tenants in Philadelphia. That includes residential dwellings and units, rooms in a home, dormitories, and certain visitor accommodations.

A Rental License is a type of business license. All businesses that operate in the city need to:

- Register for an Activity License, or
- Get a Commercial Activity License.

Landlords in Philadelphia need to follow certain requirements in addition to obtaining a Rental License. Learn how to [rent your property long-term](#).

Still have questions? See the [Rental License FAQ](#).

**Common rental and property situations**

In most cases, you will need a Rental License to operate your rental property. However, there are some situations where a different license or approval is needed. Here are some common examples:

To rent out ...	You'll need a ...
<ul style="list-style-type: none"><li>• Residential dwellings.</li><li>• Rooming or boarding houses.</li><li>• Assisted living facilities.</li><li>• Dormitories.</li><li>• Hotels, motels, hostels, bed and breakfasts, and other short-term rentals of properties without a primary resident (i.e. visitor accommodations).</li><li>• Certain other properties.</li></ul>	<a href="#">Rental License</a>

Includes links to all permit, license and operational requirements.

# Partners in Good Housing

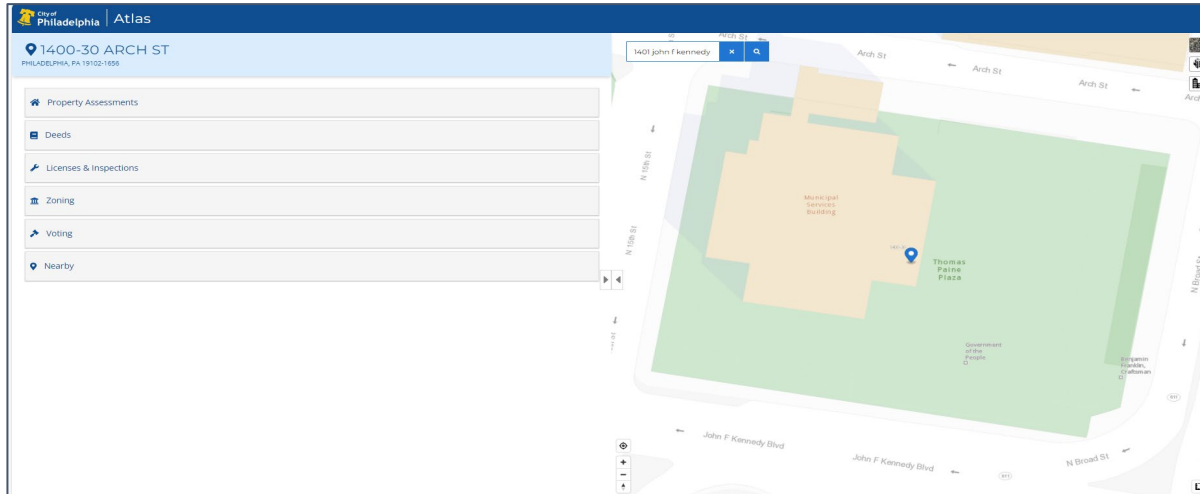


## TABLE OF CONTENTS

PARTNERS FOR GOOD HOUSING INTRODUCTION.....	1
GENERAL REQUIREMENTS OF A RENTAL LICENSE .....	4
FIRE PROTECTION .....	8
BASIC FACILITY REQUIREMENTS .....	13
KEEPING HOMES, APARTMENTS, AND YARDS CLEAN & SANITARY.....	15
HOW THE BUILDING CONSTRUCTION AND OCCUPANCY CODE IS ENFORCED.....	18
HOW TO FILE A COMPLAINT OR AN APPEAL.....	20
APPENDIX A: SUPPLEMENT TO PARTNERS IN GOOD HOUSING.....	21
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Provides detailed information on property maintenance, fire code, and landlord obligations, Including Certificate of Rental Suitability and Bed Bug Extermination

# www.atlas.phila.gov



Review bldg. certs, permit history, zoning records, inspections, and complaints under L&I tab

# www.permits.phila.gov



## Philadelphia Permit Navigator

### Business Portal

This tool calculates the permits and licenses you need to open or expand a storefront business.

Start

### Residential Portal

Learn more about the permitting process and associated fees for your existing one or two family renovation project.

Start

Residential Portal can be used to identify permit requirements for renovations to existing one and two family dwellings.

Expansion underway to address all use cases, include multi-family.



www.phila.gov/li

The screenshot shows the homepage of the City of Philadelphia's Department of Licenses and Inspections. At the top left is the City of Philadelphia logo. The navigation bar includes links for SERVICES, PROGRAMS & INITIATIVES (which is highlighted), NEWS & EVENTS, and PUBLICATIONS & FORMS, along with a search icon. The main header features the text "Department of Licenses and Inspections" and a tagline: "Building a safer city by enforcing building-related codes through inspections, licensing, permitting, and demolitions." Below this is a secondary navigation bar with buttons for HOME, ABOUT, LICENSES, PERMITS & CERTIFICATES, INSPECTIONS, APPEALS, and RESOURCES. The "Services" section is a grid of six cards, each with an icon and a description of a service.







City of Philadelphia

SERVICES ▾ PROGRAMS & INITIATIVES NEWS & EVENTS PUBLICATIONS & FORMS 🔍

Department of  
**Licenses and Inspections**  
Building a safer city by enforcing building-related codes through inspections, licensing, permitting, and demolitions.

HOME ABOUT ▾ LICENSES ▾ PERMITS & CERTIFICATES ▾ INSPECTIONS ▾ APPEALS RESOURCES

### Services

 Get a business or trade license	 Search for property history and business license information	 Get a building permit
 Find a licensed contractor and contractor information	 Track a permit application	 Rent your property

# L&I Available Services-Online

**Licenses & Inspections**  
CITY OF PHILADELPHIA  
LIFE LIBERTY AND YOU™

Home Search Profile Pay My Pay

## Home

If you have an existing **Activity License**, please click "Associate an Activity License" to connect it to your account. If you do not have an Activity License, please click "Register for a New Activity License."  
To associate an existing **Trade License** with your account, you will need the online identification number which is listed on your renewal invoice. **IMPORTANT: Licenses are not available for renewal until 45 days prior to the expiration date.** Contact [Licenses & Inspections](#) or call 311 (215-686-8686) if you have not received an invoice. For assistance, please click [here](#).

ACTIVITY LICENSES	BUSINESS LICENSES	TRADE LICENSES
<a href="#">Register for a New Activity License</a>	<a href="#">Apply for a Business License</a>	<a href="#">Apply for a Trade License</a>
<a href="#">Associate an Activity License</a>	<a href="#">Renew a Business License</a>	<a href="#">Renew a Trade License</a>

## PROFESSIONAL REGISTRATION

[Apply for a Registration](#)

## PERMITS & CERTIFICATES

[Apply for a Permit or Get a Certificate](#)

[Associate with a Permit / Project](#)

## OTHER

[Create a Project](#)

[Request a CRS Report](#)


All permits and licenses available through online portal

## ZONING

- [Change of use](#)
- [Fence only](#)
- [Lot line adjustment](#)
- [New construction / addition / partial demolition](#)
- [Parking only](#)
- [Signs](#)
- [Complete demolition](#)


# Virtual and In-Person Appointments

Resources




**eCLIPSE**

Use our online system to apply for permits and licenses. You can also look up business and trade license information.




**Make an appointment**

You must make an appointment to get services at the L&I Permit and License Center.



**Atlas**

Atlas is the City's robust mapped-based information tool. Find violations, property information, and more.



**311**

Use 311 to ask questions or report issues around Philadelphia.

### Make an appointment with the Permit and License Center

Some applications need preapprovals from other departments. To avoid delays, [see the eCLIPSE](#)

You must make an appointment to get services from the **Department of Licenses and Inspections** (L&I Permit and License Center. At your appointment, you can get help with:

- Permit applications.
- License applications and renewals.
- Appeals to [Board of Licenses and Inspections Review](#) (BLIR), [Board of Building Standards](#) (BBS), or [Planning Advisory Board](#) (PAB).
- The Permit and License Center doesn't handle appeals to the [Zoning Board of Adjustment](#) (ZBA).

Both virtual and in-person appointments may be available, depending on the service type. You're limited to three things per appointment.

#### Making an appointment

You can schedule appointments within the next 14 days.

To schedule an appointment, you must provide:

- Your first and last name.
- A valid email address.
- The number and type of applications you are submitting or picking up.

#### For permit and license applications

Both virtual and in-person appointments are available for permit and license applications and renewals.

- To make an appointment by phone, call 311. If you're outside of Philadelphia, call (215) 686-3666.
- To make an appointment online, [use the eCLIPSE platform](#).

Can make appointment:

- online
- Call 311
- Download app
- MSB kiosk

## What would you like to get in line for?

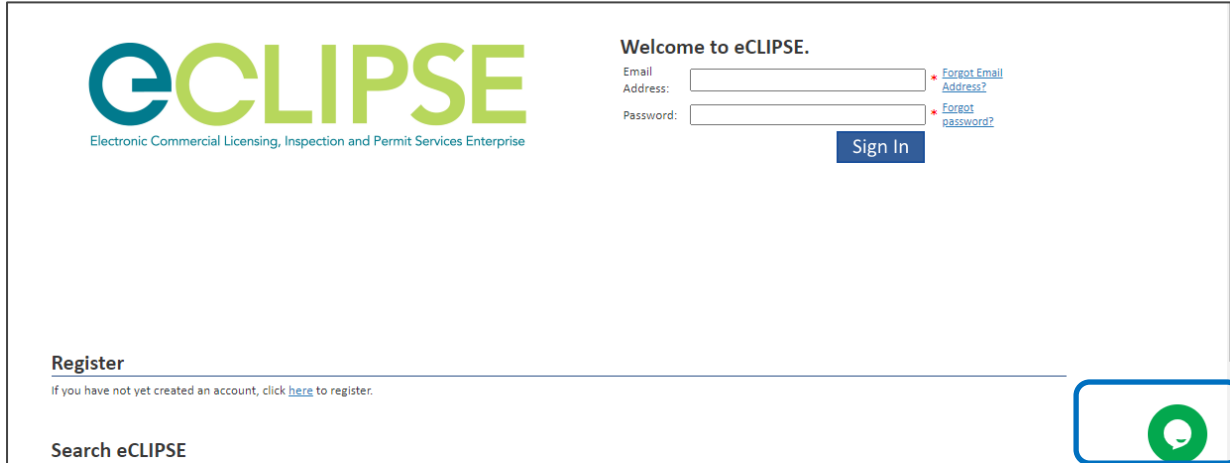
<b>Department of Licenses and Inspections</b> Permit With Plans/Copy Request (In Person: MSB) Appointments only	<b>Department of Licenses and Inspections</b> Apply Permit NO Plans (In Person: MSB) Appointments only	<b>Department of Licenses and Inspections</b> New/Renew License (In Person: MSB) Appointments only	<b>Department of Licenses and Inspections</b> Revised Plan Submission (In Person: MSB) Appointments only
<b>Department of Licenses and Inspections</b> Virtual License Meeting Appointments only	<b>Department of Licenses and Inspections</b> Virtual Permit Meeting Appointments only	<b>Department of Planning and Development</b> PHC: Historical, Art, and PCPC: Planning Commission Appointments only	<b>Department of Planning and Development</b> Zoning Board of Adjustment Appointments only

Virtual- aim for next two business days.

In-Person- aim for same day

May vary during peak days/ seasons

# Chat



The screenshot shows the eCLIPSE login interface. On the left is the eCLIPSE logo with the tagline "Electronic Commercial Licensing, Inspection and Permit Services Enterprise". To the right, under the heading "Welcome to eCLIPSE.", there are three input fields: "Email", "Address:", and "Password:". Each field has a "Forgot" link (e.g., "Forgot Email", "Forgot Address?", "Forgot password?") to its right. Below the password field is a blue "Sign In" button. At the bottom left, there is a "Register" section with a link to "here" for users who haven't created an account. At the bottom left, there is a search bar labeled "Search eCLIPSE". On the right side of the page, a green circular chat icon is highlighted with a blue rectangular box.

Accessible through any eCLIPSE screen

Currently Available 9-1, (12:30 on last Wed)

Live chat will show 'we are here'

Use chat for targeted application assistance, eCLIPSE questions, and escalations

Do not use chat for assistance in walking through application, plan reviewer or inspector questions, questions unrelated to L&I eCLIPSE, basic form requests

# Website Help Services

**Service Request:**  
including status  
of past-due  
reviews, holds,  
permit access,  
specific code/  
process  
questions

City of Philadelphia

SERVICES ▾ PROGRAMS & INITIATIVES NEWS & EVENTS PUBLICATIONS & FORMS

Department of  
**Licenses and Inspections**  
Building a safer city by enforcing building-related codes through inspections, licensing, permitting, and demolitions.

HOME ABOUT ▾ LICENSES ▾ PERMITS & CERTIFICATES ▾ INSPECTIONS ▾ APPEALS RESOURCES

### Services

Get a business or trade license	Search for property history and business license information	Get a building permit
Find a licensed contractor and contractor information	Track a permit application	Rent your property

**Self Help:**  
eCLIPSE  
Help, FAQs,  
Code  
Bulletins

# Website Help Services



**Department of  
Licenses and Inspections**  
CITY OF PHILADELPHIA

## L&I Inquiry Submission

The following form will allow you to submit an inquiry to L&I. Please make every attempt to resolve your issue using information provided on the L&I website ([www.phila.gov/li](http://www.phila.gov/li)). If you do not see an option that matches your inquiry, please reach out to 311 for support. You can expect to receive a response within 2 business days.

**Select an Inquiry Type:** \*

- Permit or Inspection Issue
- Property Certification
- Code or Permit Processing Question
- Boards Notice of Decision Submission
- Payment Issue
- Project Meeting and Dedicated Examiner
- Other

**NEXT**

## Help using eCLIPSE

*With eCLIPSE, L&I customers can now apply for permits, schedule inspections, and request approval from multiple departments at the same time. Learn more about using eCLIPSE with the help of our videos, information sheets, and other resources.*

Getting started

- [eCLIPSE FAQs](#)
- [Creating an account in eCLIPSE](#)
- [Associating \(linking\) with a contractor record in eCLIPSE](#)
- [Navigating your eCLIPSE account](#)

[More](#)

---

Online licensing

- [How to use the shopping cart function in eCLIPSE \(PDF\)](#)
- [eCLIPSE and tax account issues FAQ \(PDF\)](#)
- [Renewing a trade license using eCLIPSE \(PDF\)](#)
- [Renewing a business license using eCLIPSE \(PDF\)](#)

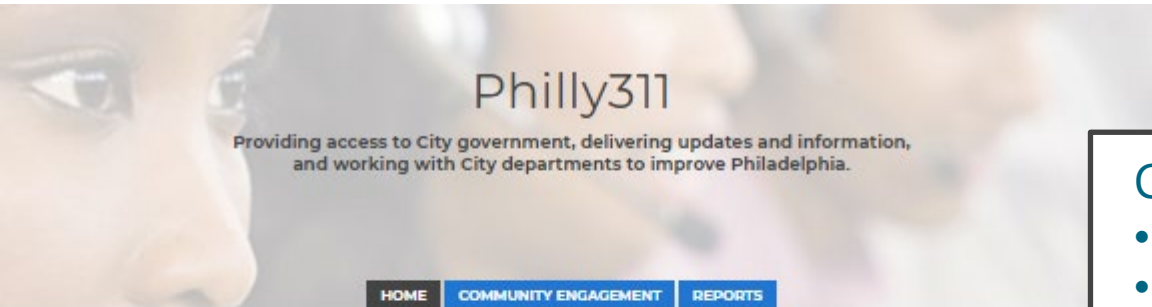
[More](#)

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Prerequisite approval processes

- [Water Department pre-requisite approval process in eCLIPSE \(PDF\)](#)
- [Fire Department pre-requisite approval process in eCLIPSE \(PDF\)](#)

# Philly 311 Call Center



## Call 3-1-1 (215-686-8686) for:

- Service requests
- Direction on connecting with L&I
- Basic information on available L&I services
- Basic eCLIPSE help (i.e. password re-set)

Philly311

## Services

 Submit a service request with 311	 Track a service request with 311	 Report an abandoned vehicle
 Report a pothole or other street damage	 Report illegal dumping	 Report graffiti

## What we do


## Connect



# Web Services

<http://phila.gov/li>

<a href="#">Get a Permit</a>	Permit Requirements and Exemptions
<a href="#">Get a Trade License</a>	Contractor License Requirements
<a href="#">Get a Business License</a>	Business License Requirements
<a href="#">Contractor Inspections</a>	Scheduling Inspections and Submitting Permit Certs
<a href="#">eCLIPSE</a>	Online eCLIPSE Portal
<a href="#">eCLIPSE Help</a>	eCLIPSE Self-help videos, how-to-guides, and FAQs
<a href="#">Contact Us</a>	Contacts for L&I





## Announcements

ANNOUNCEMENT

Accelerated program suspended as standard review time dips to 10 days.

April 26, 2020

ANNOUNCEMENT

Resources to help you navigate L&I processes during the shutdown

April 22, 2020

ANNOUNCEMENT

Register for L&I eCLIPSE, ePlans & Zoning training webinars.

March 25, 2020

## Posts

English

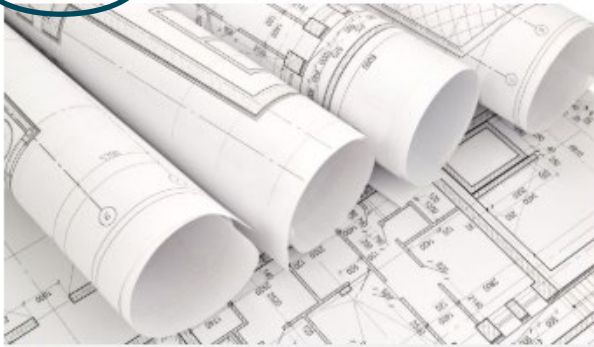
Español

中文

Tiếng Việt

Русский

Français



POST

Filed a paper permit application and need your permit and your plans? L&I can help.

April 30, 2020



POST

Requirements for resuming construction activity in Philadelphia

April 29, 2020

**Keep an eye on  
Announcements and  
Newsletter!**