

## Amended Building Permit Process

All work must comply with the conditions of the approved permit. Deviations that impact conditions of the prior approval must be re-submitted for review through the amended permit process. The following work is **NOT ELIGIBLE** for an amended permit:

- *Expansion of work area – This includes expanding the work from one floor or space within a building to a separate floor or space within the building.*
- *An increase in height of 10% or one story, whichever is greater.*
- *An increase in work area, gross floor area, or building footprint of more than 10%.*
- *A change in permit scope that exceeds the limitations of an EZ Permit Standard when the permit was issued in accordance with an EZ Permit Standard.*
- *A fit-out of a space identified as shell or vacant on the original permit.*
- *A change in permit type. (i.e. Change from 1 or 2 family dwellings (RP) to a 3 or more-family dwelling (CP), vice versa.).*
- *A change of contractor. Submit an [online help request](#) and upload a completed [Change in Contractor Request](#) form. Select the “Permit or Inspection Issues” option and select “Change of Contractor”.*

### Scope of Amendment

Where an amendment is requested, the applicant must specify if the request is a Permit Amendment, Deferred Document Submission or a Field Approved Change.

**Permit Amendment** is a deviation that requires review and may affect code compliance, including changes to the following:

- Structural components
- Construction type
- Accessible Route
- Fire protection systems
- Occupancy classification and / or occupant load
- Sound transmission control (STC) rated systems
- Addition or deletion of window or doors
- Additions, removal or modifications of roof decks and roof deck access structures
- Exterior work subject to approval by the Philadelphia Historical Commission or City Planning Commission
- Increase in work area, height, gross floor area, or building footprint meeting the limitations outlined above
- Decrease in size or stories of a new construction building
- Work related to any approved Board of Building Standards variance or Zoning Board of Adjustment proviso
- Increasing or decreasing the number of dwelling units without a change of permit type and no expansion of work area
- Egress
- Building height
- Work within a designated flood zone
- Fire rated assemblies
- Changes to layout of work area (reduction only)
- Plumbing fixture quantity

**Deferred Document Submission** is when additional details on building components are supplied that were not available during the original permit review.

**Field Approved Changes** require pre-approval from the field inspector and are reserved for online submission only. Field approved changes may NOT be requested in-person.

## Filing Methods

The amendment request must always reference the original permit number. All changes made will be recorded under the original permit record. Please review the options below to initiate the amendment process.

- **In-Person / On Paper** – For applications originally filed with paper plans this method must be followed.
  1. Complete the Application for [Amendment or Extension to Issued Permit](#) application form and describe the extent of all revisions.
  2. Bring three (3) copies of revised plans or other documents for review to the Permit and License Center. Revisions to plans must be denoted with revision 'clouds' or equivalent annotation.
  3. Pay an amendment filing fee using any form of payment accepted by the Department.

**Note:** Customers can contact L&I for assistance in submitting an electronic amendment to a permit originally filed on paper, including all permits filed prior to March 13, 2022.

- **Online using eCLIPSE** – Those permits filed online in the eCLIPSE portal may request an amendment through the permit record on the portal.
  1. Login and navigate to the 'My Activities' section for *Issued* permits associated with your account.
  2. Click on the permit record and look for the *Permit Activities* heading on the right-hand side of the screen.
  3. Click the 'Amend Permit' button under the *Amend Permit* subheading.
  4. Provide a detailed description of the request and electronically upload any revised sheets. Revisions to plans must be denoted with revision 'clouds' or equivalent annotation. A completed [Online Amendment Form](#) must also be uploaded.
  5. Pay the amendment filing fee for the Department to evaluate the request.

## Review Times

Amendments will be processed within the Department's standard review times of the original application type. For most applications, this is **ten (10) to twenty (20) business days**. Amendments addressing unforeseen field conditions, as determined by the code official, are reviewed within **ten (10) business days**.

For changes in ownership only as listed on any permit, the request will be processed the **same day if filed in-person** with adequate documentation and within **five (5) business days if processed online**.

## Permit Fees

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

Paper submissions will incur a **\$4 per page** imaging fee. Surcharges of **\$7.50** will apply.

The amendment permit fee is based on the number of sheets submitted. Only the revised sheets must be submitted with the amendment request. If the applicant elects to also include sheets without revisions, those sheets shall also contribute to fee calculations.