




# Expediter Licensing



# Agenda

- Authority to File Applications
  - Expediter License Requirements
  - Required Conduct and Penalty
  - Doing Business with eCLIPSE
  - Resources
- 



# Authority

## Section 9-2200 of the Philadelphia Code


**No person shall act as an Expediter or solicit to perform as an Expediter unless that person possesses a currently valid Expediter license**

*Expeditors.* Any person employed or compensated to represent any other person in any matter before the Department or the Review Boards or before any of their officers or employees.

*Department.* Unless otherwise specified, the Department of Licenses and Inspections.

*Represent.* To prepare and file documents, to correspond or otherwise communicate with City employees or officials, or to appear at conferences, hearings, or meetings, on behalf of a client in any matter before the Department or the Review Boards.


*Review Boards.* The Board of Building Standards, the Board of License and Inspection Review, the Zoning Board of Adjustment, the Board of Safety and Fire Prevention, and the Accessibility Advisory Board.





# Authority


## Exceptions

- Licensed professionals , when acting within the scope of their licensed practice area:
    - PA licensed attorney
    - PA licensed design professionals (architects and engineers)
  - Licensed contractors may apply for permits under which they will perform or supervise work
  - City or other public officials or employees whose action as an Expediter are in the course of or incident to their official duties.
    - Extends to Constituent Services Representatives
  - Real estate agent or broker currently practicing under a valid real estate license in Pennsylvania seeking property licenses or certificates.
    - May not file for permits
- 




# Authority

## Additional Notes

- Cannot otherwise do business on behalf of another person without an expediter's license (or meeting an exception). This includes lending assistance at no charge.
  - Licenses are linked to the person not the company. An expediter is an individual and that is the person that is permitted to do business with the City. That authority cannot be delegated to another person in the company.
  - Multiple expediter licenses can be linked to the same CAL if employees (or owners) of the company. . Licensure is easy.
- 



# Authority

- 1) File permit applications on behalf of the client.
    - They are considered the primary point of contact for the Department. They are responsible for all activity on the permit with the exception of inspections and submission of certifications (although they may handle).
    - The Department may still grant access to the owner, make applicant changes at the owner's request, and require meetings with the design professional.
  - 2) File business and trade licenses on behalf of the client.
  - 3) Represent a client in resolving violations with the Department.
  - 4) File an appeal application with ZBA, BBS, BLIR, PAB, or BOSFP.
  - 5) Obtain Property Certifications.
- 



# Authority

## An expediter license does not authorize one to:

### 1) Act as a design professional

- As per **34 Pa. Code § 403.42a**, a licensed design professional shall prepare commercial construction plans. An unlicensed person may only prepare if there is no compensation and there is no change to structure or egress.
- 4-A-304.1 extends the requirement to residential buildings and all projects exceeding \$25k, except ground floor additions less than 120 sq ft and non-structural alterations to residential buildings less than 5,000 sq ft, excluding excavations. Most of these projects would be eligible for an EZ permit.

### 2) Act as a real estate agent or attorney.

### 3) Act as a tax professional.

### 4) Gain access to a client's eCLIPSE account through the Department, even if the client has granted written permission.

### 5) Gain access to a client's license information without written permission.

An expediter cannot submit annual maintenance certifications on behalf of an inspector. System is designed to validate proper licensure.



# License Requirements

Requirement	Comments	Renewal
Commercial Activity License	If there is a change to the tax structure, a new CAL is required and must update company on license.	x
Tax Compliance	Must be current on all City taxes and fines	x
Professional Liability Insurance- min \$100k	Must be issued in the name of legal entity; Any DBAs must be registered with Revenue tax account	x
Proof of Current Employment or Statement of Self Employment	Signed statement on company letterhead	
Criminal History Record Search by the <a href="#">PA State Police</a>	Cannot have been guilty or pled “no defense” to crimes related to fraud or deceit or to violations of PA Public Official and Employee Ethics Law within <u>6 years</u> .  Pattern of convictions within <u>10-year period</u> is grounds for denial.	X- grounds for revocation



# License Requirements

Requirement	Comments	Renewal
Report of Civil Judgements	<p>Copies of any civil judgments against the applicant within the prior ten years for fraud, deceptive or unfair conduct, negligence, recklessness, or breach of contract in a professional capacity.</p> <p>Pattern of judgments within <u>10-year</u> period is grounds for denial.</p>	x
Prior City Employment	<p>As per 9-2200 and PA Public Official and Employee Ethics Law, must be separated from any prior position with the City or Board for at least <u>one year</u>.</p> <p>Cannot be dismissed from employment with the Department or with any of the Review Boards due to malfeasance or misfeasance within the <u>five years</u> prior to the date of application.</p>	
Fee	\$232 annual fee; \$20 non-refundable application fee	x

**MUST REPORT ANY CHANGES VIA LICENSE AMENDMENT WITHIN 3 BUSINESS DAYS**

## Get an Expediter's License

### Service overview

Expeditors file applications with the [Department of Licenses & Inspections](#) (L&I) on behalf of property owners or represent them at board hearings. Expeditors must have an Expediter's License.

This license does not authorize an individual to act as a designer or real estate agent.

### Who

Anyone can apply for this license.

You do not need this license if you are a:

- Licensed design professional.
- Licensed attorney.
- Licensed contractor performing or managing work under the application.
- Employee of a licensed design professional, attorney, or contractor.

### Requirements

#### Other licenses and registrations

- [Business Income and Receipts Tax ID \(BIRT\)](#)
- [Commercial Activity License](#)

#### Insurance

You must provide a [Certificate of Insurance](#) that includes the minimum amount:

- Professional Liability Insurance: \$100,000

#### Proof of employment

If you are not self-employed, submit a statement of current or prospective employment. This statement must be on company letterhead and signed by the employer.

#### Employment and legal history

- If you were employed at the City of Philadelphia and chose to leave, you must wait a year to make an application as an expeditor or otherwise represent clients. If you have been involuntarily terminated, you have to wait five years. This includes

Visit [Phila.gov/li](https://phila.gov/li) for complete requirements

## Find a Licensed Contractor

Search for contractors and tradespeople

L&L Dashboard / Contractor Lookup

Expediter

Contractor status

Search by license holder, company, or #



Contact Name	Company Name	License Type	License Status	License Number	Issue Date	Expiration Date	Violation History
James Ferreira		EXPEDITER	ACTIVE	060700	06/12/2023	06/11/2024	No Violation
Jerome Henry		EXPEDITER	ACTIVE	060478	05/01/2023	04/30/2024	No Violation
Atiya Grooms DBA: Swift Expediting LLC	Swift Expediting LLC	EXPEDITER	ACTIVE	060333	03/27/2023	03/26/2024	No Violation
						03/23/2024	See Details
Recent Contractor Licensing Violation (Previous 2 years)							
ADAM ABOUTAAM		EXPEDITER	EXPIRED	060178	02/22/2023	02/21/2024	No Violation
Kelsey Lee DBA: Comporth, Inc.	Comporth, Inc.	EXPEDITER	ACTIVE	060150	02/16/2023	02/15/2025	No Violation
ANQI WANG		EXPEDITER	ACTIVE	060070	02/01/2023	01/31/2025	No Violation
Amy Kilrain		EXPEDITER	EXPIRED	060028	01/25/2023	01/24/2024	No Violation
Emily Holder		EXPEDITER	ACTIVE	060029	01/25/2023	01/24/2025	No Violation
Jason Parini		EXPEDITER	ACTIVE	059948	01/10/2023	01/09/2025	No Violation

Showing 21 to 30 of 552 records

First << < 1 2 3 4 5 > >> Last

View expediter licenses, with status, and any history violation.

Currently have 107 licensed expeditors.



# Conduct


- **May not represent themselves otherwise act as a design professional, attorney, or real estate agent.**
  - Cannot prepare construction plans
- **Must engage in a written contract for services, which shall include:**
  - A description of the specific services to be provided and the relevant price terms,
  - A clear disclosure in not less than 14-point font that the Expediter is not authorized to engage in the practice of law, architecture, landscape architecture, or engineering, and is not a licensed real estate agent or broker, unless the Expediter is otherwise licensed to do so.

Contract must be furnished upon request. Department is authorized to collect with application.

- **Cannot be convicted of crimes of deceit, fraud, etc.**
- 



# Conduct

- **No Expediter shall violate any law in the course of representing any client** before the Department or the Review Boards, including, but not limited to, the provisions of Chapter 20-600 ("Standards of Conduct and Ethics").
  - **No Expediter shall misappropriate or fail to properly and promptly remit funds received from a client** for the purpose of payment of any fee, fine, penalty or administrative cost to the Department or the Review Boards.
  - **No Expediter or license applicant shall knowingly give false or misleading information** in completing a license application, in providing changes of information to the Department, or in completing an entry of appearance form.
  - **No Expediter shall knowingly deceive, mislead, or threaten any client** or prospective client in relation to any representation or solicitation to represent.
- 



# Penalty


The Department may revoke or suspend a license for violations of the above conduct. Appeals may be filed to the Board of License and Inspections Review.

- Repeated or egregious offenses constitute grounds for suspension or revocation.

A License Violation Notice may be issued:

- \$2,000 for each instance of falsification and up to \$300 for all other offenses.
- Unpaid fines are referred to collections and will be grounds to withhold future licenses/permits.

Bank Returns

- Unresolved bank returns will result in restriction in applying or obtaining permits.
  - A pattern of bank returns may constitute a violation of licensure.
- 

# Department of Licenses and Inspections

- Home
- About
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- Permits & certificates
- Inspections
- Appeals
- Resources

Department of Licenses and Inspections / Licenses / Suspended contractors

## Suspended contractors

The Department of Licenses and Inspections (L&I) enforces code compliance for contractors and other trade licensees.

## Revocations and current suspensions

The table below lists contractors and trade licensees whose licenses are currently revoked or suspended.

Contractor	License number	Current license status	Discipline imposed	Cause for discipline
[Redacted]		Suspended through June 24, 2024	6-month suspension	Intentionally and knowingly engaging in a scheme to repeatedly undercut requirements of the Philadelphia Code by creating and submitting falsified insurance documents.
		Suspended through August 8, 2024	20-month suspension	Repeatedly performed machine demolition on buildings that required hand demolition, putting neighboring buildings at risk.
		Revoked	License revocation	Created falsified Certificates of Occupancy and presented them to the purchasers of new construction residencies that had incomplete permits. This caused purchasers to move into properties that the Department had not certified as safe for occupancy.
		Revoked	License revocation	Initially suspended for repeated violations that risked public safety. License later revoked for attempting to evade suspension by continuing to perform construction while deceptively claiming that other construction companies were performing the construction.

## Completed suspensions

The table below is a list of contractors and trade licensees who have completed their license suspensions.

Contractor	License number	Current license status	Discipline imposed	Cause for discipline
[Redacted]		Suspended through February 8, 2024	3-month suspension	Repeatedly failing to comply with provisions of The Philadelphia Code, knowingly violating Stop Work Orders on two occasions causing deceptive information to be submitted to the Department to obtain permits on two occasions.
		Suspended through January 25, 2024	1-month suspension	Intentionally and knowingly deceiving the client by providing falsified Department document.
		Suspended through January 5, 2024	18-month suspension	Repeatedly submitted permit applications containing falsified information.
		Suspended through November 1, 2023	2-month suspension	Employing unlicensed contractors, disregarding Department approved plans and specifications, and failing to comply with provisions of The Philadelphia Code.
		Suspended through [Redacted]	[Redacted]	Operating with an expired contractor's license, hiring unlicensed workers.

# eCLIPSE

Do not associate contractors with your account, either through a pin or association.

- Can't prevent a license holder from giving their information; however, it compromises both of your accounts.
- Recommend conducting license activity in-person.

**eCLIPSE**  
CITY OF PHILADELPHIA

### My Profile

**CUSTOMER DETAILS**

Is an Individual:

First Name: Betty [Change Password](#)

Middle Name:

Last Name: Baldwin

Doing Business As:

Email Address: elizabeth.baldwin@phila.gov [Change Email](#)

Notification Method:  Postal Mail  Email

**\*MAILING ADDRESSES**

**Mailing Address:**

Address: 1402 9th Philadelphia, PA 19102 USA  Primary

**\*PHONE NUMBERS**

**Phone Number:**

Type: Main | Phone Number: 215 | Ext.: 886 | 6473

**LINK TO REGISTERED PA PROFESSIONAL LICENSE(S) OR CITY CONTRACTOR(S)**

To associate your account with an existing contractor, please specify the Contractor Business Name along with contractor, please specify the Contractor Business Name along with the Contractor Association Secret. (M/M)

PIN:  [Link to Registration/Contractor](#)

Below is a list of PA Professional Registration(s) and/or Contractor(s) that have been previously linked to your Registration(s):

	<input type="text"/>	<input checked="" type="checkbox"/>
	<input type="text"/>	<input checked="" type="checkbox"/>

[Scan](#)

**ACTIVITY LICENSES**

- [Register for a New Activity License](#)
- [Associate an Activity License](#)

**BUSINESS LICENSES**

- [Apply for a Business License](#)
- [Renew a Business License](#)
- [Amend a Business License](#)

**TRADE LICENSES**

- [Apply for a Trade License](#)
- [Associate a Trade License](#)

To Renew or Amend your Trade License, please associate and then use the corresponding link at the bottom of this page.

**PROFESSIONAL REGISTRATION**

- [Apply for a Registration](#)

**PERMITS & CERTIFICATES**

- [Apply for a Permit or Get a Certificate](#)
- [Associate with a Permit / Project](#)

**OTHER**

- [Submit An Annual Certification Report](#)
- [Create a Project](#)
- [Request a CBS Report](#)
- [Make an Appeal](#)

**STREETS DEPARTMENT**

- [Apply for a Streets Department Review](#)
- [Associate with a Streets Review](#)

[My Activities](#) [My Inspections](#) [My Projects](#) [My Businesses](#) [My Activity Licenses](#) [My Trade Licenses](#) [My Registrations](#) [My Hearings / Appeals](#)

[Annual Certification Reports](#)

### MY TRADE LICENSES

Below are your current trade licenses that you have received.

License Number	License Type	Licensee	License State	Issue Date	Expiration Date	
			Inactive	Apr 27, 2017	Apr 27, 2018	<a href="#">Renew License</a>
			Inactive	Sep 18, 2017	Sep 17, 2018	<a href="#">Renew License</a>
			Active	Dec 22, 2023	Oct 21, 2024	<a href="#">Amend License</a> <a href="#">Update Insurance</a>
			Inactive	Mar 29, 2017	Mar 31, 2018	<a href="#">Renew License</a>
			Inactive	Apr 19, 2016	Apr 1, 2017	<a href="#">Renew License</a>



## Plans

If your application requires plans, they must follow [plan requirements](#).

### Forms and other documents:

- Application for Accelerated Review (optional)
- Waste Hauler Form
  - For new construction, addition and alteration projects that require submission of plans.
- Zoning Permit & Approved Zoning Site Plan
  - Stamped by Licenses and Inspections for respective permit numbers.
- Structural Design Criteria form
  - Structural Design Criteria form is required unless the building is a one- or two-family home.
- **Protection of Property documentation** including pre-construction survey, monitoring plan, and adjacent owner acknowledgement
  - Excavation work more than five feet below adjacent grade and within 10 feet of an adjacent building or structure.
  - Excavation or construction work where historic structure is within 90 feet on the same or adjacent parcel.
  - Structural alterations of a historic structure, excluding one- or two-family dwellings.
  - Modification to a party wall, including joist replacement and additions.
  - Severing of structural roof or wall covering spanning properties.
- Special Inspections documentation
  - Duties & Responsibilities Agreement signed by all parties
  - Statement of Special Inspections Schedule with categories and frequency selected
  - Name of licensed Special Inspection Agency qualified for all inspection categories
- Energy Conservation Code compliance documentation
  - Reports or calculations to supplement plans, where applicable
  - Separate plan depicting the full building thermal envelope, insulation, continuous air barrier, and window/door schedule with fenestration rating and areas.
    - Refer to the Energy code compliance [sample plan](#) for minimum details.
- Energy compliance forms
  - All construction
    - Air Barrier and Insulation Installation Checklist (provide to field inspector)
  - Commercial Construction
    - COMcheck Compliance Certificate signed by the design professional (submit with application)
      - Envelope Compliance Certificate (mandatory)
      - Interior/Exterior Lighting and/or Mechanical Compliance Certificate (required if either is selected as an additional efficiency package)
    - Commissioning Compliance Checklist (provide to field inspector)
  - Residential Construction
    - REScheck Compliance Certificate signed by the design professional (submit with application)
      - PA Exemption

# eCLIPSE



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

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

## Information Sheet: Plan Submission Standards for Electronic Plan Uploads in eCLIPSE

The Department of Licenses and Inspections (L&I) offers the ability to obtain permits through the online eCLIPSE portal. Some permit types will require the submission of plans and it is important that applicants follow these rules and limitations when creating drawing files that will be uploaded for review.

### File Format

- All uploaded drawing files must be single or multi-page PDF format only. Drawings not having a '.pdf' file extension will be rejected.
- **Exception:** Does not apply to the SHEET INDEX which must be in Excel spreadsheet format (.xlsx). See page 2 for more information.

### Sheet Size

- Minimum: **18 x 24 in.** (Architectural C)
- Maximum: **36 x 48 in.** (Architectural E)
- Each electronic drawing must match standard paper sizes for printing that will go out into the field.

### Sheet Naming & Numbering

- Sheets must be numbered, named, and dated to align with the associated Sheet Index database content. National CAD Standard naming conventions are encouraged. **See page 2 of this document for more information on the Sheet Index and Naming Convention requirements.**

### Orientation


- All drawing sheets must be in a landscape orientation and positioned face up.

Review service page and know requirements before you file.

eCLIPSE is an online permit application and not a permit wizard.


# eCLIPSE


APPLICATION

Provide the Permit Number for a Master Permit, if applicable:  

\*What is your relationship to this permit?

Owner  
 Tenant  
 Equitable Owner  
 Professional / Tradesperson

Please identify the Design Professional responsible for the project:  

(None)   
 (None)

If you do not see your expediter license in pull down, contact L&I for assistance.

Enter DPRC, when applicable. In no case should an expediter identify themselves as DPRC.

# eCLIPSE

## Residential Building Permit RP-2024-003139 (Draft)

**LOCATIONS**

**Addressed Locations**

Please Search for the Address of this Permit by clicking on the magnifying glass icon below. The search results "Suite (i.e Condo)" - please select the most appropriate option based on where the work is being performed.

\* Address:

Address Remove

1400 JOHN F. KENNEDY BLVD, Philadelphia, PA 19107-3200

Building 1505984

Specific Location:

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**OWNER**

Name Office of Property Assessment Mailing Address

CITY OF PHILA, DEPT OF PUBLIC PROP 1401 JOHN F. KENNEDY BLVD MUNICIPAL SERVICES BLDG PHILADELPHIA

The Owner listed above is based on current Office of Property Assessment (OPA) records.  
For instructions on updating Owner information click on the blue help icon on the right.

Owner Has Changed

**VERIFIED OWNER INFORMATION**

\* Name:

\* Mailing Address:

\* City:  State:

\* Zip Code:  -

\* Phone Number: (  )  -

Email Address:

Ensure owner information is correct. If not, enter correct information and provide deed/ settlement sheet.

Any incorrect information on a permit application can invalidate it.

# eCLIPSE

**Residential Building Permit** RP-2024-003139 (Draft)

PROPERTY OWNER CONTACTS

*If the subject property is not owned by a natural person or a publicly-traded company, please select the checkbox below and provide the name and mailing address of at least one person who owns at 49% ownership interest in the property or up to two persons who hold the largest ownership interest in the property previously selected.*

Property is NOT owned by an individual or a publicly-traded company.

OWNER CONTACT 1

\* Name:

\* Mailing Address:

OWNER CONTACT 2


Name:

Mailing Address:

Be sure to enter correct natural person and contact info, if required.

This information is displayed on the permit.

# eCLIPSE

**Residential Building Permit** RP-2024-003139 (Draft)

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PROJECT DETAILS

*Use the boxes below to provide as much information about the work included with this Application*

*Fields marked with an asterisk (\*) are required.*

**Note: Incomplete or incorrect information provided may result in the additional reviews by L&I (or other City Departments).**

Number of Stories of Work:

Modular Building:


Includes Green Roof Construction:

This project includes excavation that is more than 5' in depth below adjacent grade:

Includes Underpinning:

One or both of the following applies:

- 1) Construction work extends into, under, or onto a public right-of-way.
- 2) Project involves new, relocated, or extended driveway.

Will special inspections be required?  

Provide accurate responses to each question.

A failure to do so creates downstream delays or may even result in a bad permit.

# eCLIPSE

The Statement of Special Inspections identifies the correct eCLIPSE inputs.

**SPECIAL INSPECTIONS**

*If a 'Special Inspection' is required for your project, select each applicable category. Before Permit Issuance, each category will require a qualified licensed professional to perform that inspection.*

*If Special Inspections are not required, click Back and uncheck the 'Special Inspections' option on the prior page.*

*If the Design Professional in Responsible Charge of Special Inspections (DPRC-SI) is not found in the search field, select "No", then enter their name and contact information.*

**Note: All Special Inspection Agency(ies) must be named before the issuance of this Permit.**

**+ Add Special Inspection**

Special Inspection Type: **High Strength Bolting and Steel Frame Installation**

Assigned Agency:

Special Inspections Details

Special Inspection Category	Required Inspector License Category	Verification and Inspection Item	Continuous	Periodic	Agency Name
Steel: (1705.2 and Table 1705.2.3)	High strength bolting and steel frame installation (Structural Steel Construction)	Structural Steel. (1705.2.1)	<input type="checkbox"/>	<input type="checkbox"/>	
		Welding (1705.2.1)	<input type="checkbox"/>	<input type="checkbox"/>	
		Cold-formed steel deck. (1705.2.2)	<input type="checkbox"/>	<input type="checkbox"/>	
		Open-web steel joist and joist girders, welding and/or high strength bolting. (1705.2.3 and Table 1705.2.3)	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete: (1705.3 and Table 1705.3)	Reinforced Concrete	Cold-formed steel trusses spanning 60 feet or greater. (1705.2.4)	<input type="checkbox"/>	<input type="checkbox"/>	
		Materials tests. (1705.3.2)	<input type="checkbox"/>	<input type="checkbox"/>	
		Reinforcement / prestressing tendons / placement (Table 1705.3 Item 1)	<input type="checkbox"/>	<input type="checkbox"/>	
		Anchors cast in concrete (Table 1705.3 Item 3)	<input type="checkbox"/>	<input type="checkbox"/>	
		Design mix (Table 1705.3 Item 5)	<input type="checkbox"/>	<input type="checkbox"/>	

Department of Licenses and Inspections  
CITY OF PHILADELPHIA

Date Received: \_\_\_\_\_  
Application Number: \_\_\_\_\_

Special Inspection Category	Required Inspector License Category	Verification and Inspection Item	Continuous	Periodic	Agency Name
Steel: (1705.2 and Table 1705.2.3)	High strength bolting and steel frame installation (Structural Steel Construction)	Structural Steel. (1705.2.1)	<input type="checkbox"/>	<input type="checkbox"/>	
		Welding (1705.2.1)	<input type="checkbox"/>	<input type="checkbox"/>	
		Cold-formed steel deck. (1705.2.2)	<input type="checkbox"/>	<input type="checkbox"/>	
		Open-web steel joist and joist girders, welding and/or high strength bolting. (1705.2.3 and Table 1705.2.3)	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete: (1705.3 and Table 1705.3)	Reinforced Concrete	Cold-formed steel trusses spanning 60 feet or greater. (1705.2.4)	<input type="checkbox"/>	<input type="checkbox"/>	
		Materials tests. (1705.3.2)	<input type="checkbox"/>	<input type="checkbox"/>	
		Reinforcement / prestressing tendons / placement (Table 1705.3 Item 1)	<input type="checkbox"/>	<input type="checkbox"/>	
		Anchors cast in concrete (Table 1705.3 Item 3)	<input type="checkbox"/>	<input type="checkbox"/>	
		Design mix (Table 1705.3 Item 5)	<input type="checkbox"/>	<input type="checkbox"/>	

# eCLIPSE

**Residential Building Permit** RP-2024-003139 (Draft)

CONSTRUCTION AREA

Use the boxes below to enter the area (square feet) for each type of work proposed with this Permit. For more information about the types of "areas" click on the blue help text on the right

Note Incomplete or incorrect information provided may result in the additional reviews by L&I (or other City Departments).

\* Area of Earth Disturbance (sq. ft.):


New Construction Area (sq. ft.):

- Area of Earth Disturbance (sq. ft.): The area of all site clearing, grubbing, or excavation that results in the existing covering of the site soils to be **removed/disturbed**.
- Gross Floor Area of Additions (sq. ft.): The sum of floor areas of all stories that are part of the building **addition**, including any basement and occupied roofs.
- Gross Floor Area of Alterations (sq. ft.): The sum of floor areas of all stories that are part of the building **alteration**, including any basement and occupied roofs.
- Gross Floor Area of New Construction (sq. ft.): The sum of floor areas of all stories of the **proposed** building, including any basement and occupied roofs.

Ensure that correct gross floor area is entered.

If undercharged for a permit, L&I will submit an invoice to the permit applicant upon discovery, regardless of stage.

# eCLIPSE

**PROJECT COSTS** 

Use the boxes below to identify the cost of work for each construction activity associated with this Permit. At a **MINIMUM** enter a value in the 'General Construction Cost of Work' field for the work proposed under this Permit.

If you enter **any costs** for Excavation, Electrical, Fire suppression, Mechanical, or Plumbing work, the system will automatically generate permit reviews for those disciplines as well. You will be prompted to enter details for each trade where a cost of work is listed.

**Warning:** For "New Construction" it is **mandatory** that you include Electrical, Mechanical (or Fuel Gas), and Plumbing work with this Permit. You **MUST** enter associated Costs of Work.

For 'Excavation', you are **NOT** required to enter a cost of work if you already have a separate excavation permit or permit application. You will be prompted for the Site/Utility permit number on a later screen.

\* Electrical Cost of Work:

Fire Suppression Cost of Work:

Fuel / Gas Cost of Work:

\* Mechanical Cost of Work:

\* Plumbing Cost of Work:

\* Excavation Cost of Work:

\* General Construction Cost of Work:

Total Construction Cost of Work: 50.00

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**OCCUPANCY**

Provide the Construction Type(s) associated with the work proposed under this application in the grid below. You must also list the gross floor area in square feet of each story and specify whether or not each story will be protected with an automatic sprinkler system.

To add a line to the grid, click '+ Add Occupancy'.

* Occupancy Type	* Construction Type	* Square Footage	Floor	Sprinklers?	
R-3 Residential (1 or 2 Dwellings)	V-B Combustible Unprotected	800	1	Sprinklered	✘
R-3 Residential (1 or 2 Dwellings)	V-B Combustible Unprotected	800	2	Sprinklered	✘

Screen ID: 3081547

Enter correct project costs.

Enter Occupancy Info.  
This detail is on the plan.



**INTERIOR**

Select the applicable scope of work for any interior plumbing work to be included with this Plumbing Permit.

Note: If the Type of Work is "New Construction" the options for "New Fixtures with Piping " will be selected by default.

New Fixtures with Piping:

Water Heater Replacement Only:

Fixture Replacement with Piping:

Fixture Replacement without Piping:

Repair of Existing Pipe:

Number of Pipe Sections:

Food Preparation Equipment Involved:

---

**EQUIPMENT**

Select "+ Add Equipment" to identify the type and quantity of all Plumbing fixtures included in this Permit Application


Note: Incomplete or incorrect information provided may result in additional reviews by L&I

**+ Add Equipment**

Description	Quantity
(None)	1
(None)	
Area Drains	
Backflow Device	
Backwater Valve	
Floor Drain	
Hose Bibbs	
Hot Water Heater	
Indirect Waste/Hub Drain	
Kitchen Sink	
Laundry Sink	
Lavatory	
Other (Include in Description of Work)	
Roof Drains	
Rough-In of aboveground piping	
Shower/Tub	
Storm Drains	
Sump Pump/Sewage Ejector	
Water Closet/ Urinal	

For combo permits, enter accurate trade information.

# eCLIPSE

 **Residential Building Permit** RP-2024-003139 (Draft)

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IMPACTS ON ADJACENT PROPERTY

\* Does your project include work that impacts adjacent property as described below?  NO  YES

1. Excavation exceeding a depth of five (5) feet below adjacent grade, excluding digging, trenching, or boring for utilities or geotechnical exploration, that is within ten (10) feet of an existing structure on an adjacent property
2. Modification to a wall which is used for joint service between two buildings on separate lots, including demolition or underpinning.
3. Excavation, new construction or demolition work occurring within 90 feet of a designated historic building or structure on an abutting lot.
4. Severing of any structural, roof, or wall covering element extending continuously across the property line onto adjoining property.
5. Demolition activity that results in the exposure of a wall of an adjacent or adjoining building.

\* OWNER ACKNOWLEDGEMENT

*The owner and resident (if different from owner) of the adjacent property must be provided with certain project information. An Acknowledgment of Receipt must be signed by the owner of each adjacent property and uploaded with the permit application. If the owner's signature cannot be secured, proof of mailing must be accompanied by the form AND no permit will be issued in less than 60 days of submission.*

*\*Must select one of the following. Note: The permit is subject to revocation if false or inaccurate information is provided.*


Required information has been shared with property owners and tenants and a copy of the signed Owner's Acknowledgement Form shall be uploaded with this application.

Reasonable attempt has been made to share information with adjacent property owner. I am unable to obtain the signature of owner of adjacent property or properties confirming delivery. I understand that my permit shall not be issued in less than 60 days from application date.

Be sure to enter correct information on impacts.

The applicant is named as the contact on the notice sent out by the Department.

# eCLIPSE

**Residential Building Permit** RP-2024-003139 (Draft)

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DEVELOPMENT IMPACT TAX

*Beginning January 1, 2022 a new development impact tax will be applied to permits for residential improvements except those that are NOT eligible for a real estate tax exemption.*

*Check this box if your project is NOT eligible for a residential real estate tax abatement as described on the Office of Property Assessment service page ([Link](#)).  
By checking this box, you affirm understanding that no development impact tax will be applied and no tax abatement application may be filed.*

**Back** **Next**

Only projects that are NOT eligible for tax abatement are exempt from the tax.

Revenue will audit permits after completion and, if DIT was required, the owner will be assessed with penalty.

# eCLIPSE

Structural and Framing Plans (S-series)	Plans showing the design and layout of all structural systems including framing plans, connection details, size and location of columns, requisite design calculations, etc.	None	Optional
Zoning Plans (Z-series)	Plans showing the height, area, and associated massing of any structure or development including summary tables of applicable Zoning provisions, flood hazard information, property lines, Use categories, etc.	None	Optional
Executed Contract of Construction Costs	Summary document for ELECTRICAL cost of work proposed including all material, labor, design fees, and the overhead and profit cost inherent in the contract, whether or not any such items are provided at no cost. For work involving the installation of solar electric systems, the constructions costs shall exclude the cost of any arrays or inverters used for such systems.	None	Optional
Phila. City Planning Commission Review Documents	Cover letter, plans, renderings and other supporting documents required to obtain Philadelphia City Planning Commission (PCPC) approval for the proposed work. For more information please visit: <a href="https://www.phila.gov/services/zoning-planning-development/get-a-plan-review/philadelphia-city-planning-commission-plan-reviews/">https://www.phila.gov/services/zoning-planning-development/get-a-plan-review/philadelphia-city-planning-commission-plan-reviews/</a>	None	Optional

UPLOADED DOCUMENTS

[+ Upload Files](#)

<input type="checkbox"/> File Name	Document Type	Comments
<b>(1) New Documents</b>		
<input type="checkbox"/> TradeLicenseCertificate (7).pdf	<span style="background-color: #90EE90; padding: 2px;">New</span>	<a href="#">Add comment</a>
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"><ul style="list-style-type: none"><li> Application Documents</li><li> Act 537 Sewage Facilities Plan, Module App. Mailer</li><li> Dept. of Parks and Recreation (DPR) Approval</li><li> Engineering design calculations</li><li> Executed Contract of Construction Costs</li><li> Philadelphia Water Department (PWD) Requirements</li><li> Request for Permit Fee Waiver / Deferral</li><li> Streets Department Approval Excavation</li><li> Amended Construction Documents</li></ul></div>		

Proper organization of documents is essential.



# Resources

[www.phila.gov/li](http://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, NEWS & EVENTS, and PUBLICATIONS & FORMS, along with a search icon. The main header features the text "Department of Licenses and Inspections" and a mission statement: "Building a safer city by enforcing building-related codes through inspections, licensing, permitting, and demolitions." Below this is a horizontal menu with buttons for HOME, ABOUT, LICENSES, PERMITS & CERTIFICATES, INSPECTIONS, APPEALS, and RESOURCES. The "Services" section contains six cards with icons and text: "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", and "Rent your property".

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 Payments

## 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>
		<a href="#">Amend a Trade License</a>
		<a href="#">Associate 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 are available through the 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

 <p><b>eCLIPSE</b></p> <p>Use our online system to apply for permits and licenses. You can also look up business and trade license information.</p>	 <p><b>Make an appointment</b></p> <p>You must make an appointment to get services at the L&amp;I Permit and License Center.</p>	 <p><b>Atlas</b></p> <p>Atlas is the City's robust mapped-based information tool. Find violations, property information, and more.</p>	 <p><b>311</b></p> <p>Use 311 to ask questions or report issues around Philadelphia.</p>
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Make an appointment with the Permit and License Center

Some applications need preapprovals from other departments. To avoid delays, [get help online using 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 for [Board of Licenses and Inspections Review](#) (BLIR), [Board of Building Standards Review](#) (BSR), or [Planning Director's Board](#) (PDB).
- 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 Atlas platform](#).

Can make appointment:

- online
- Call 311
- Download app
- MSB kiosk

What would you like to get in line for?

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

Virtual- next business day

In-Person- 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". The main content area is titled "Welcome to eCLIPSE." and contains three input fields: "Email Address:" with a red asterisk and a link to "Forgot Email Address?", "Password:" with a red asterisk and a link to "Forgot password?", and 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". In the bottom right corner, a green circular chat icon is highlighted with a blue rectangular box.

Accessible through any eCLIPSE screen

Currently Available  
9am-1pm

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

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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
- License Issue
- Code or Permit Processing Question
- Boards Notice of Decision Submission
- Payment Issue
- Project Meeting and Dedicated Examiner
- Property Sales Certification
- Structural Maintenance & Fire Protection Certifications
- Missing Virtual Appointment Link
- Request Copy of Violation
- Other

### 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

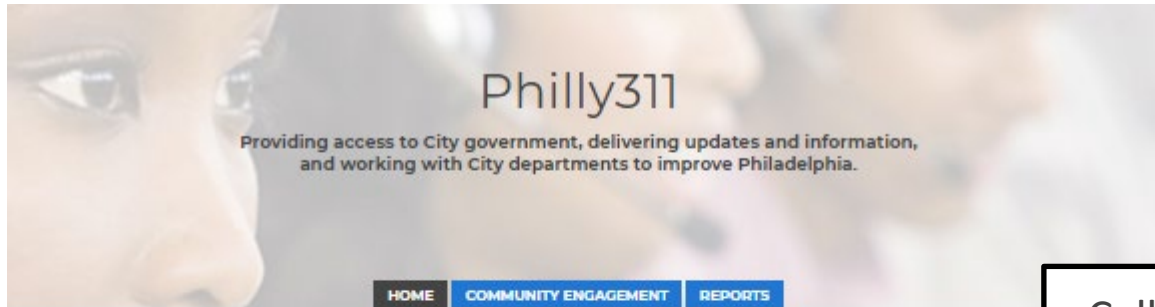
- [How to use the shopping cart function in eCLIPSE \(PDF\)](#)
- [eCLIPSE and tax account issues FAQ \(PDF\)](#)
- [Renewing a trade license using eCLIPSE \(PDF\)](#)
- [Renewing a business license using eCLIPSE \(PDF\)](#)

[More -](#)

#### 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



Home / 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

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

- Service requests
- Direction on connecting with L&I
- Basic information on available L&I services

# Permit Navigator



## Philadelphia Permit Navigator

### Business Portal

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

[Start](#)

### Residential Portal

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

[Start](#)