

Permitting Basics

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

Permitting

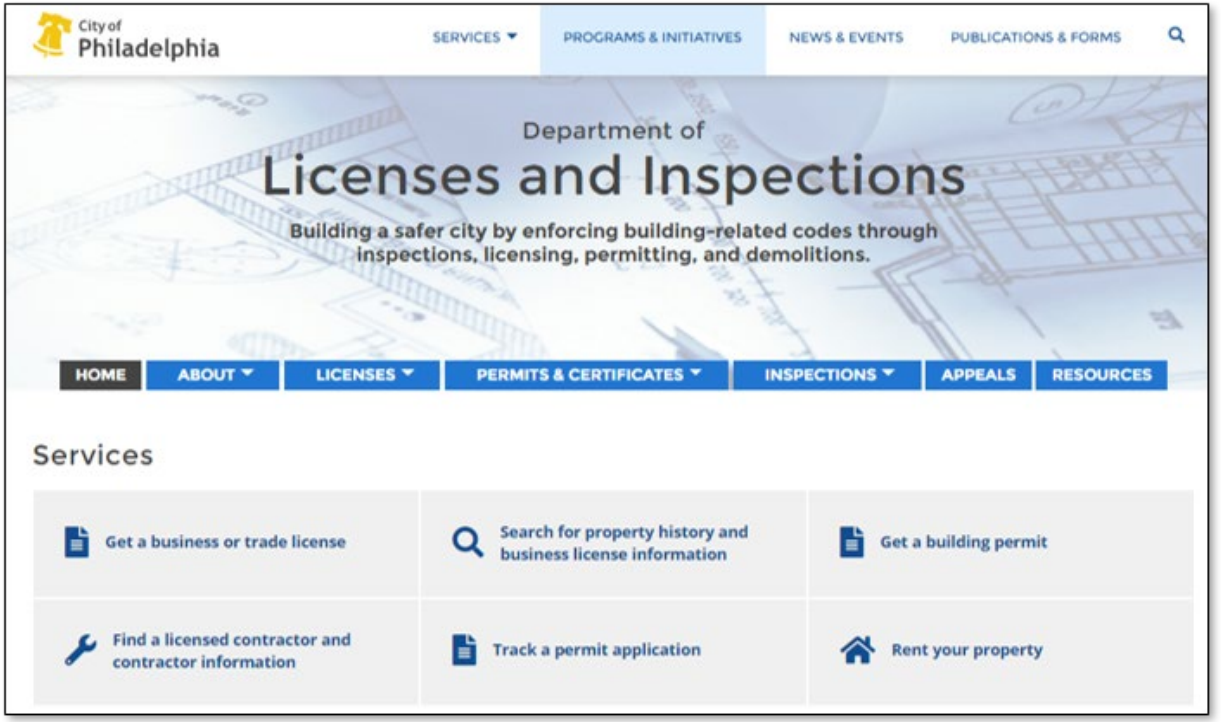
- Services and Resources
- ECLIPSE Account Overview
- ECLIPSE Permitting
- Holds
- Inspections

Additional Sessions for Existing User Q&A

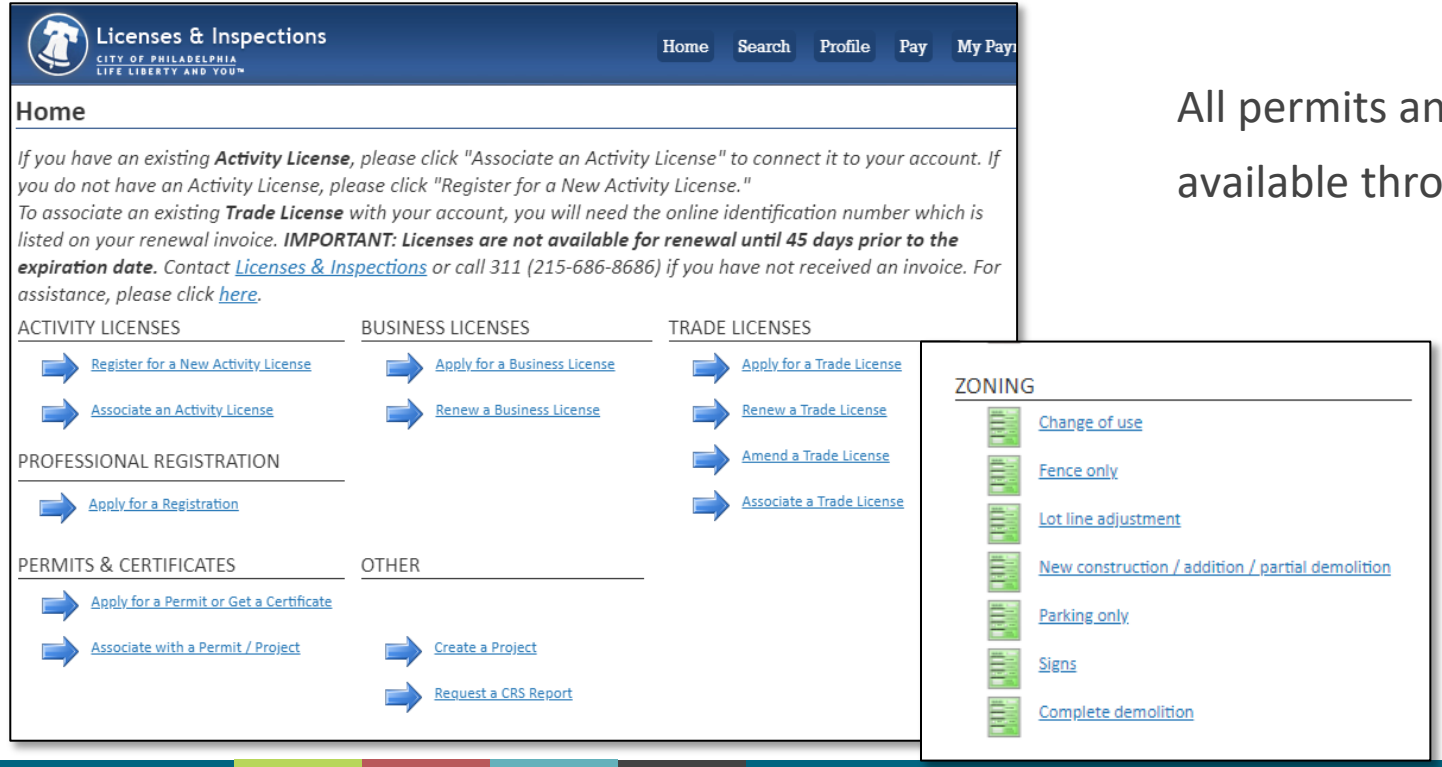
Services and Resources

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

www.phila.gov/li

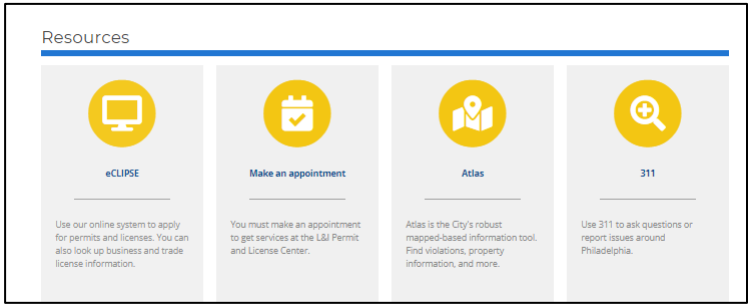


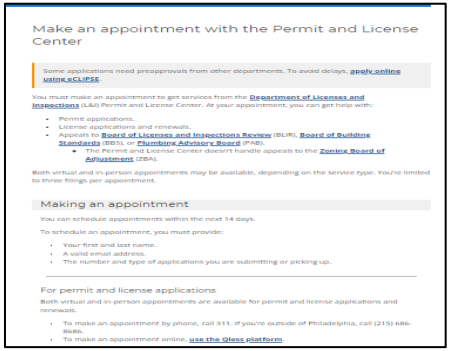
L&I Available Services-Online



All permits and licenses available through online portal

Virtual and In-Person Appointments







Can make appointment:

- Online
- Call 311
- Download app
- MSB kiosk

Virtual- next business day
In-Person- same day

May vary during peak days/ seasons

Chat



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

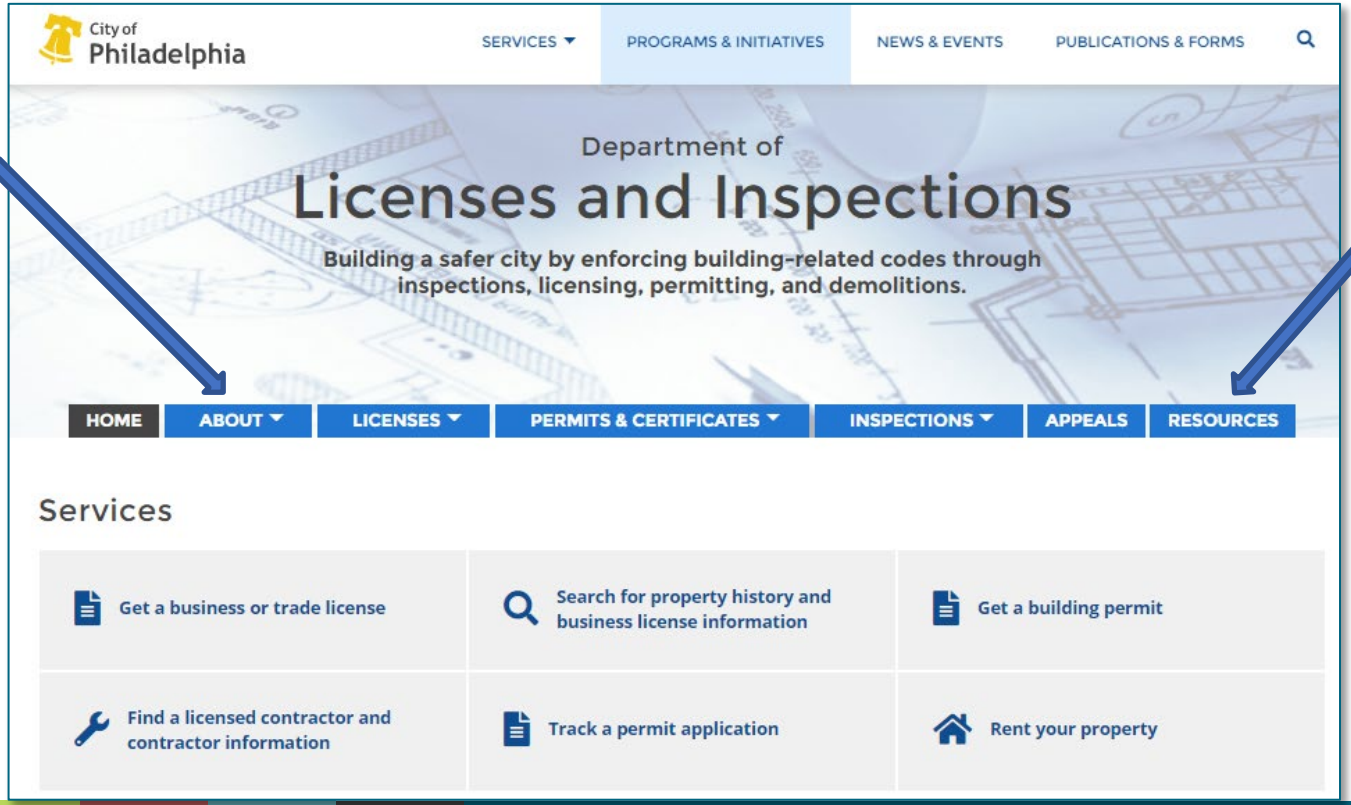
Accessible through any eCLIPSE screen

Currently Available 9:30-1:00 (will gradually expand to 2:30)

Live chat will show ‘we are here’

Website Help Services

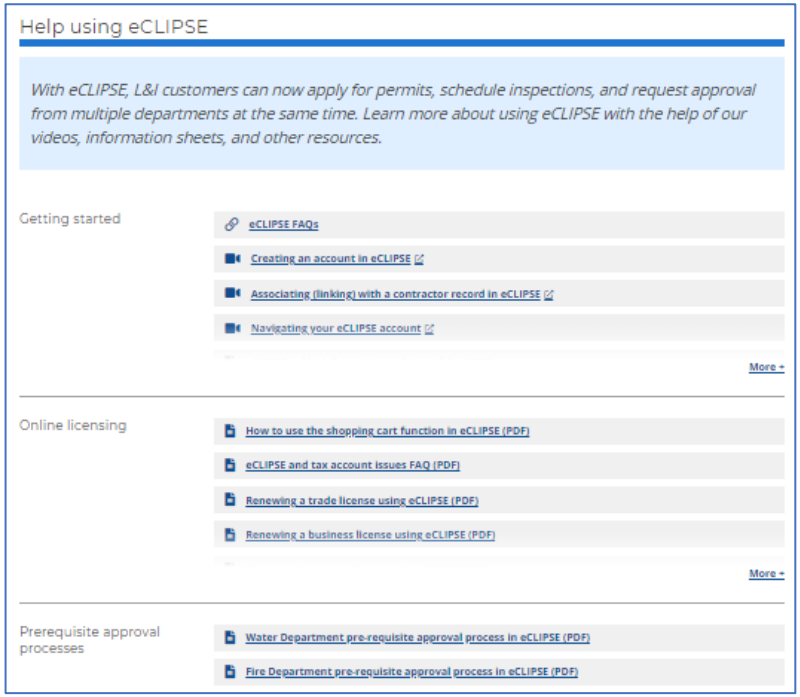
Service Request: including status of past-due reviews, holds, permit access, specific code/ process questions



Self Help: eCLIPSE Help, FAQs, Code Bulletins

Website Help Services





Philly 311 Call Center



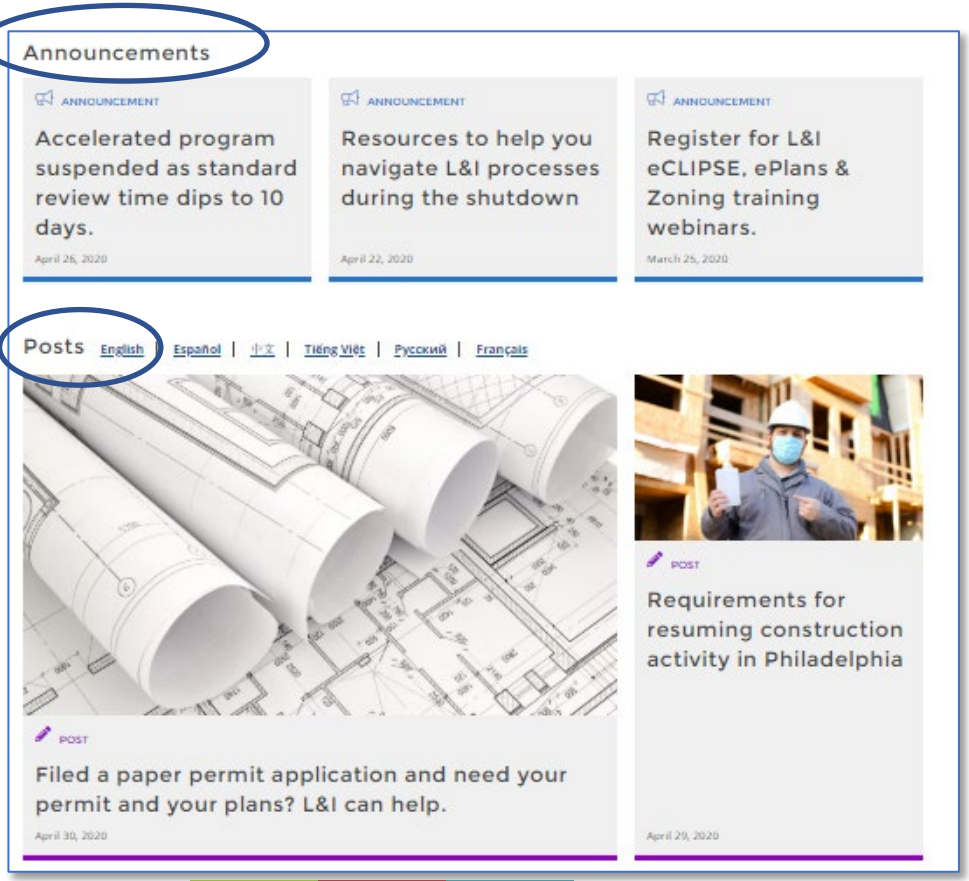
Call 3-1-1 (215-686-8686) for:

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

Web Services

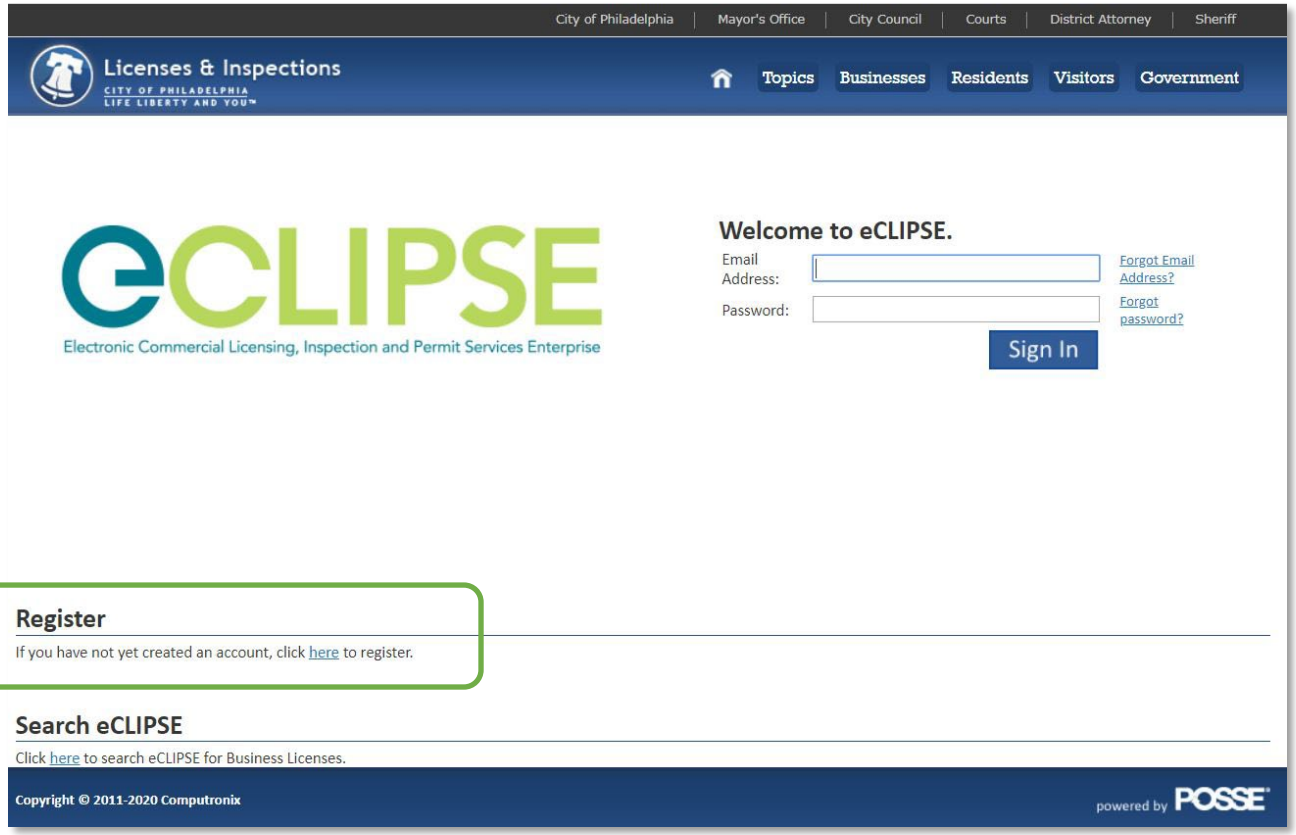
http://phila.gov/li

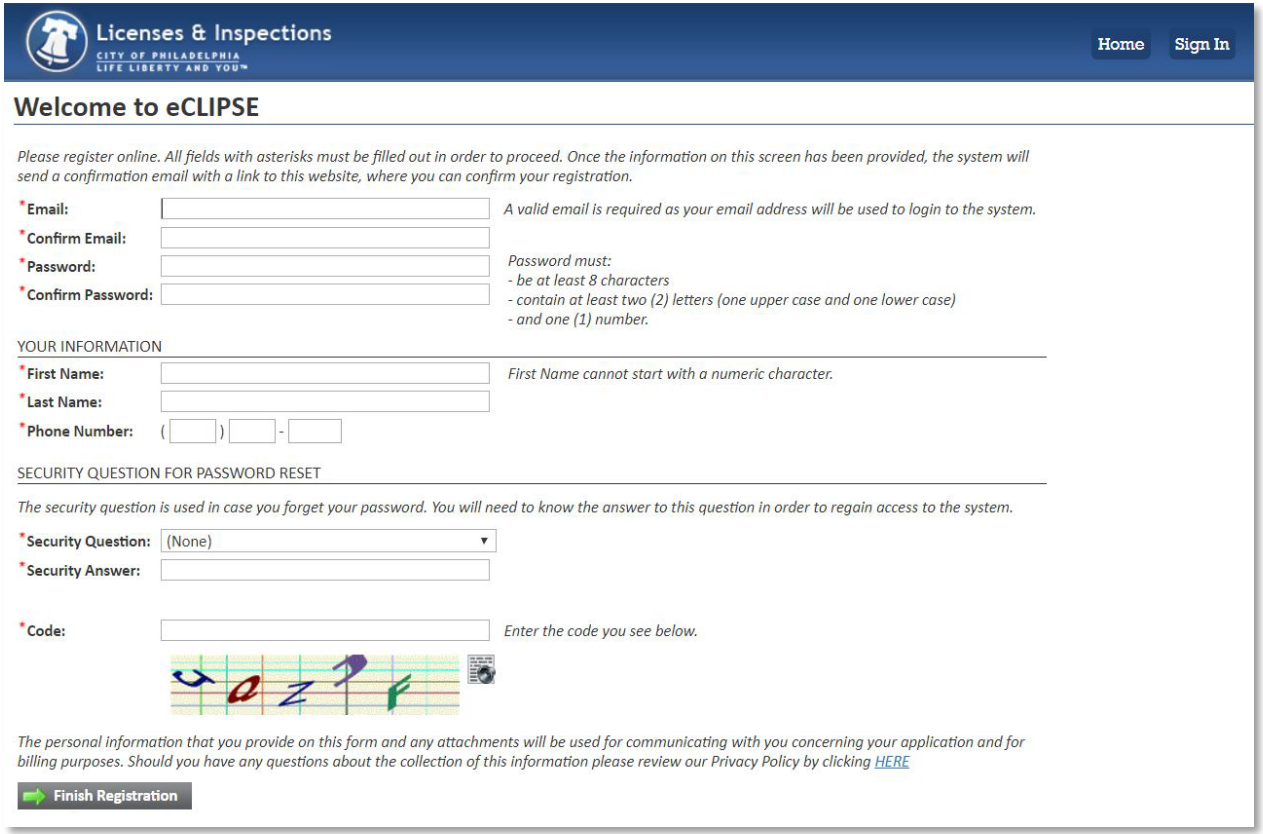
Get a Permit	Permit Requirements and Exemptions
Get a Trade License	Contractor License Requirements
Get a Business License	Business License Requirements
Contractor Inspections	Scheduling Inspections and Submitting Permit Certs
eCLIPSE	Online eCLIPSE Portal
eCLIPSE Help	eCLIPSE Self-help videos, how-to-guides,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



Keep an eye on Announcements and Newsletter!

Online Account Creation (Public “External” Users)

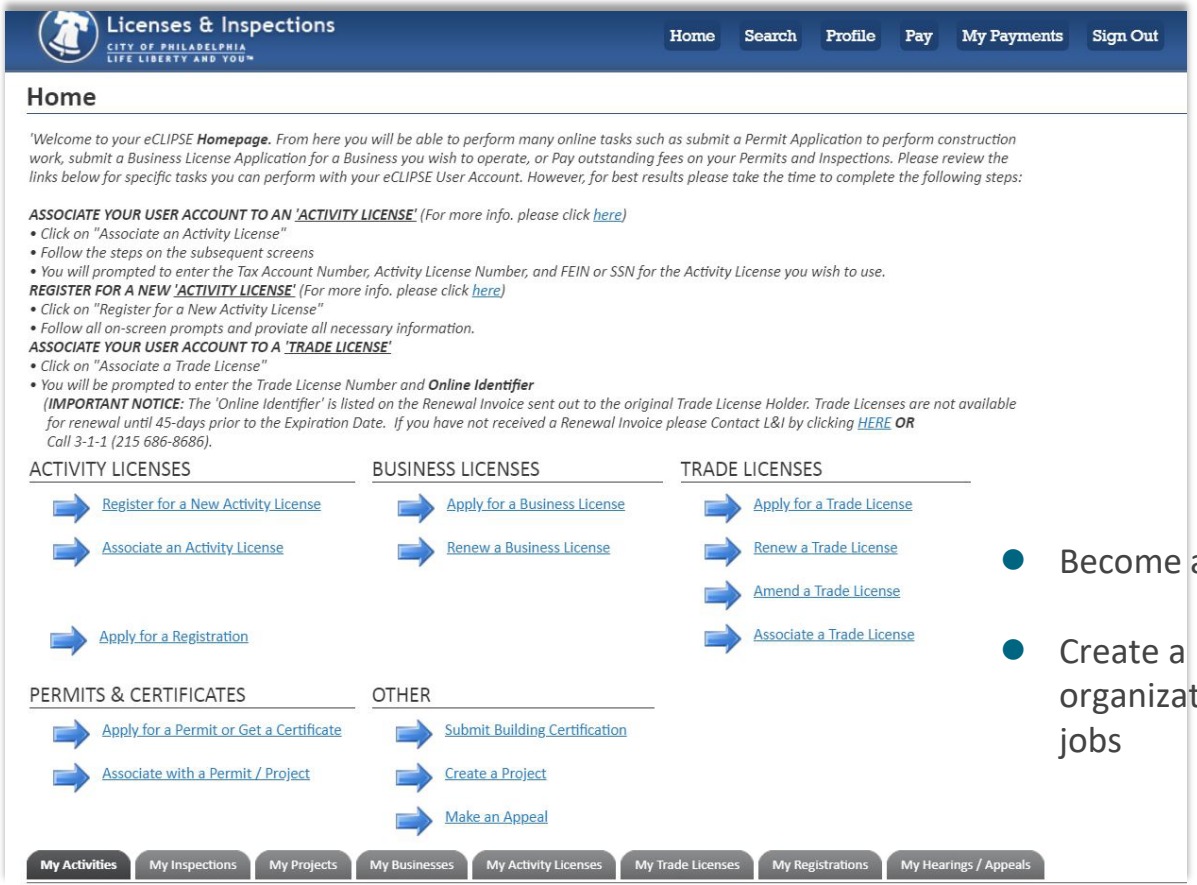

City of Philadelphia | Mayor's Office | City Council | Courts | District Attorney | Sheriff
Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND YOU™
Topics
Businesses
Residents
Visitors
Government
eCLIPSE
Electronic Commercial Licensing, Inspection and Permit Services Enterprise
Welcome to eCLIPSE.
Email Address:
Forgot Email Address?
Password:
Forgot password?
Sign In
Register
If you have not yet created an account, click here to register.
Search eCLIPSE
Click here to search eCLIPSE for Business Licenses.
Copyright © 2011-2020 Computronix
powered by POSSE


Licenses & Inspections
CITY OF PHILADELPHIA
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Home
Sign In
Welcome to eCLIPSE
Please register online. All fields with asterisks must be filled out in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website, where you can confirm your registration.
*Email:
A valid email is required as your email address will be used to login to the system.
*Confirm Email:
*Password:
*Confirm Password:
Password must:
- be at least 8 characters
- contain at least two (2) letters (one upper case and one lower case)
- and one (1) number.
YOUR INFORMATION
*First Name:
First Name cannot start with a numeric character.
*Last Name:
*Phone Number:
SECURITY QUESTION FOR PASSWORD RESET
The security question is used in case you forget your password. You will need to know the answer to this question in order to regain access to the system.
*Security Question:
(None)
*Security Answer:
*Code:
Enter the code you see below.
The personal information that you provide on this form and any attachments will be used for communicating with you concerning your application and for billing purposes. Should you have any questions about the collection of this information please review our Privacy Policy by clicking HERE
Finish Registration

Navigating Your Home Page

Home Page

- Pay balances due
- Apply for and renew Licenses
- Apply for Permits
- See permit job status on main page



- Become a co-applicant
- Create a Project for organization of permit jobs



1. My Activities:
   Access 50 most recent permit record;

2. My Inspections

3. My Projects:
   Permits organized by Project-
   User Managed Versus City Managed

4. My Businesses:
   Access all business licenses

5. My Trade Licenses:
   Contractor License and
   Home Improvement Registration

6. My Registrations:
   Design Professional and
   Attorney Registrations

7. My Hearings/ Appeals:
   Appeals to all boards

Resources

Administrative Text

APPLICATION INSTRUCTIONS

*You have selected the **Residential Building Permit (RP)**. If the building contains OTHER THAN a one- or two-family dwelling, you must use the Commercial Building Permit (CP) application type.*

For more help please review our Instructional Video and associated User Guide on Completing a Permit Application by clicking HERE.

Blue-Dot



Website

- Individual Services
- eCLIPSE Instructional Videos and FAQs

Still Stuck?

- Join Chat
- Make a Virtual Appointment
- Contact 3-1-1

Share Access To Your Account

Shared Account Access

- Grant someone the authority to manage a trade license
  - Renew, submit insurance updates, amend business information
  - This access should only be granted to an employee
  - Recommend that users be registered under company email address

Shared Account Access

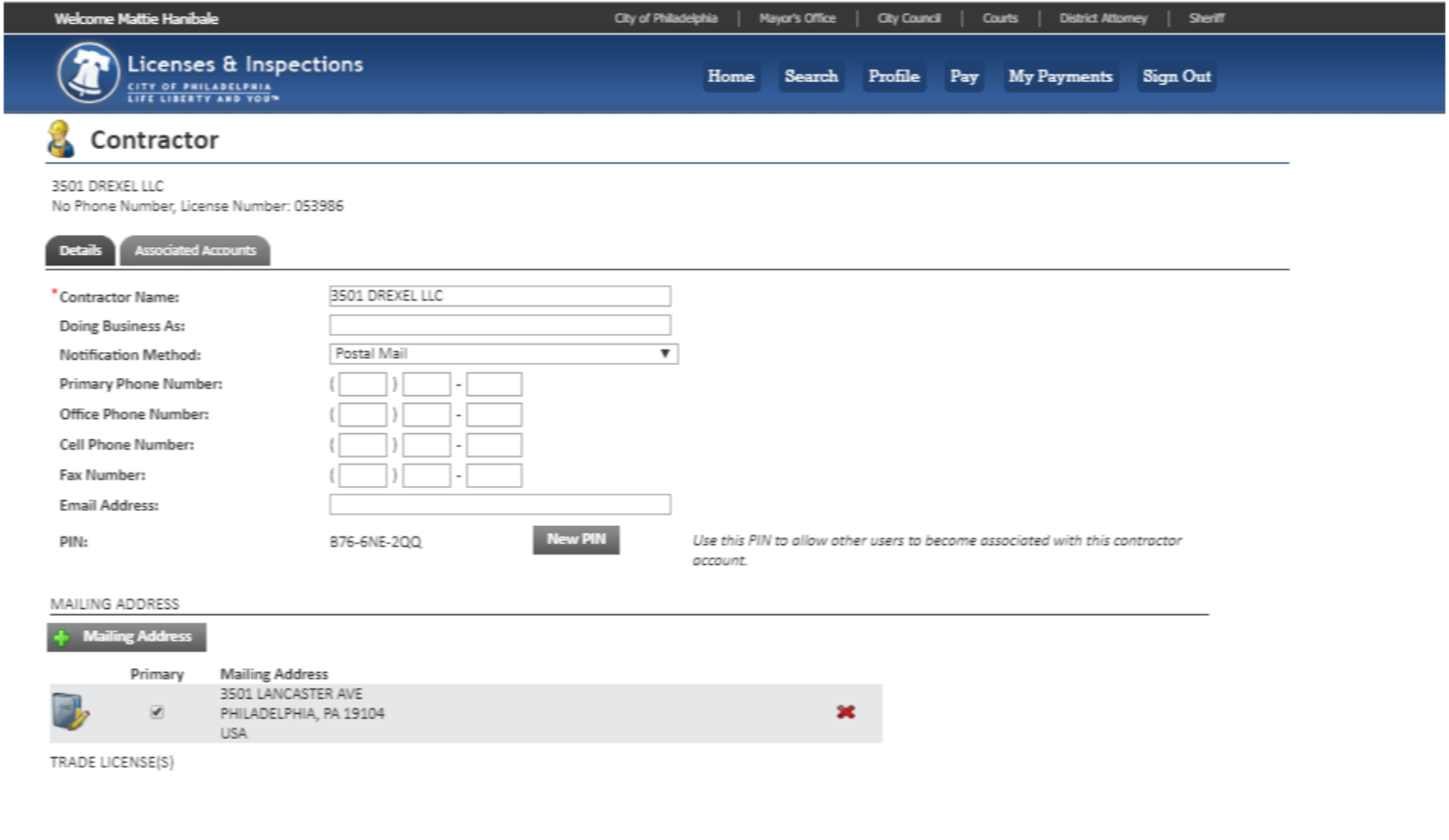
- Grant someone the authority to file permit applications on behalf of your company or under your Prof Reg
  - File and manage permit applications. Only the applicant can see the permit.
  - Most appropriate for employees of design and law firms
  - Expediters need not link to a client's account to file.

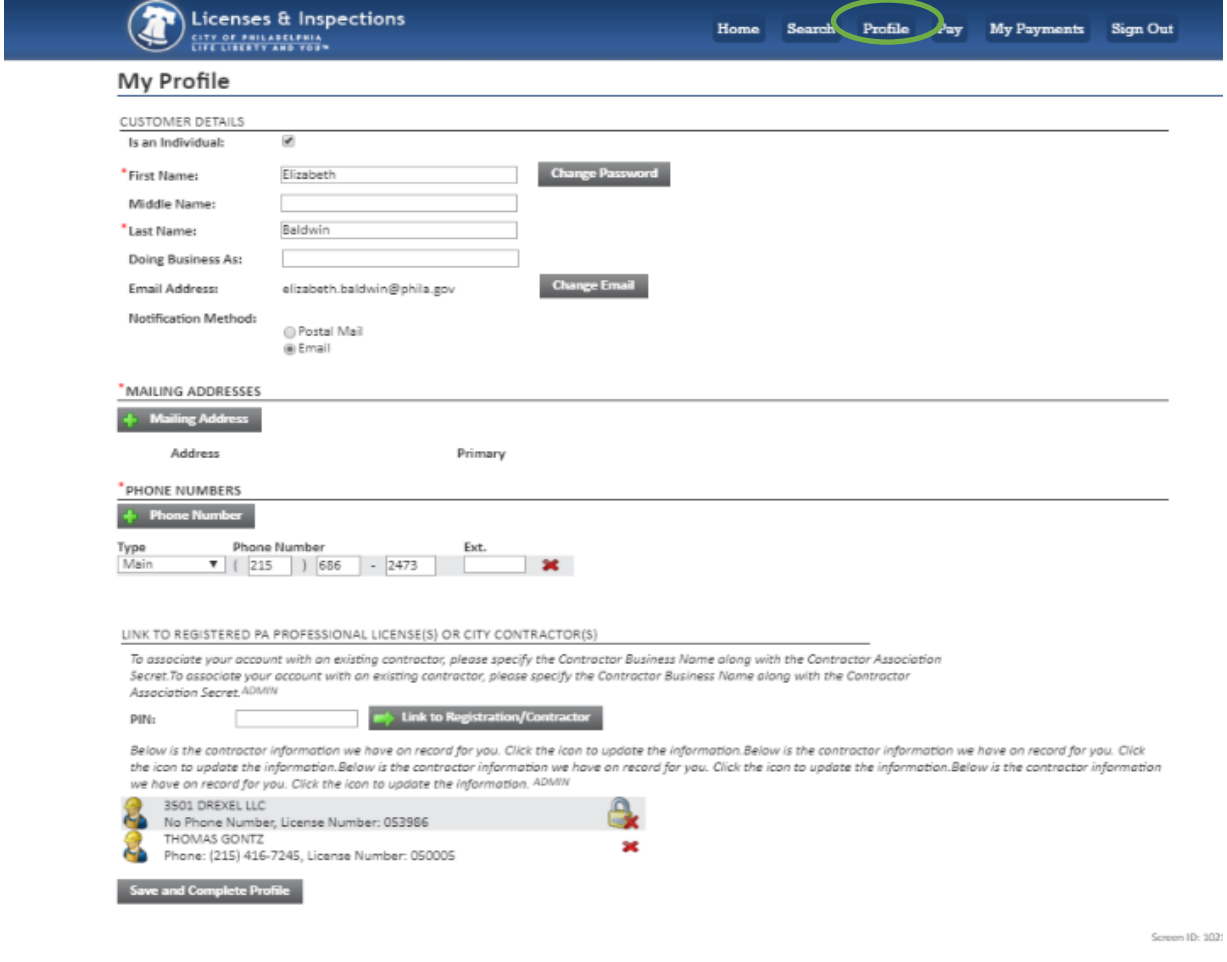
Shared Account Access

- Grant someone access to the permit
  - Allows full access to a specific permit

This is not the access required for a contractor

Managing Your Profile


Welcome Mattie Hanibale
City of Philadelphia | Mayor's Office | City Council | Courts | District Attorney | Sheriff
Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND YOU™
Home Search Profile Pay My Payments Sign Out
Contractor
3501 DREXEL LLC
No Phone Number, License Number: 053986
Details
Associated Accounts
*Contractor Name:
3501 DREXEL LLC
Doing Business As:
Notification Method:
Postal Mail
Primary Phone Number:
Office Phone Number:
Cell Phone Number:
Fax Number:
Email Address:
PIN:
B76-6NE-2QQ
New PIN
Use this PIN to allow other users to become associated with this contractor account.
MAILING ADDRESS
Mailing Address
Primary
Mailing Address
3501 LANCASTER AVE
PHILADELPHIA, PA 19104
USA
TRADE LICENSE(S)


Licenses & Inspections
CITY OF PHILADELPHIA
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Home
Search
Profile
Pay
My Payments
Sign Out
My Profile
CUSTOMER DETAILS
Is an Individual:
*First Name:
Elizabeth
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
Primary
*PHONE NUMBERS
Phone Number
Type
Phone Number
Ext.
Main
(215) 686 - 2473
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 the Contractor Association Secret.To associate your account with an existing contractor, please specify the Contractor Business Name along with the Contractor Association Secret.ADMIN
PIN:
Link to Registration/Contractor
Below is the contractor information we have on record for you. Click the icon to update the information.Below is the contractor information we have on record for you. Click the icon to update the information.Below is the contractor information we have on record for you. Click the icon to update the information.Below is the contractor information we have on record for you. Click the icon to update the information. ADMIN
3501 DREXEL LLC
No Phone Number, License Number: 053986
THOMAS GONTZ
Phone: (215) 416-7245, License Number: 050005
Save and Complete Profile
Screen ID: 102

Contractor

3501 DREXEL LLC
No Phone Number, No License Numbers

Details | **Associated Accounts**

	Manager
Elizabeth Baldwin (215) 686-2473 elizabeth.baldwin@phila.gov	☑

Save

Permitting

Benefits

- Online Permitting
  - Auto-Issue or abbreviated review of certain permits
  - ePlan submissions for electronic review
- Online Account Access
- More streamlined approval process across departments
  - Streets, PWD, Planning, Historic, Art, OPA
- Appeals, amendments and TCOs filed from within the permit job.
- Inspection Scheduling
- Combo Applications
- Project Umbrella- ‘Get an Assigned Examiner Service’

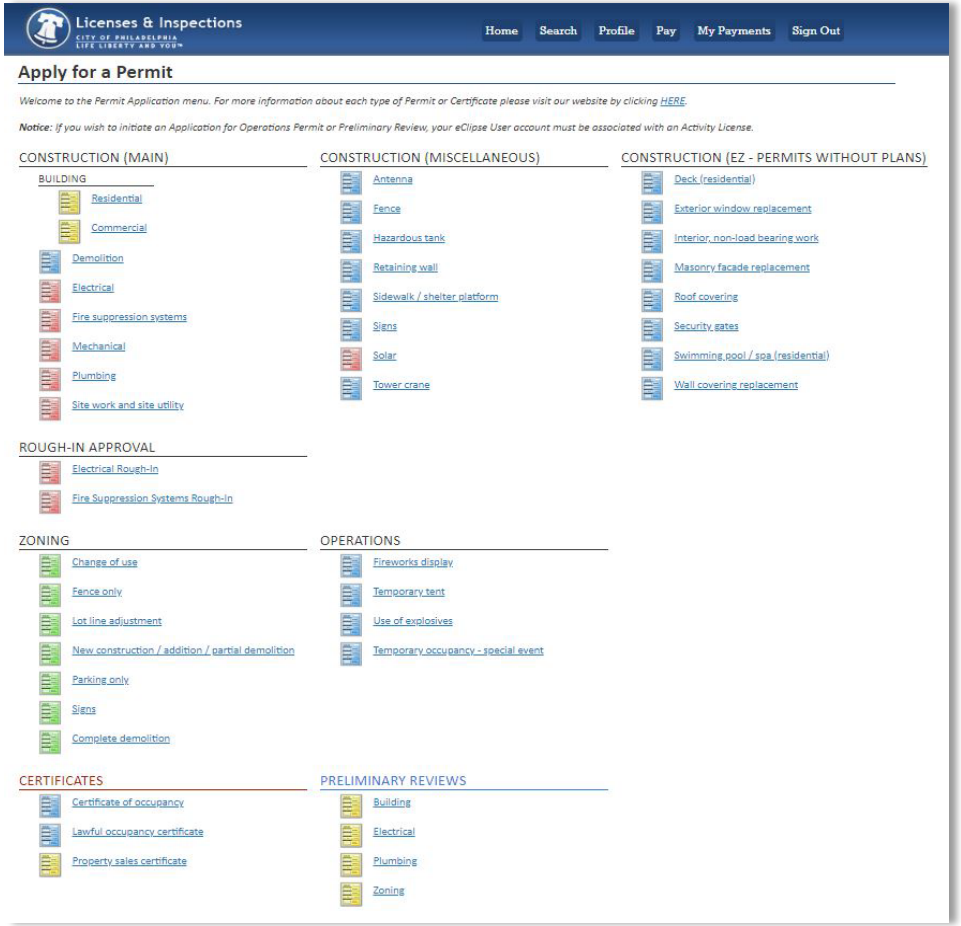
Business Changes

- Residential New Construction must include MEP
  - Fire Suppression optional
- Design Professionals (in Responsible Charge) and Attorneys must register PA license and CAL if serving as applicant.
- Home Improvement Contractors must submit CAL and insurance.
- Contractor must affirm association if not the applicant.
- Contractor License Checks

Permit Menu

Permit Menu:

- Construction
  - Main
  - Misc.
  - EZ w/o plans
  - Rough-In
- Zoning
- Operations
- Certificates
- Preliminary



Apply for a Permit

Welcome to the Permit Application menu. For more information about each type of Permit or Certificate please visit our website by clicking HERE.

***Notice:** If you wish to initiate an Application for Operations Permit or Preliminary Review, your eClipse User account must be associated with a Commercial Activity License (CAL). Please return to your eCLIPSE Home Page for instructions on how to "Associated an Activity License" to your User Account.*

CONSTRUCTION (MAIN)

BUILDING

- Residential
- Commercial
- Demolition
- Electrical
- Fire suppression systems
- Mechanical
- Plumbing
- Site work and site utility

CONSTRUCTION (MISCELLANEOUS)

- Antenna
- Fence
- Hazardous tank
- Retaining wall
- Sidewalk / shelter platform
- Signs
- Solar
- Tower crane

CONSTRUCTION (EZ - PERMITS WITHOUT PLANS)

- Deck (residential)
- Exterior window replacement
- Interior, non-load bearing wall demolition
- Masonry facade replacement
- Roof covering
- Security gates
- Swimming pool / spa (residential)
- Wall covering replacement

ZONING

- Change of use
- Fence only
- Lot line adjustment
- New construction / addition / partial demolition
- Parking only
- Signs
- Complete demolition

OPERATIONS

- Fireworks display
- Temporary tent
- Use of explosives
- Temporary occupancy - special event

CERTIFICATES

- Certificate of occupancy
- Lawful occupancy certificate
- Property sales certificate

PRELIMINARY REVIEWS

- Building
- Electrical
- Plumbing
- Zoning

Filing a Commercial Building Permit Application (Combo)

PERMITS & CERTIFICATES

- Apply for a Permit or Get a Certificate
- Associate with a Permit / Project

OTHER

- Submit Building Certification
- Create a Project
- Make an Appeal

My Activities | My Inspections | My Projects | My Businesses | My Activity Licenses | My Trade Licenses | My Registrations | My Hearings / Appeals

MY ACTIVITIES

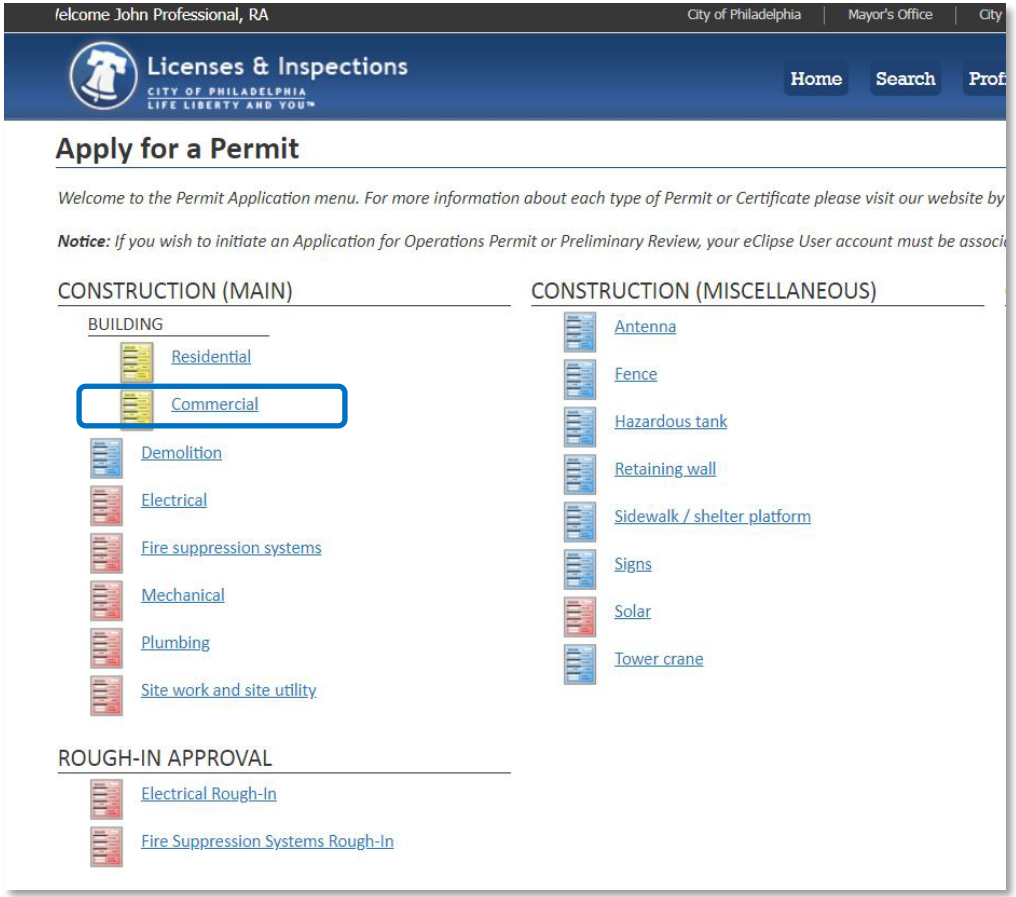
These are your recent Permits and Applications. Click "Show more..." below to see a larger list or "Search..." above to search for specific records.

PERMITS

Type	File Number	Location	Description	Status	Created Date	
General Permit	GP-2020-000010	500 SPRUCE ST, Philadelphia, PA 19106-4112	Commercial - Sign	Draft	Feb 5, 2020	No Contractor
General Permit	GP-2020-000009	5001 GRANT AVE, Philadelphia, PA 19114-3199	Commercial - Fence	Submitted	Feb 4, 2020	No Contractor
Fire Suppression Permit	FP-2020-000001	170 S INDEPENDENCE MALL W, Philadelphia, PA 19106-3314	Commercial - Alteration	Ready For Issue	Feb 4, 2020	
Commercial Building Permit	CP-2020-000013	3711 MARKET ST # B, Philadelphia, PA 19104-5504	Commercial - Garage - Addition and/or Alteration	In Review	Feb 4, 2020	
Administrative Permit	AP-2020-000003	701 CATHEDRAL RD, Philadelphia, PA 19128-2106	Certificate of Occupancy and/or Lawful Occupancy	Draft	Feb 4, 2020	No Contractor
Zoning Permit	ZP-2020-000007	1202 PINE ST, Philadelphia, PA 19107-5906	Commercial - Full Demolition	Application Incomplete	Feb 4, 2020	No Contractor

Show less...

Permit Menu:


/elcome John Professional, RA
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Home
Search
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Apply for a Permit
Welcome to the Permit Application menu. For more information about each type of Permit or Certificate please visit our website by
Notice: If you wish to initiate an Application for Operations Permit or Preliminary Review, your eClipse User account must be associ
CONSTRUCTION (MAIN)
BUILDING
Residential
Commercial
Demolition
Electrical
Fire suppression systems
Mechanical
Plumbing
Site work and site utility
ROUGH-IN APPROVAL
Electrical Rough-In
Fire Suppression Systems Rough-In
CONSTRUCTION (MISCELLANEOUS)
Antenna
Fence
Hazardous tank
Retaining wall
Sidewalk / shelter platform
Signs
Solar
Tower crane

Commercial Building Permit CP-2020-000014 (Draft)

APPLICATION INSTRUCTIONS

*You have selected the **Commercial Building Permit (CP)**.*

For more help please review our Instructional Video and associated User Guide on Completing a Permit Application by clicking HERE.

***Note:** If the building contains or will contain only a one- or two-family dwelling, you must use the Residential Building Permit (RP) application type.*

APPLICATION

Provide the Permit Number for a Master Permit, if applicable: [ ] Clone from Master Permit

*What is your relationship to this permit?

- ○ Owner
- ○ Tenant
- ○ Equitable Owner
- ◉ Professional / Tradesperson

Awesome Architecture - 053981

Please identify the Design Professional responsible for the project:

Were you able to find the Design Professional you were looking for? ◉ Yes ○ No

*What type of work will be done? Addition and/or Alteration

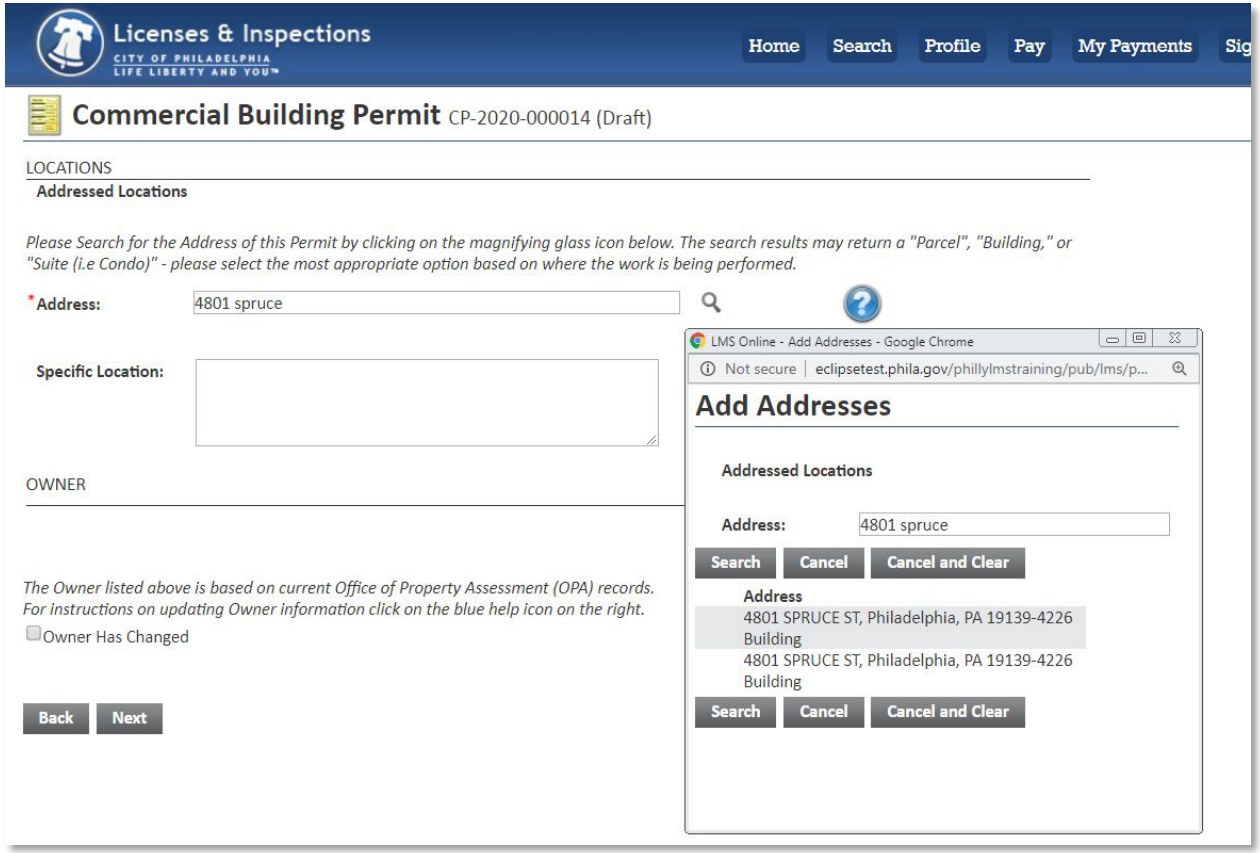
What type of structure is proposed? Other **Number of Units:** 0

Please identify an existing project, if applicable:

*Provide a detailed description of work: Alterations to existing recreation center per plans. [+] [-]

Select the review type for this Permit Application. Review times and fees vary with each type. For more information click on the blue help icon to the right.

◉ Standard Review ○ Comply with EZ Standard ○ Accelerated Review


Licenses & Inspections
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Home
Search
Profile
Pay
My Payments
Commercial Building Permit CP-2020-000014 (Draft)
LOCATIONS
Addressed Locations
Please Search for the Address of this Permit by clicking on the magnifying glass icon below. The search results may return a "Parcel", "Building," or "Suite (i.e Condo)" - please select the most appropriate option based on where the work is being performed.
*Address:
4801 spruce
Specific Location:
OWNER
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
Back
Next
LMS Online - Add Addresses - Google Chrome
Not secure
eclipsetest.phila.gov/phillylmstraining/pub/lms/p...
Add Addresses
Addressed Locations
Address:
4801 spruce
Search
Cancel
Cancel and Clear
Address
4801 SPRUCE ST, Philadelphia, PA 19139-4226
Building
4801 SPRUCE ST, Philadelphia, PA 19139-4226
Building
Search
Cancel
Cancel and Clear

PROPERTY OWNER CONTACTS

If the subject property is not owned by a natural person or a publicly-traded company, please select the checbox 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:**

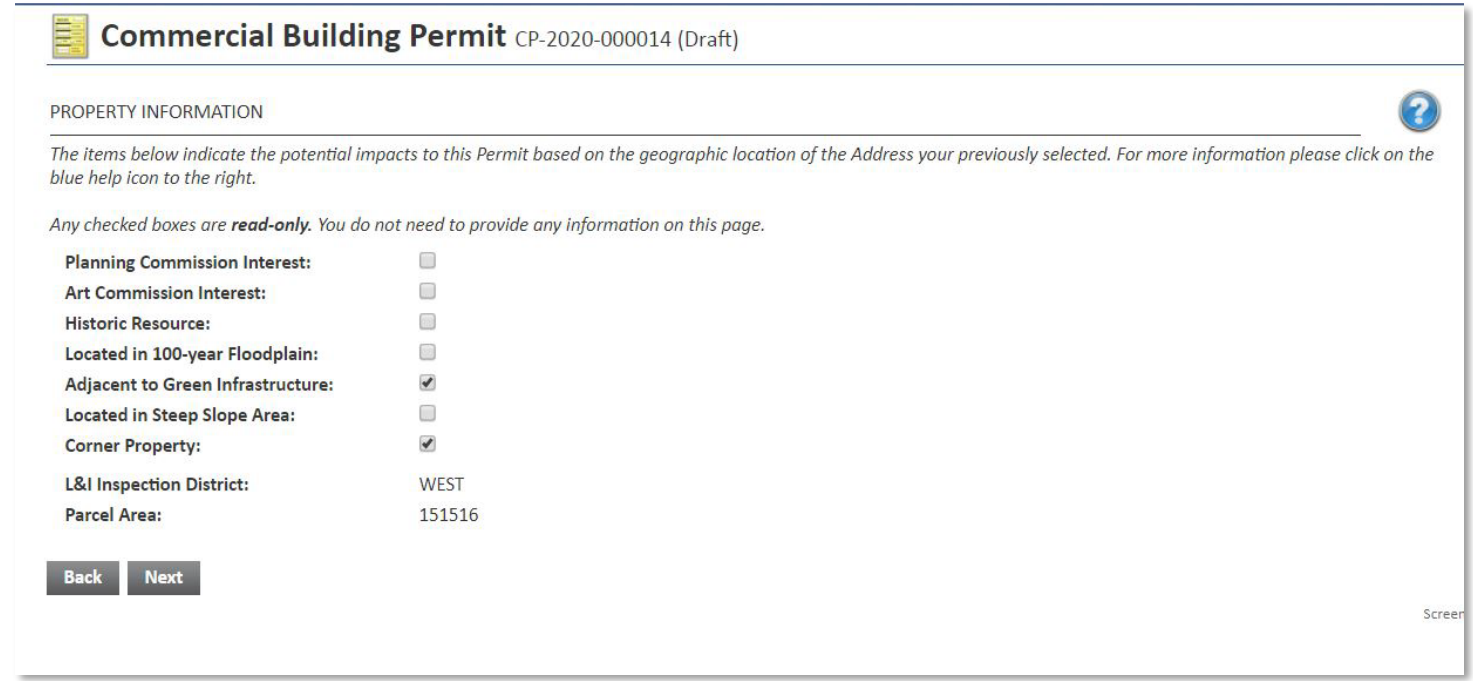
OWNER CONTACT 2

Name:

Mailing Address:

Back **Next**

Scr


Commercial Building Permit CP-2020-000014 (Draft)
PROPERTY INFORMATION
The items below indicate the potential impacts to this Permit based on the geographic location of the Address your previously selected. For more information please click on the blue help icon to the right.
Any checked boxes are read-only. You do not need to provide any information on this page.
Planning Commission Interest:
Art Commission Interest:
Historic Resource:
Located in 100-year Floodplain:
Adjacent to Green Infrastructure:
Located in Steep Slope Area:
Corner Property:
L&I Inspection District: WEST
Parcel Area: 151516
Back
Next
Screen

Commercial Building Permit CP-2020-000014 (Draft)

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:	1
High Rise Building:	☐
Modular Building:	☐
Includes Green Roof Construction:	☑
Façade Work Being Done:	☐
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?	☐

Back Next

Commercial Building Permit CP-2020-000014 (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 icon 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.):	
Alteration Area (sq. ft.):	3000
Addition Area (sq. ft.):	

PROJECT COSTS

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

*If you enter **any costs** for 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.*

Electrical Cost of Work:	
Fire Suppression Cost of Work:	
Mechanical / Fuel Gas Cost of Work:	$80,000.00
Plumbing Cost of Work:	
* **General Construction Cost of Work:**	$220,000.0(
Total Construction Cost of Work:	$300,000.00 Calculate

* OCCUPANCY

Provide the Occupancy Classification(s) and Construction Type(s) associated with the work proposed under this application in the grid below as defined in Chapters 3 and 6 of the Philadelphia Building Code. 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'.

Add Occupancy

* Occupancy Type	Construction Type	* Square Footage	Floor	Sprinklers?
A-3 Assembly (Worship, Recreation, Amusement, Othe	II-B Noncombustible Unprotected	3000	Ground Floor	Sprinklered

This is the total cost of improvement for the residential project or residential portion of the project that may be used for an OPA tax abatement application. It may include work covered by other permits for this property and work that does not require a permit.

* **Total Improvement Cost:** 30000

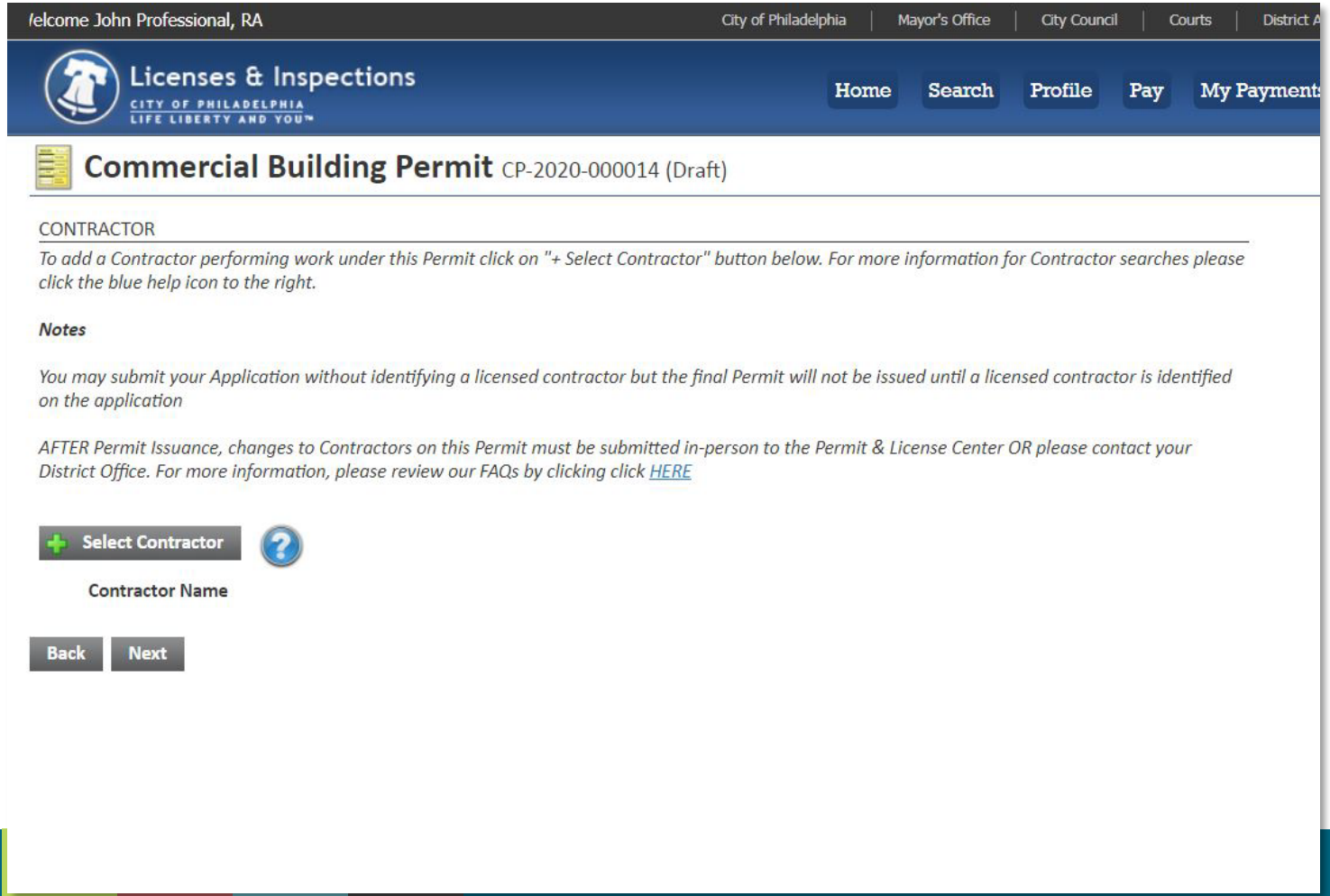
DEVELOPMENT IMPACT TAX

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 exemption 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

Scree


/elcome John Professional, RA
City of Philadelphia
Mayor's Office
City Council
Courts
District A
Licenses & Inspections
CITY OF PHILADELPHIA
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Home
Search
Profile
Pay
My Payments
Commercial Building Permit CP-2020-000014 (Draft)
CONTRACTOR
To add a Contractor performing work under this Permit click on "+ Select Contractor" button below. For more information for Contractor searches please click the blue help icon to the right.
Notes
You may submit your Application without identifying a licensed contractor but the final Permit will not be issued until a licensed contractor is identified on the application
AFTER Permit Issuance, changes to Contractors on this Permit must be submitted in-person to the Permit & License Center OR please contact your District Office. For more information, please review our FAQs by clicking click HERE
Select Contractor
Contractor Name
Back
Next

Commercial Building Permit CP-2020-000014 (Draft)

MECHANICAL FUEL/GAS PERMIT DETAILS

Mechanical / Fuel Gas system information must be provided because a Mechanical / Fuel Gas Cost of Work was added to this Application.

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

Note:** If HVAC work is not required, click Back and make sure the cost of work associated with this system is **ZERO (0).

*EQUIPMENT

Use the checkboxes below to identify all Mechanical / Fuel Gas System information that is part of this Permit

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

Add Equipment

	Description	Quantity
	Appliances (connected via ductwork)	4

MECHANICAL FUEL/GAS CONTRACTOR

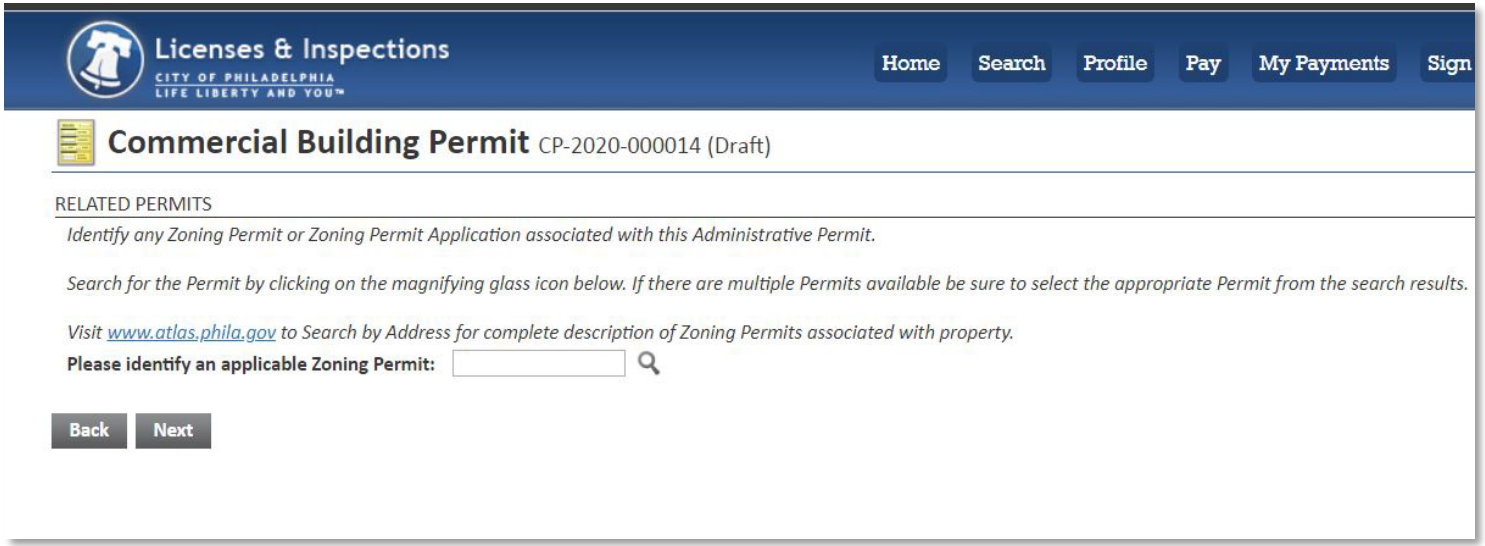
Please identify the licensed contractor who will perform all mechanical / fuel gas work listed above.

Select Contractor

Contractor Name

Back Next

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Sign
Commercial Building Permit CP-2020-000014 (Draft)
RELATED PERMITS
Identify any Zoning Permit or Zoning Permit Application associated with this Administrative Permit.
Search for the Permit by clicking on the magnifying glass icon below. If there are multiple Permits available be sure to select the appropriate Permit from the search results.
Visit www.atlas.phila.gov to Search by Address for complete description of Zoning Permits associated with property.
Please identify an applicable Zoning Permit:
Back
Next

Commercial Building Permit CP-2020-000014 (Draft)

*Additional documents may be needed for your Application. Any Attachment Type noted as **'Required'** must be uploaded and the 'Document Type' selected from the drop-down menu.*

*Attachments Types identified as **'Optional'** may still be required by the Department based on your scope of work. For more information regarding this and other plan submission standards click on the blue help icon to the right.*

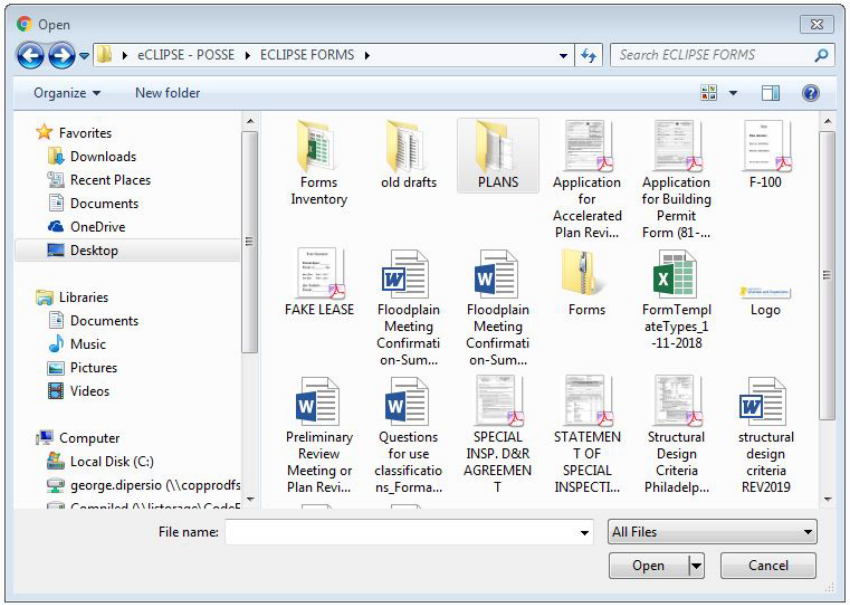
DOCUMENTS TO ATTACH

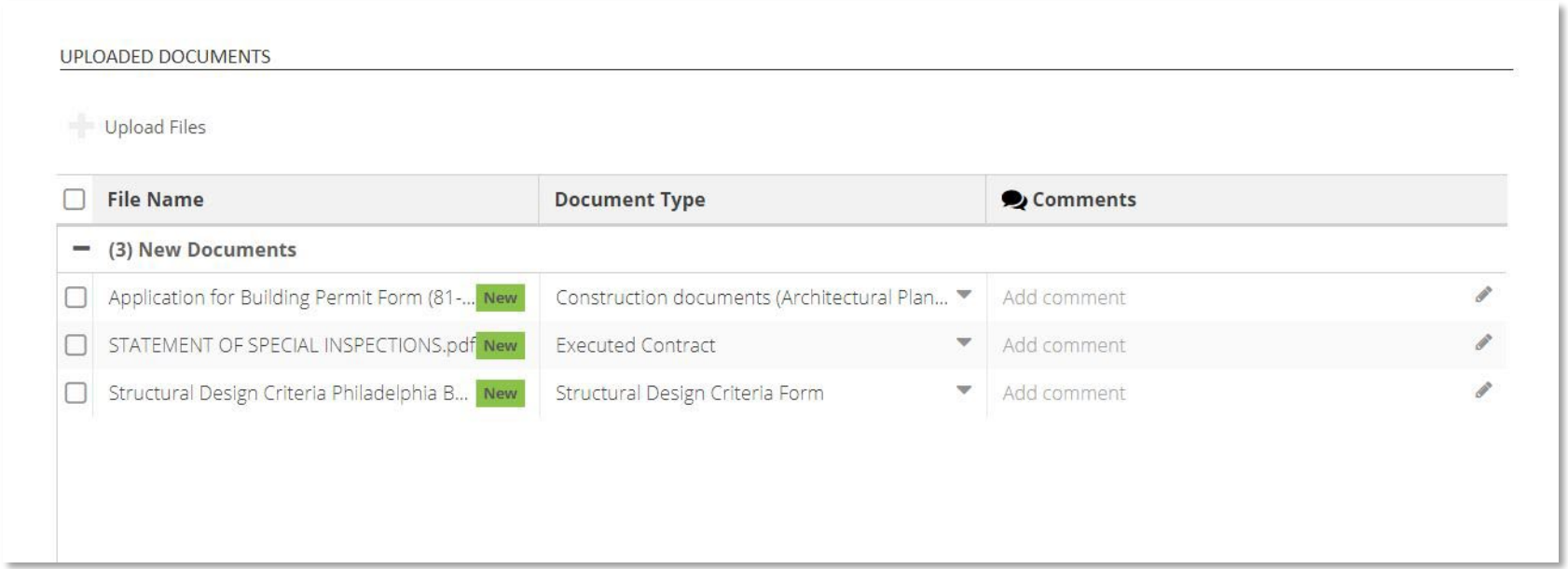
Uploaded	Attachment Type	Description	Sample Form	
	Specifications		None	Optional
	Miscellaneous Documents	This is an extra long description for testing. This is an extra long description for testing. This is an extra long description for testing. This is an extra long description for testing. This is an extra long description for testing. This is an extra long description for testing. This is an extra long description for testing.	Open	Optional
	PA Department of Health Approval	Approval letter and plan from the PA Dept. of Health (PA DOH) concerning work on a healthcare facility	None	Optional
	Pre-Approval Documents		None	Optional
	Soils Investigation / Engineer's Report	Soils Investigation / Engineer's Report on Existing Foundation	None	Optional
	Structural Design Criteria Form	Form completed by PA PE listing all structural loads applicable to the building or structure	None	Required
	Truss Drawing		None	Optional
	Asbestos Inspection Report	Form completed by a Certified Asbestos Inspector documenting any asbestos containing materials and any required removal.	None	Optional
	Construction documents	Plans and other supporting documents that show the design of all of the construction proposed under the current Permit Application. Each specific discipline (i.e. Architectural, Structural, Electrical, etc.) should be attached as a separate multi-page bookmarked PDF with the Discipline Letter as a prefix for the filename. For more information regarding basic submission and file naming standards please press the "Sample Form" button on the right.	None	Required
	Board Authorization	Formal letter required from a City of Philadelphia Appeals Board authorizing any change to plans or submitted documents previously formally Denied by the Department.	None	Optional
	Department of Parks and Recreation Approval	Approval notice and associated plans issued by the Philadlephia Dept. of Parks and Recreation (DPR) for the proposed work.	None	Optional
	Energy Conservation Compliance Documents		None	Optional
	Executed Contract		None	Required
	Key Plan	Simplified plan showing either layout of buildings on the site if the property is a multi-building site or tenant-/suite-spaces if the structure is a multi-tenant building	None	Optional
	Markup Comments	Document used to store standard markup comments	None	Optional

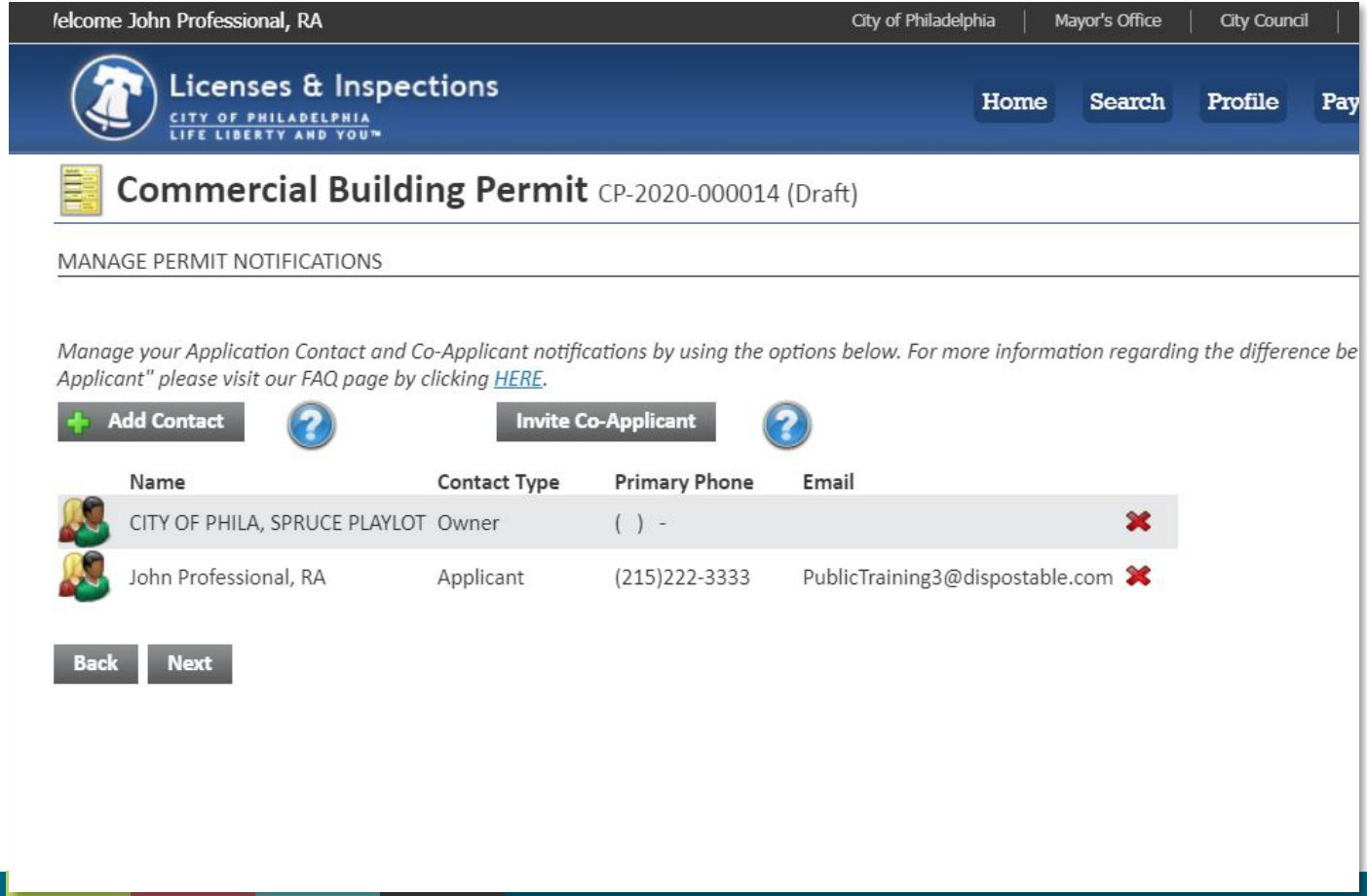
UPLOADED DOCUMENTS

Upload Files

File Name	Document Type	Comments




UPLOADED DOCUMENTS
Upload Files
File Name
Document Type
Comments
(3) New Documents
Application for Building Permit Form (81-...
New
Construction documents (Architectural Plan...
Add comment
STATEMENT OF SPECIAL INSPECTIONS.pdf
New
Executed Contract
Add comment
Structural Design Criteria Philadelphia B...
New
Structural Design Criteria Form
Add comment

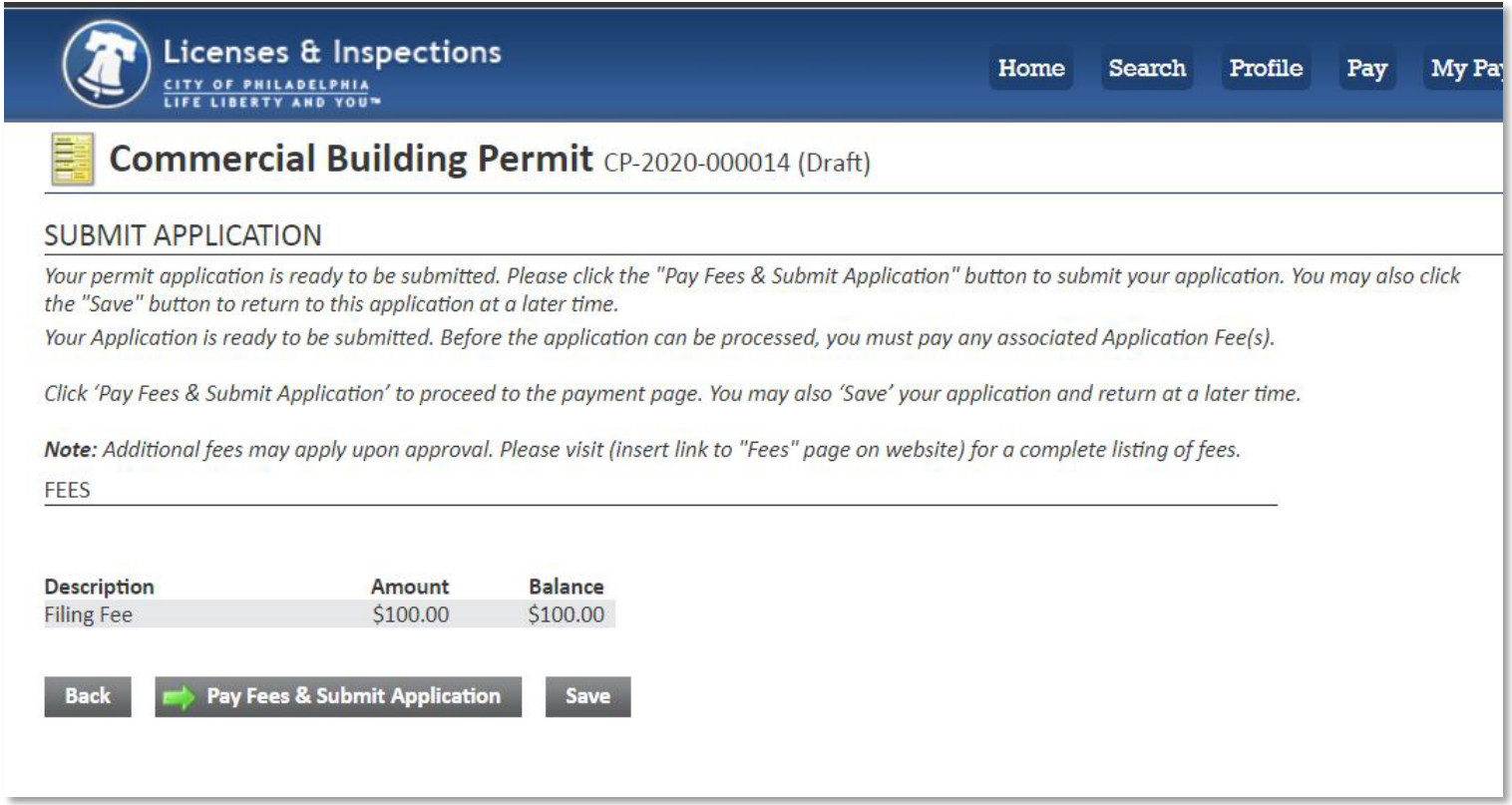

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Commercial Building Permit CP-2020-000014 (Draft)
MANAGE PERMIT NOTIFICATIONS
Manage your Application Contact and Co-Applicant notifications by using the options below. For more information regarding the difference be
Applicant" please visit our FAQ page by clicking HERE.
Add Contact
Invite Co-Applicant
Name
Contact Type
Primary Phone
Email
CITY OF PHILA, SPRUCE PLAYLOT
Owner
( ) -
John Professional, RA
Applicant
(215)222-3333
PublicTraining3@dispostable.com
Back
Next

Through the Manage Permit Notifications screen, can manage Application ‘Contacts’ and ‘Co-Applicants.’

A Contact is someone associated with the project. The Contact is kept informed based on the system notifications the permit Applicant selects. The Contact does not necessarily have a user account and does not have rights to edit or own the application nor the permit.

A Co-Applicant has the same level of access as the applicant. The Co-Applicant can change all attributes and add information if required. To invite a Co-Applicant, select the ‘Invite Co-Applicant’ button. The system will provide a single-use ‘Associated Code’ that can be given to anyone selected as co-applicant. The Applicant or Co-Applicant can request another association code to invite additional co-applicants.

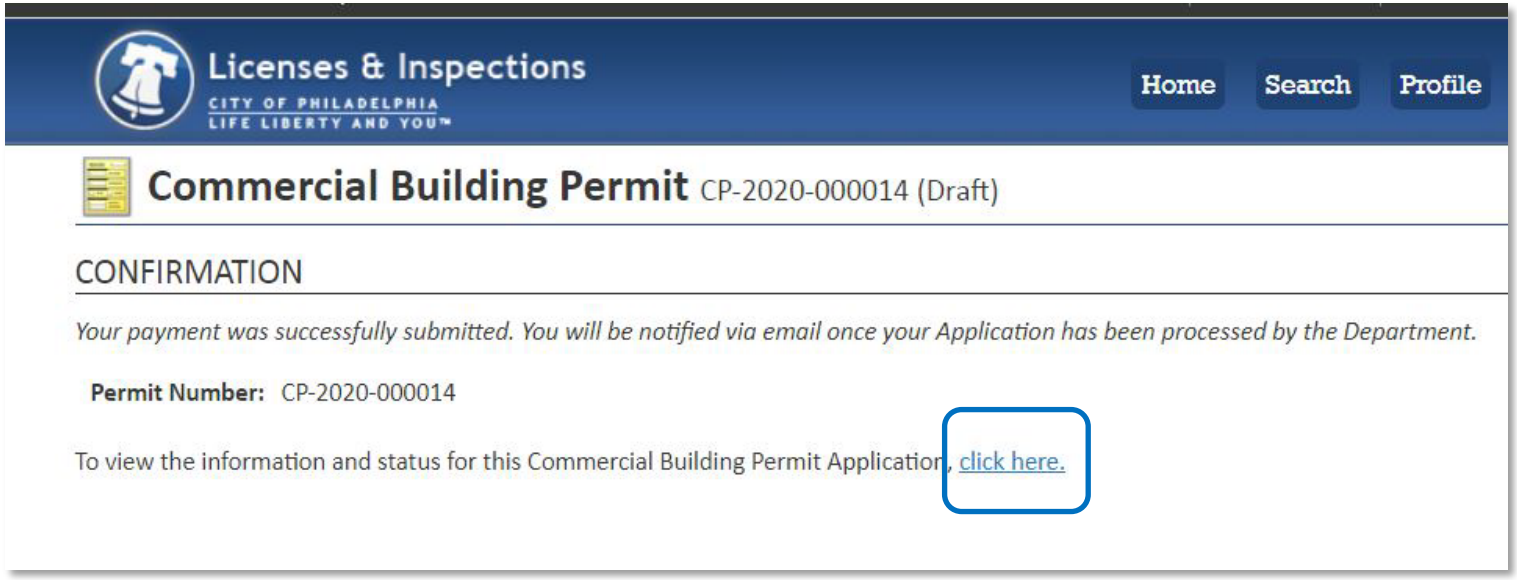

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Commercial Building Permit CP-2020-000014 (Draft)
LEGAL DECLARATION
Check the following box to affirm compliance with all conditions of this Permit Application as stated below. You will NOT be able to submit this Application for Permit without affirming compliance.
All provisions of the Building Code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Department form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statements herein I am subject to such penalties as may be prescribed by law or ordinance, inclusive of the penalties contained in 18 Pa. C.S. § 4904.
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Commercial Building Permit CP-2020-000014 (Draft)
SUBMIT APPLICATION
Your permit application is ready to be submitted. Please click the "Pay Fees & Submit Application" button to submit your application. You may also click the "Save" button to return to this application at a later time.
Your Application is ready to be submitted. Before the application can be processed, you must pay any associated Application Fee(s).
Click 'Pay Fees & Submit Application' to proceed to the payment page. You may also 'Save' your application and return at a later time.
Note: Additional fees may apply upon approval. Please visit (insert link to "Fees" page on website) for a complete listing of fees.
FEES
Description
Amount
Balance
Filing Fee
$100.00
$100.00
Back
Pay Fees & Submit Application
Save

Payment Options



- Electronic check- free of charge
- Debit card ($3.45) or Credit Card – 2.10% surcharge, minimum fee $1.50
- Electronic payment may also be made for in-person options
- Paper checks, money orders, and cash will still be accepted at our cashier station; however, it will delay processing up to 3 business days
- Payments over $500K must be submitted in-person to Revenue cashier


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Commercial Building Permit CP-2020-000014 (Draft)
CONFIRMATION
Your payment was successfully submitted. You will be notified via email once your Application has been processed by the Department.
Permit Number: CP-2020-000014
To view the information and status for this Commercial Building Permit Application, click here.

Commercial Building Permit CP-2020-000014 (Submitted)

Status: Submitted

Application Date: Feb 5, 2020
Issue Date:
Completed Date:
Expiration Date: Dec 31, 9999

Description: Commercial - Other - Addition and/or Alteration

Details | Mechanical Details | Reviews | Inspections | Project Activity | Contractors | Subcontractors | Manage Permit Notifications

Here is a summary of your Permit information. Use the tabs above to navigate between all of the information relating to your Permit including Reviews, Inspections and Contractors. Also, check the buttons below to see what actions you can take with this Application. For more information click on the blue questions mark icons below.

DETAILS

Type of Work:	Addition and/or Alteration
Work Description:	Alterations to existing recreation center per plans.
Type of Structure:	Other
Modular Building:	☐
Units:	0
Number of Stories of Work:	1
High Rise Building:	☐
Includes Green Roof Construction:	☑
Facade Work Being Done:	☐
One or both of the following applies:	☑
1) Construction works extends into, under, or onto a public right-of-way.	
2) Project involves new, relocated, or extended driveway.	
Area of Earth Disturbance (sq. ft.):	
Alteration Area (sq. ft.):	3000
Addition Area (sq. ft.):	
Total Construction Area (sq. ft.):	3000

RELATED INFORMATION

Type	Description
Building Occupancy	Occupancy: A-3 Assembly (Worship, Recreation, Amusement, Other) 3000 Sq. Ft.

HOLDS

The following hold(s) exist on this Permit and must be addressed before Permit Issuance or Permit Completion. Please click on each Hold for more information. Once you have resolved a Hold please contact L&I by clicking here (make "here" a html link to the jot-form)

Required Before **Type**

PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

TEMPORARY CERTIFICATE OF CCUPANCY (CO)

Allows you to occupy a portion of your approved development.

Reviewing and Managing Results

PERMITS & CERTIFICATES

OTHER

Apply for a Permit or Get a Certificate

Associate with a Permit / Project

Create a Project

Make an Appeal

My Activities | My Inspections | My Projects | My Businesses | My Activity Licenses | My Trade Licenses | My Registrations | My Hearings / Appeals

MY ACTIVITIES

These are your recent Permits, Planning Applications, Complaints and Address Change Requests. Click "Show more..." to see a larger list or "Search..." to search for specific inspections. ADMIN

PERMITS

Type	File Number	Location	Description	Status	Created Date		
Commercial Building Permit	CP-2019-000233	1400 ARCH ST, Philadelphia, PA 19102-1656	Commercial - Office - Addition and/or Alteration	Issued	Dec 3, 2019		
Electrical Permit	EP-2019-000002	1401 ARCH ST # 1301, Philadelphia, PA 19102-1525	Residential - Alteration	Issued	Oct 30, 2019		
Zoning Permit	ZP-2019-000145	1400 ARCH ST, Philadelphia, PA 19102-1656	Commercial - Full Demolition	Submitted	Dec 3, 2019		N C
Commercial Building Permit	CP-2019-000220	1800 ARCH ST, Philadelphia, PA 19103-2802	Commercial - Office - Addition and/or Alteration	Applicant Revisions	Dec 2, 2019	Additional Info. Required	N C
Plumbing Permit	PP-2019-000075		Residential - Alteration	Draft	Nov 29, 2019		

Show more...

Details | Reviews | Inspections | Project Activity | Contractors | Subcontractors | Manage Permit Notifications

Below you will find a summary of details for the selected permit. Use the tabs above to navigate reviews, inspections, contractors or contacts. At different stages certain actions may also be taken using buttons found under the Permit Activities heading.

DETAILS

Type of Work:	Addition and/or Alteration
Work Description:	Renovations for office tenant within high-rise office building
Type of Structure:	Office
Modular Building:	☐
Units:	1
Number of Stories of Work:	2
High Rise Building:	☑
Includes Green Roof Construction:	☐
Facade Work Being Done:	☐
One or both of the following applies:	☐
1) Construction works extends into, under, or onto a public right-of-way.	
2) Project involves new, relocated, or extended driveway.	
Area of Earth Disturbance (sq. ft.):	
Alteration Area (sq. ft.):	7500
Addition Area (sq. ft.):	
Total Construction Area (sq. ft.):	7500
Electrical Cost of Work:	
Fire Suppression Cost of Work:	
Mechanical / Fuel Gas Cost of Work:	
Plumbing Cost of Work:	
General Construction Cost of Work:	$125,000.00
Total Construction Cost of Work:	$125,000.00

LOCATIONS

RELATED INFORMATION

Type	Description
Building Occupancy	Occupancy: B Business (Office) 3500 Sq. Ft.
Building Occupancy	Occupancy: B Business (Office) 4000 Sq. Ft.

HOLDS

The following hold(s) exist on the permit application or issued permit at this time. These must be addressed before permit issuance or permit completion, whichever is noted in the "required before" column. The "type" is a basic description of the hold.

Required Before	Type

PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

TEMPORARY CERTIFICATE OF OCCUPANCY (CO)

Allows you to occupy a portion of your approved development.

You cannot request a temporary CO at this time.

EXTEND PERMIT

Request Permit Extension

WITHDRAW PERMIT

Withdraw Permit

- **Details** – Overall summary of all information collected during the application submission
- **Reviews** – The current review tasks assigned to various Departments along with any electronic document uploads made during the submission. The required reviews for a permit job will not appear until the application has been accepted by L&I.
- **Inspections** – Tracks any inspections that were completed on the permit.
- **Project Activity** – Displays any parent / child and project associations for the permit job.
- **Contractors-** List of contractors.
- **Subcontractors**- Identify subcontractors.
- **Manage Permit Notifications** – Allows the customer to modify contacts and co-applicants.

Commercial Building Permit CP-2019-000220 (Applicant Revisions)

Status: Applicant Revisions
Additional Information Required

Application Date: Dec 2, 2019
Issue Date:
Completed Date:
Expiration Date: Jan 31, 2020

Description: Commercial - Office - Addition and/or Alteration

Details | Reviews | Inspections | Project Activity | Contractors | Subcontractors | Manage Permit Notifications

Below you will find a summary of reviews performed by Licenses & Inspections and other agencies.

REVIEW STATUS

Review	Status	Corrections	Comments	Reviewer Comments
PWD - Green Infrastructure	Completed			
Plan	Completed	⚠ 5		See PDF markups for required corrections.

CORRECTIONS REQUIRED

Search...

File Name	Review	Correction
A-001 - CONSTRUCTION NOTES AND ASSEMBLIE...	Plan	**Changemark note #05** Provide seal and signature of Commonwealth of PA ...
A-101 - MAIN FLOOR PLAN v1.pdf	Plan	**Changemark note #01** Provide exit signage directing to adjacent exterior e...
A-101 - MAIN FLOOR PLAN v1.pdf	Plan	**Changemark note #02** Provide details of elevator cab to ensure adequate ...
A-101 - MAIN FLOOR PLAN v1.pdf	Plan	**Changemark note #03** Provide seal and signature of Commonwealth of PA ...
Structural-Design-Criteria-Form1.pdf	Plan	**Changemark note #04** Provide a completed Structural Design Criteria For...

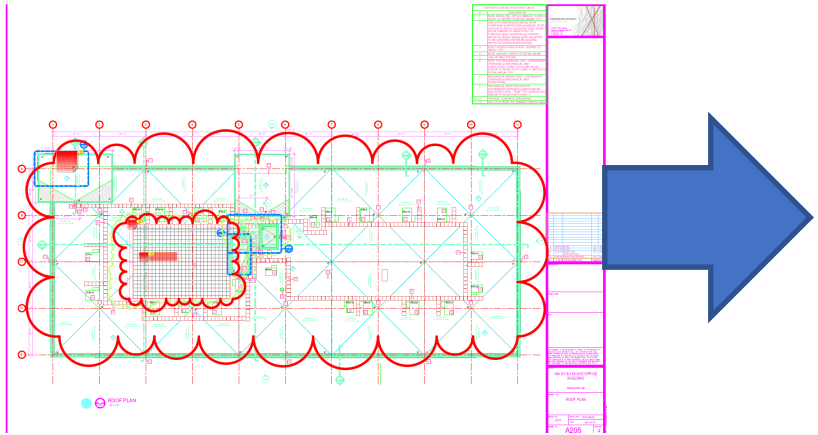
UPLOADED DOCUMENTS

Upload Supplemental File | Search... | **Group by:** Type | **Filter by:** Markups

File Name	Document Type	Comments	Markups
(1) Supplemental Documents			
A-001 - CONSTRUCTION NOTES AND ASSEMB...	Miscellaneous Documents	Add comment	
(3) Existing Documents			
A-001 - CONSTRUCTION NOTES AND ASSEMB...	Building Plans (Index of Drawings)		⚠

Plan Review Outcome of ePlans

- Downloaded ePlans are PDF documents
  - Markups are treated as ‘Comments’ in the PDF file
  - Within the PDF review the ‘Comment’ text for the content of the Reviewer’s requested Correction



Assembly Occupant Load
Status as of Tuesday, January 28, 2020 11:33:06
Type: LI
State: Plan Correction

Created by :ECLIPSE System Super User
On :Tuesday, January 28, 2020 11:33:06
Type :LI
State :Plan Correction
Provide occupant load proposed at rooftop patio (IBC 1004.7). Please be advised that additional Plan Review items may arise upon designation of proposed occupant load

--------- 0 Replies ---------

Commercial Building Permit CP-2019-000233 (Issued)

Status: Issued

Application Date: Dec 3, 2019
Issue Date: Dec 3, 2019
Completed Date:
Expiration Date: Jun 3, 2020

Description: Commercial - Office - Addition and/or Alteration

Details | Reviews | Inspections | Project Activity | Contractors | Subcontractors | Manage Permit Notifications | Documents

APPROVED DOCUMENTS

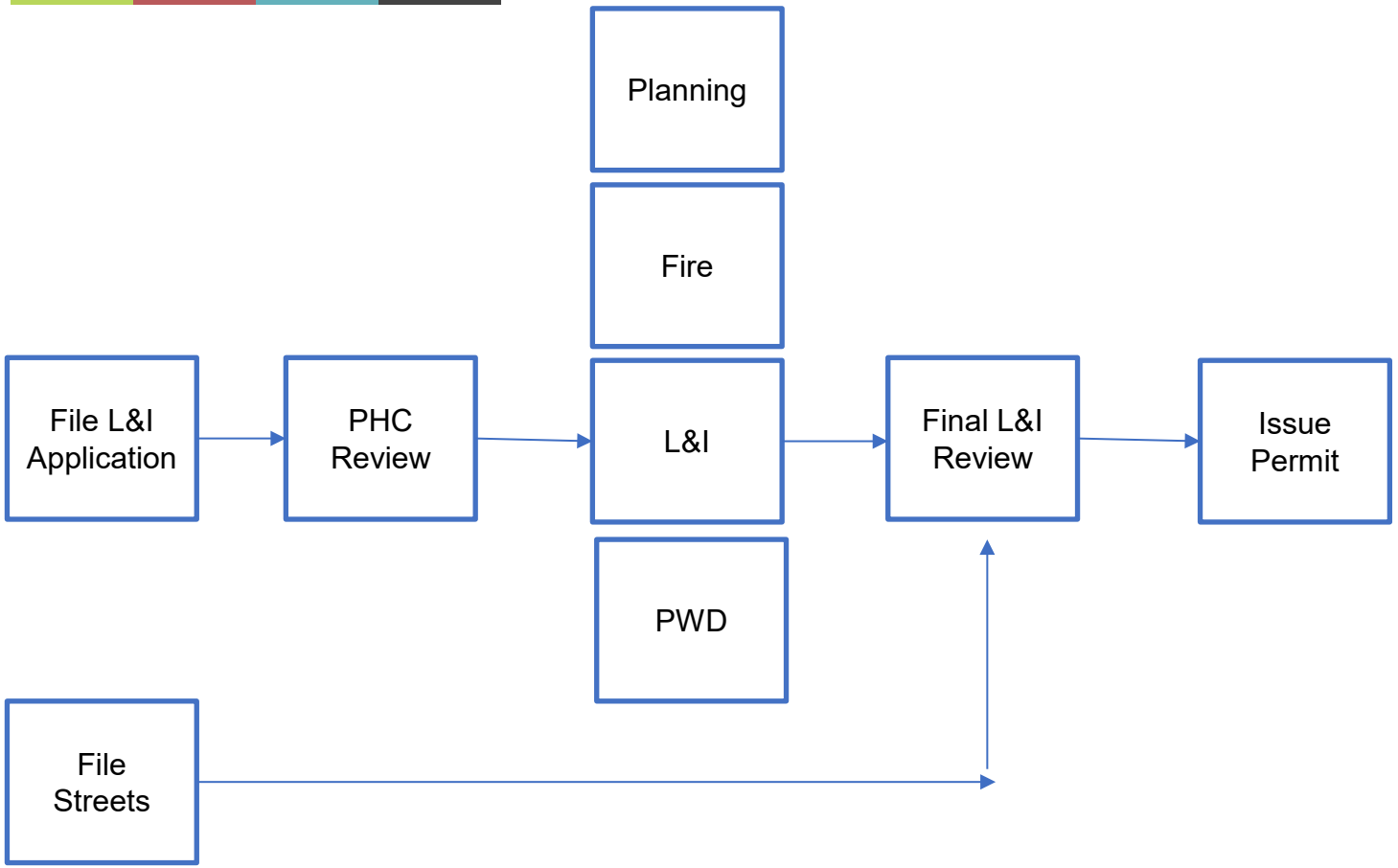
Document Type	Date	
Building Plans	Dec 3, 2019	Download

CERTIFICATES

Document Type

No certificates are available at this time.

Other Department Reviews


Planning
Fire
File L&I Application
PHC Review
L&I
Final L&I Review
Issue Permit
PWD
File Streets

- There will be one final L&I review when all Department's reviews have completed to confirm all approvals have occurred

Department Review	eCLIPSE Submission Process	eCLIPSE Review
LI Final Approval Review	No additional submission requirements.	Final L&I review to confirm all Department reviews complete and consistent.

- Final Review is automatically generated upon approval of all outstanding reviews, with the exception of Streets;

NOTES

- Understand requirements of other departments
- Failure to identify additional Department reviews with the permit application may result in delayed review times. Likewise, incorrect designation will create delay
- Know when it makes sense to submit separately
- Cannot confirm service level agreements for other departments. Accelerated agreement only applies to L&I review
- L&I cannot confirm status of another departmental review
- You will not receive notice until all reviews in the cycle are complete. Can check at any time.

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Zoning Permit ZP-2020-000101 (In Review)

Status: In Review

Application Date: Mar 11, 2020
Issue Date:
Completed Date:
Expiration Date: Dec 31, 9999

Description: Commercial - Lot Line Relocation

Check Status of Individual Reviews

Details | **Reviews** | Inspections | Project Activity | Manage Permit Notifications

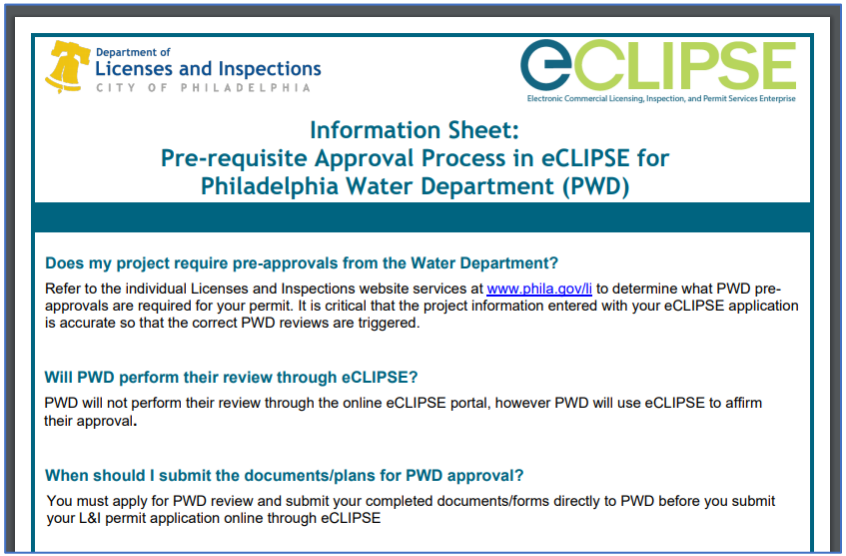
This is a listing of all the Reviews that are part of this Permit. Scroll down to the bottom of the page to download documents previously reviewed by L&I or other City Agencies. If additional information was requested click on the "Additional Information Requested" link above. For more help please review our Instructional Video and associated User Guide on Permit Reviews by clicking HERE.

REVIEW STATUS

Review	Status	Corrections	Comments	Reviewer Comments
LI Zoning Accelerated ePlan	Started (Due: Apr 21, 2020)			
Planning Commission - Develo...	Completed	⚠ 1		See plan notation regarding lot area.

Prerequisite approval processes

- Water Department pre-requisite approval process in eCLIPSE (PDF)
- Fire Department pre-requisite approval process in eCLIPSE (PDF)



Department of Licenses and Inspections
CITY OF PHILADELPHIA

eCLIPSE
Electronic Commercial Licensing, Inspection, and Permit Services Enterprise

Information Sheet:
Pre-requisite Approval Process in eCLIPSE for Philadelphia Water Department (PWD)

Does my project require pre-approvals from the Water Department?

Refer to the individual Licenses and Inspections website services at www.phila.gov/li to determine what PWD pre-approvals are required for your permit. It is critical that the project information entered with your eCLIPSE application is accurate so that the correct PWD reviews are triggered.

Will PWD perform their review through eCLIPSE?

PWD will not perform their review through the online eCLIPSE portal, however PWD will use eCLIPSE to affirm their approval.

When should I submit the documents/plans for PWD approval?

You must apply for PWD review and submit your completed documents/forms directly to PWD before you submit your L&I permit application online through eCLIPSE

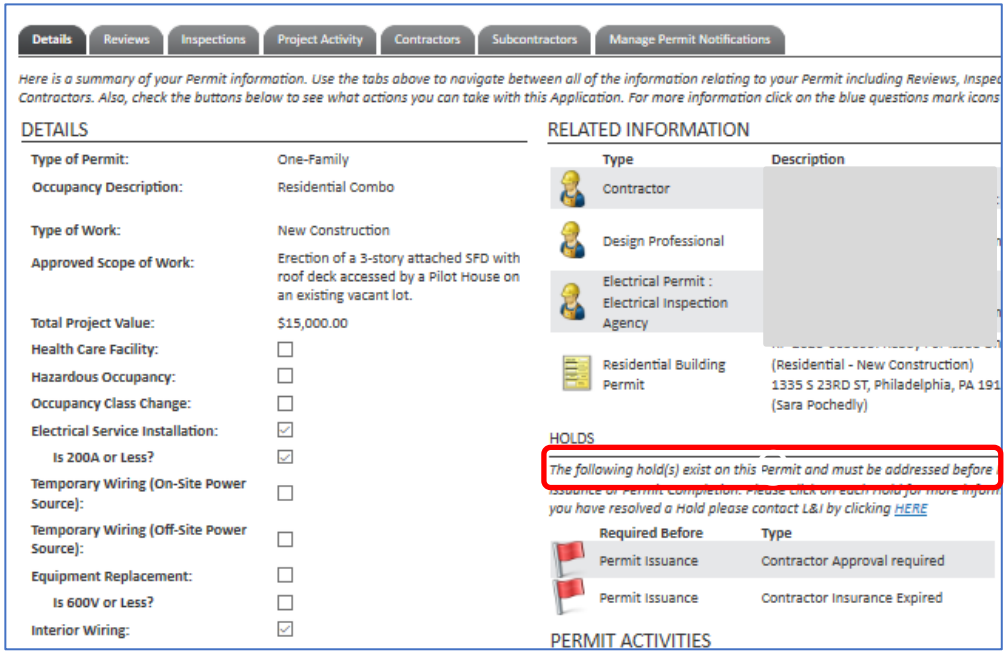
Refer to eCLIPSE Help section of www.phila.gov/li

Resolving Holds

Reasons for Hold- Permit Issuance

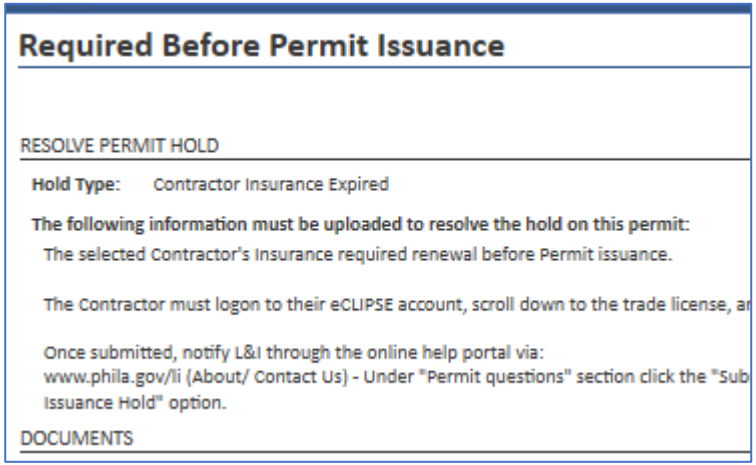
- Contractor insurance expired
- Contractor license expired
- Contractor has tax issue
- Contractor not named
- Contractor did not approve association
- Building Permit Not Yet Issued

Step 1: Read Hold Carefully



www.phila.gov/li

- DO click on hold to read description and instruction.
- DO NOT upload insurance to the Hold



Step 2: Address Root Issue

INSURANCE

- The selected Contractor's Insurance required renewal before Permit issuance.
- The Contractor must logon to their eCLIPSE account, scroll down to the trade license, and make any necessary Insurance or License updates.
- Once submitted, notify L&I through the online help portal via:

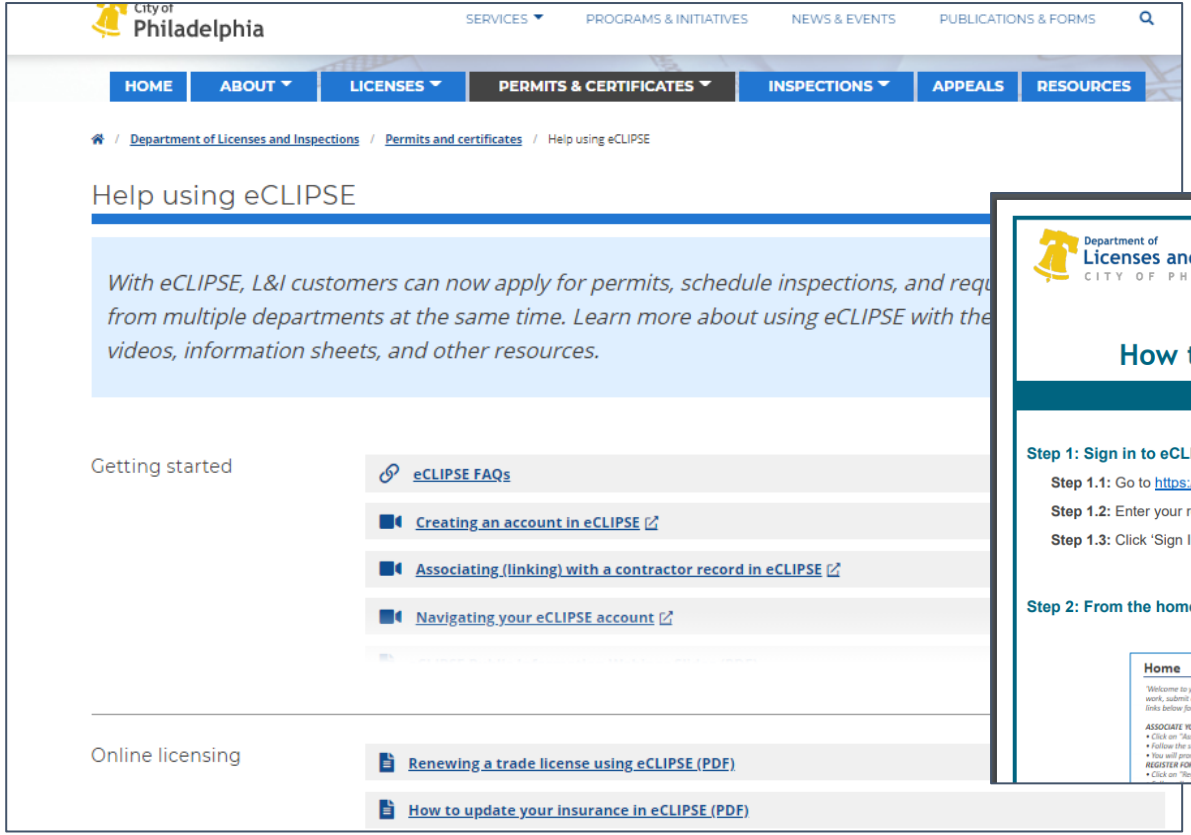
  www.phila.gov/li (About/ Contact Us) - Under "Permit questions" section click the "Submit an Online Request" link and select the "Permit Issuance Hold" option.

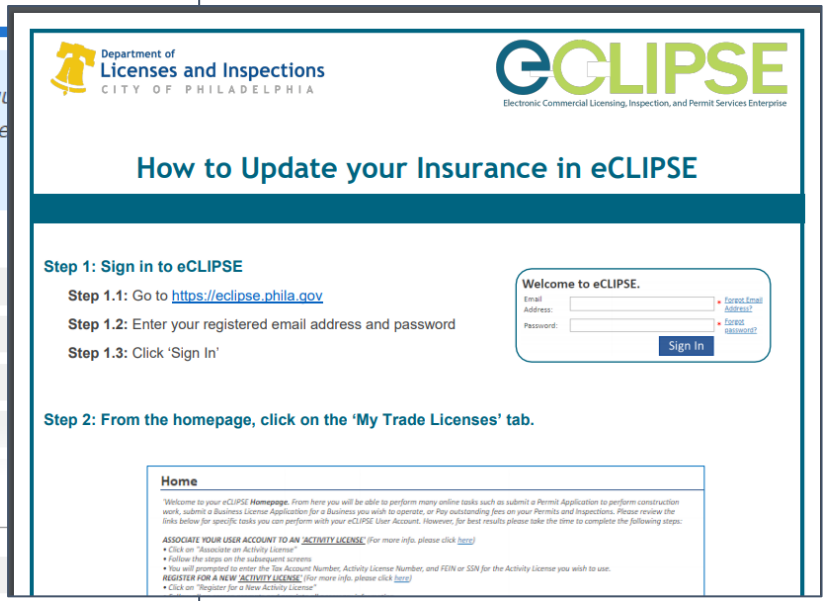
LICENSE

- The selected contractor has issues related to their Trade License(s) required for this Permit
- The Contractor must logon to their eCLIPSE account, scroll down to the trade license, and submit any necessary License renewals.
- Once submitted, notify L&I through the online help portal via:

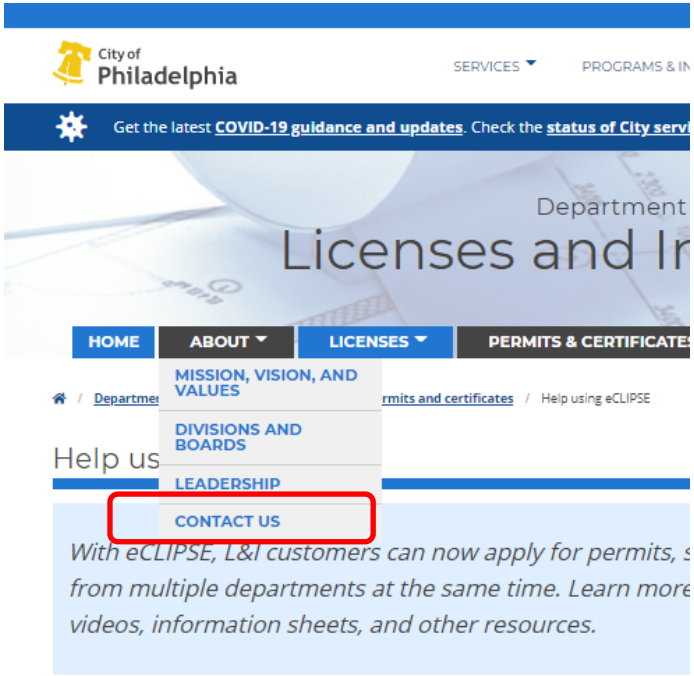
  www.phila.gov/li (About/ Contact Us) - Under "Permit questions" section click the "Submit an Online Request" link and select the "Permit Issuance Hold" option.

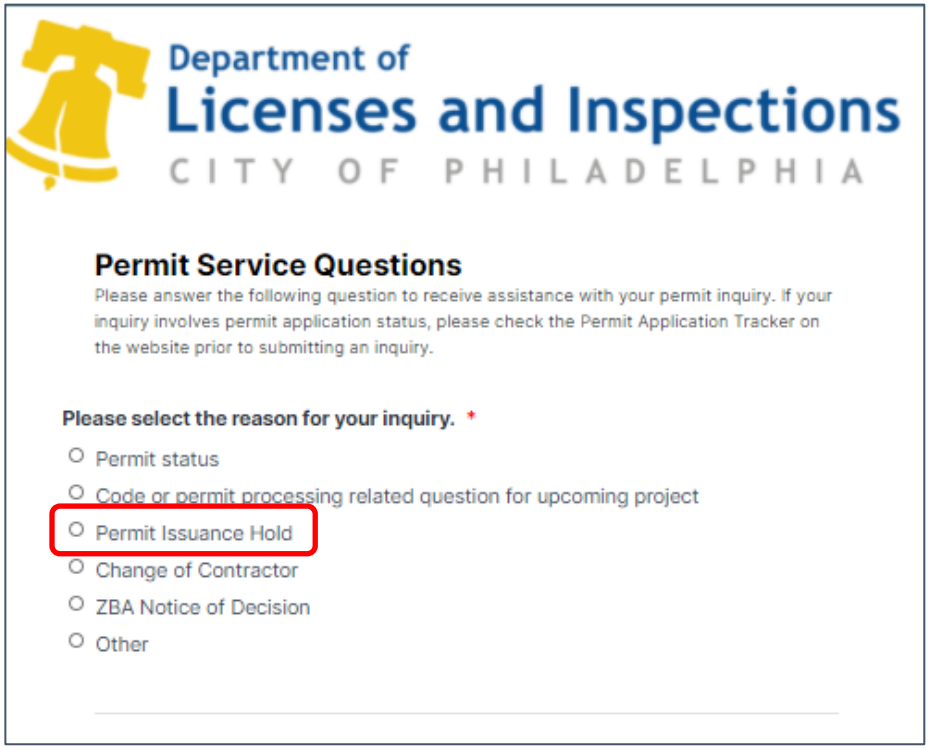
Still Stuck? Review eCLIPSE Help





Step 3: Contact L&I to Lift the Hold





Hold- Permit Completion

- Required Certifications- see phila.gov/li
- Associated trade permit not completed
- Development Income Tax (DIT)

Upload cert or submit response directly to hold- this will be assigned directly to the inspector or inspections unit

Integrated Voice Response (IVR)

- Scheduling of Inspections
  - Choose from one of 7 available dates.
  - Allows you to schedule your inspections 24/7
  - Provides customer the option to choose an AM/PM preference for their inspection.
  - Can schedule multiple inspections at same time.
  - System provides an option to leave a message for the inspector to listen to.
  - Allows customers to retrieve inspection results at any time, even seconds after the inspection is completed.
  - No need to speak directly to your inspector.
- Provides permit review status.

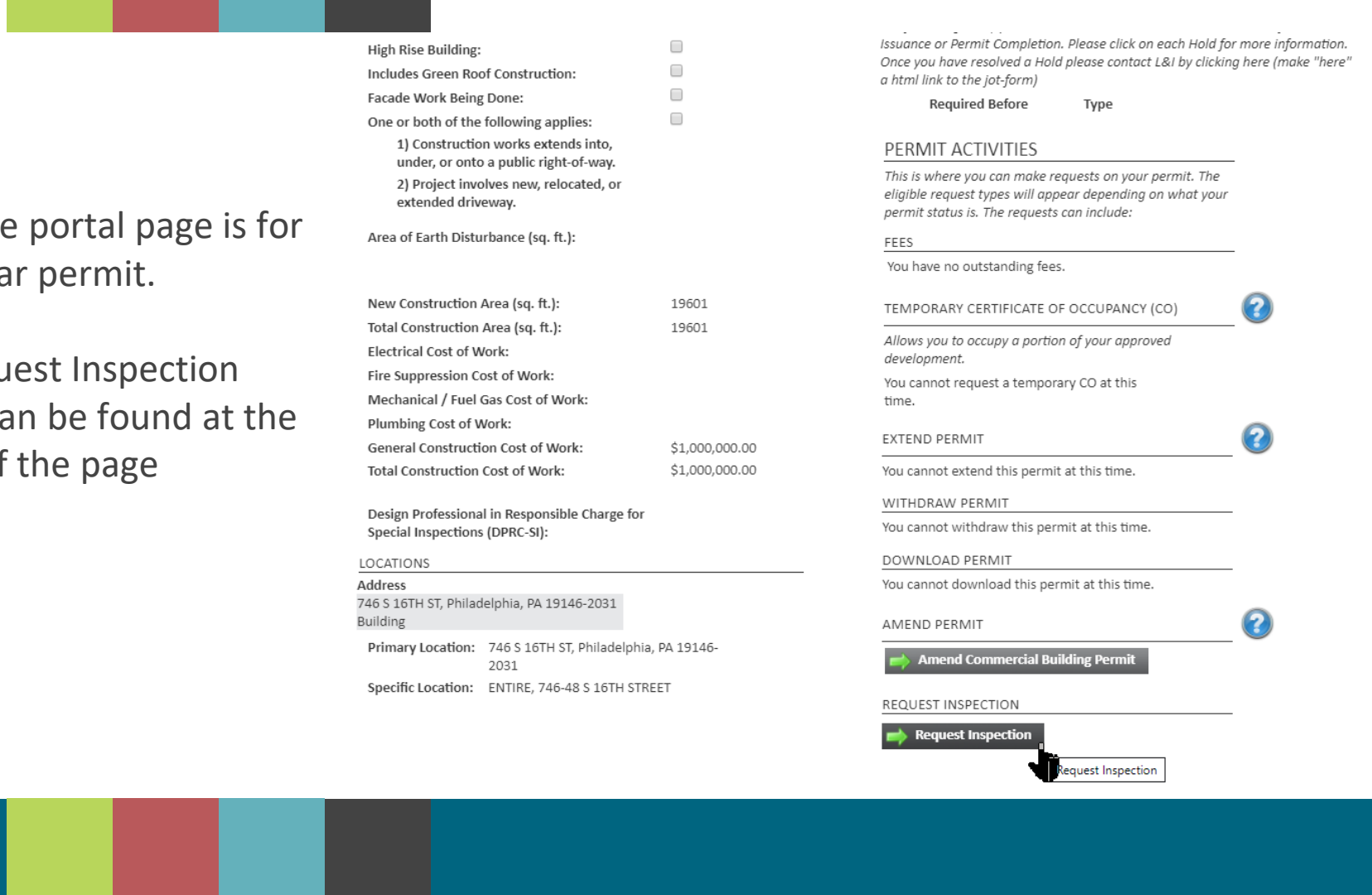
  Allows for real time status updates on your permit

Online Scheduling of Inspections

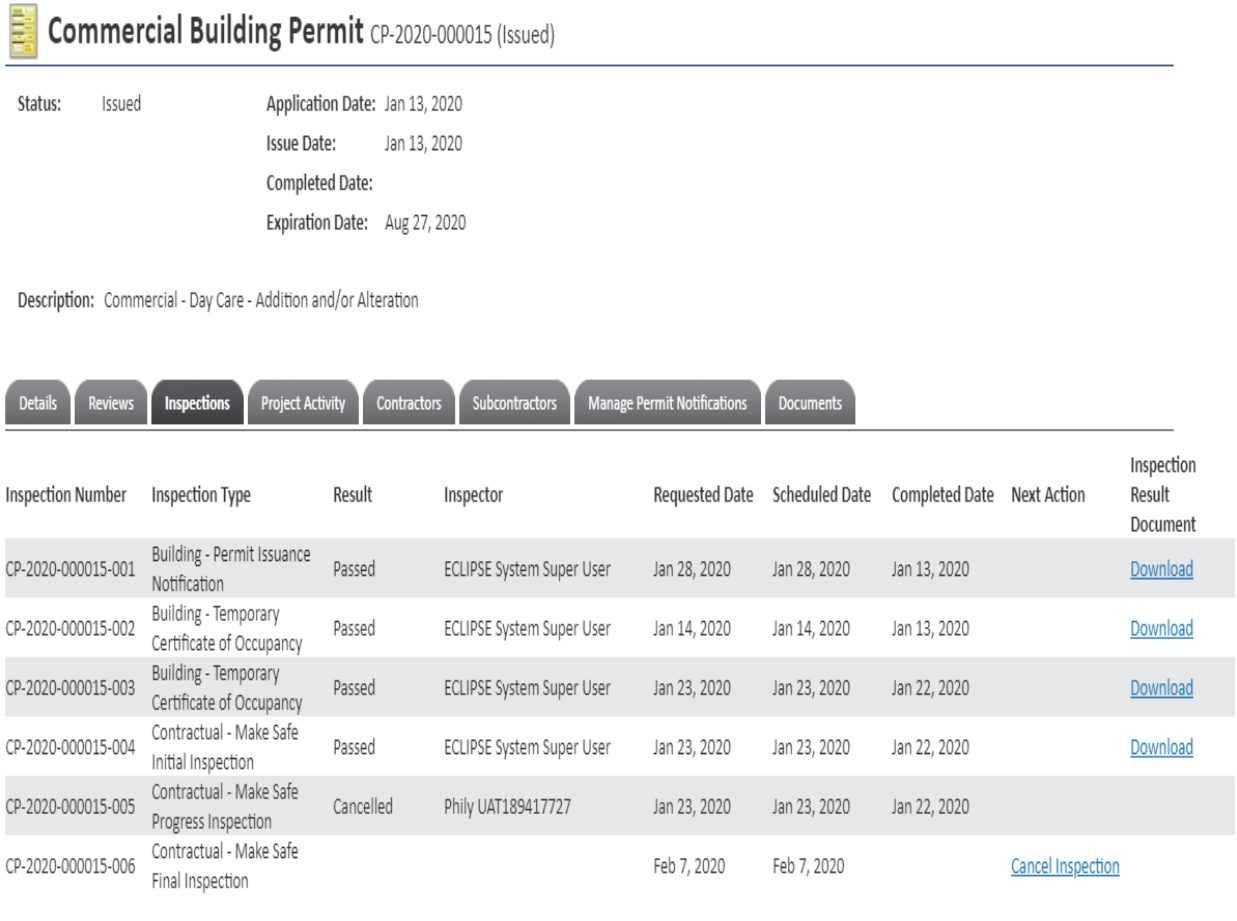
- You can request an inspection online through your public portal at any time 24/7
- There are no request date constraints as compared to the 7 days when using the IVR
- You will have the ability to request multiple inspections at once on the same permit
- Allows the customer to leave instructions for the inspector
- May choose between AM or PM preference

This online portal page is for a particular permit.

The “Request Inspection Button” can be found at the bottom of the page



- On the “request an Inspection Page” the customer can choose from a list of available inspections.
- Additional inspections will be made available as they progress through the inspection process which approves the work performed.
- Once the inspection request is submitted, the customer can view the list of previously performed inspections and their outcomes as well as upcoming scheduled inspections on the inspections page on their permit.



Commercial Building Permit CP-2020-000015 (Issued)

Status: Issued

Application Date: Jan 13, 2020
Issue Date: Jan 13, 2020
Completed Date:
Expiration Date: Aug 27, 2020

Description: Commercial - Day Care - Addition and/or Alteration

Details | Reviews | Inspections | Project Activity | Contractors | Subcontractors | Manage Permit Notifications | Documents

Inspection Number	Inspection Type	Result	Inspector	Requested Date	Scheduled Date	Completed Date	Next Action	Inspection Result Document
CP-2020-000015-001	Building - Permit Issuance Notification	Passed	ECLIPSE System Super User	Jan 28, 2020	Jan 28, 2020	Jan 13, 2020		Download
CP-2020-000015-002	Building - Temporary Certificate of Occupancy	Passed	ECLIPSE System Super User	Jan 14, 2020	Jan 14, 2020	Jan 13, 2020		Download
CP-2020-000015-003	Building - Temporary Certificate of Occupancy	Passed	ECLIPSE System Super User	Jan 23, 2020	Jan 23, 2020	Jan 22, 2020		Download
CP-2020-000015-004	Contractual - Make Safe Initial Inspection	Passed	ECLIPSE System Super User	Jan 23, 2020	Jan 23, 2020	Jan 22, 2020		Download
CP-2020-000015-005	Contractual - Make Safe Progress Inspection	Cancelled	Phily UAT189417727	Jan 23, 2020	Jan 23, 2020	Jan 22, 2020		
CP-2020-000015-006	Contractual - Make Safe Final Inspection			Feb 7, 2020	Feb 7, 2020		Cancel Inspection	

Thank You

Department of
Licenses and Inspections
CITY OF PHILADELPHIA