



Department of
Licenses and Inspections
CITY OF PHILADELPHIA

DO NOT MAIL THIS APPLICATION

Online Permit Amendment Form

Use this form to amend a previously approved permit via eCLIPSE.

The amendment must meet the guidelines outlined in the [Zoning](#), [Building](#), and [Electrical](#) Amendment Information Sheets.

Address

Identify the location of work for the permit amendment.

If the permit number has no prefix or year just list the six- or seven-digit number of the permit being amended.

1

Parcel Address: _____

Permit Number to be amended: _____
Permit Type Prefix – Year – Six Digit Permit

I am the: ☐ Property Owner ☐ Tenant
☐ Equitable Owner ☐ Licensed Professional or Tradesperson

Name: _____ Company: _____

Applicant

Identify how you are associated with the property.

Licensed professionals include design professionals, attorneys, and expeditors. A tradesperson must have an active Philadelphia license for their trade or hold a PA Home Improvement Contractor Registration.

2

Address: _____ ☐ Check box if **NEW** contractor

Email: _____ Phone: _____

Project Scope

Use this section to provide project details; all fields are mandatory.

(a) Select type of permit being amended.

(b) Select what type of amendment is being requested on this application.

Note: Only zoning permit extensions are processed as an amendment. Refer to the [construction permit extension information sheet](#) to request a building permit extension.

3

(a) I am requesting an amendment to a:

☐ Zoning Permit ☐ Building Permit ☐ Electrical Permit

(b) Scope of Amendment

For Zoning Permit Amendments – (Select all that apply):

- ☐ Permit extension
- ☐ Compliant changes in building height without a change in the number of stories.
- ☐ Compliant decreases in GFA.
- ☐ Compliant increases in required setbacks and yards.
- ☐ Additions, removal or modifications of roof decks and roof deck access structures complying with Section 14-604(5) of the Philadelphia Zoning Code.
- ☐ Compliant modification to parking configuration.
- ☐ Compliant modifications to legal signs.
- ☐ Removal of a use from a group of uses previously approved.
- ☐ Other (provide description): _____

Continue on page 2



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Continued

3

For Building Permit Amendments – (Select all that apply):

- | | | |
|---|---|---|
| ☐ Structural components | ☐ Fire protection systems | ☐ Occupancy classification/occupant load |
| ☐ Egress | ☐ Fire rated assemblies | ☐ Work within a designated flood zone |
| ☐ Accessible route | ☐ Plumbing fixture quantity | ☐ Change in Demolition Contractor |
| ☐ Construction type | ☐ Building height | ☐ Plumbing fixture quantity |
| ☐ Addition or deletion of windows or doors | ☐ Resubmission of an entire plan set | |
| ☐ Additions, removal or modification of roof and roof deck access structures | | |
| ☐ Sound transmission control (STC) rated systems | | |
| ☐ Change in Design Professional Responsible Charge of Special Inspections (DPRC-SI) | | |
| ☐ Change to layout of work area (same area / reduction) | | |
| ☐ Exterior work subject to approval of the Philadelphia Historical Commission or City Planning Commission | | |
| ☐ Scope of work (reduction only) including decrease in size or stories of a new construction building | | |
| ☐ Work related to any approved Board of Building Standards variance or Zoning Board of Adjustment proviso | | |
| ☐ Increase or decreasing the number of dwelling units without a change of permit type and no expansion of work area. | | |
| ☐ Increase in work area, height, gross floor area, or building footprint of less than 10%. | | |
| ☐ Other (provide description): _____ | | |

For Electrical Permit Amendments – (Select all that apply):

- | | |
|---|---|
| ☐ Plans sealed by a professional engineer (PE) | ☐ Work that affects declared value on permit (increase only) |
| ☐ Work that increases electrical loads | ☐ Scope of work (increase only) |
| ☐ Work within a designated flood zone | ☐ Change of Electrical Inspection Agency |

Declaration & Signature

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.

Applicant Signature: _____ **Date:** _____ / _____ / _____