

**DEPARTMENT OF LICENSES AND INSPECTIONS
REGULATIONS CONCERNING ELECTRICAL INSPECTION AGENCIES**

The following regulations are hereby adopted under Title 9, Section 9-1304 of The Philadelphia Code (“Electrical Inspection Agency License”).

TITLE 9. REGULATION OF BUSINESSES, TRADES AND PROFESSIONS

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CHAPTER 9-1300. INSPECTION BUSINESSES

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§ 9-1304. Electrical Inspection Agency License.

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- (7) The Department may establish additional qualifications for license and renewal of license by regulations promulgated pursuant to this Section.

Regulation:

Electrical inspection agencies (“agencies”) are required to comply with the conditions of licensure set forth below. An agency that fails to comply with these conditions may be subject to penalties under Section 9-105 of the Philadelphia Code and, in the case of substantial non-compliance, loss or suspension of its license.

- (1) The agency must participate in quarterly coordination or training meetings conducted by the Department. The Department will provide licensed agencies with an annual schedule and provide at least 30 days notice of any changes to the schedule.
- (2) The agency must promptly cooperate with all evaluations or audits by the Department relating to permitting and inspections. All requested documents must be provided to the Department by the deadline established by the Department, which shall be at least 10 business days after the documents are first requested.
- (3) The agency must respond to all Department requests concerning the status of a permit within 5 business days of receiving notice of such request through eCLIPSE. All entries in eCLIPSE must be based on the agency’s actual knowledge, for example based on inspection of work or direct correspondence with the owner or contractor.
- (4) The agency must ensure that all electrical work conforms to the approved permit documents, except that minor deviations which comply with departmental policies and procedures are permitted.

- (5) The agency must ensure that work is done in full compliance with the regulations of the Pa Uniform Construction Code, including that all inspectors have up-to-date certification.