

Information Sheet: Pre-requisite Approval Process in eCLIPSE for Philadelphia Streets Department

Does my permit require prerequisite approval from the Streets Department?

Refer to the individual Licenses and Inspections website services at www.phila.gov/li to determine what Streets Department prerequisite approval(s) are required for your permit.

There are a number of items listed in the Philadelphia Code which require obtaining Streets Department approval, including but not limited to Public Right-of-Way (ROW) 'Encroachments', Driveway Depressed 'Curb Cuts', Bicycle/Off-Street Loading Space Requirements and/or Parking Lot Layouts/Transportation Infrastructure Impacts.

Will the Streets Department perform their review through eCLIPSE?

Yes, as of **Tuesday, January 19, 2021** the Streets Department performs all of their reviews through the online eCLIPSE portal; any submissions received before then will be migrated as directed by staff on case-by-case bases.

Applying for an L&I Zoning, Residential Building, or Commercial Building Permit:

If you are submitting an application to L&I, online or in-person, for a *Zoning, Residential Building, or Commercial Building Permit*, and Streets Department approval is required, then you will be required to electronically submit an associated Streets Review job before being able to electronically submit said application to L&I.

To link your submitted Streets Review Job to your L&I Permit Application:

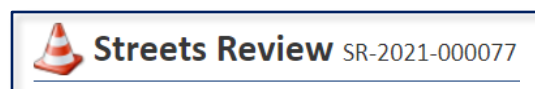
Step 1: On the eCLIPSE homepage – Click on the 'Apply for a Streets Department Review'.



Step 2: A Streets Review Job will be created with a new Application Number – Keep track of this number.

Note: You must submit your Streets application before making your submission for an L&I permit.

For additional assistance, review the [video guides](#) on submitting a Streets Review Job.



Step 3: Enter the Streets Review Job Application Number into your L&I Permit Wizard as shown below:

This project involves works that must be approved by the Department of Streets. Please enter your Streets Review Application in the field below. If you do not have a Streets Review Application you can apply for a Streets Review by clicking [here](#).

*Please identify an applicable Streets Review:



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Applying for OTHER THAN L&I Zoning, Residential Building, or Commercial Building Permits:

All other L&I permit types which may require the approval of the Streets Department (i.e. Signs, Shelter Platforms, Retaining Walls, or Trade Permits) will be reviewed under the L&I permit application.

Note: Any reviews that were initiated via email prior to January 19, 2021 will continue to be reviewed outside of eCLIPSE and Streets must affirm approval through the L&I permit application.

What if I already have an approved/stamped plan from the Streets Department?

You will still need to submit a new Streets Review Job to continue with your Zoning or Building Permit application. Upload your approved/stamped plan when you apply through eCLIPSE and Streets Department staff will verify the stamp is still current enough, then approve if it's OK.

Why is there a hold on my L&I Permit?

If L&I approves the final review before Streets has approved their review, a 'Hold Permit Issuance' will automatically be created on the L&I permit.

If L&I issued final approval and the 'Hold' still exists, contact us through the [online help form](#) and select the 'Permit Issuance Hold' option.

Who do I contact with questions on my Streets Department Review?

Contact the ROW Unit coordinators at 215-685-5501 or request an appointment to meet with staff in the Municipal Services Building (MSB) Public Service Concourse at 1401 JFK Boulevard by scheduling at the following link: www.tinyurl.com/rowappt

Questions? Need Assistance?

Visit www.philadelphiastreet.com or call 311 (215-686-5500, if outside Philadelphia).