




# ECLIPSE

## Fire Alarm Certifications



# Agenda

- Available Resources
  - Required Certifications
  - Inspector Qualifications
  - Certification Submission
- 



# L&I Available

- Website services and help content;
- Contact Us for email support;
- Dedicated emails for certifications;
- Live chat help available through eCLIPSE



# Construction Permit Page

City of Philadelphia | Services | Programs | **Departments** | Tools | Publications | News

## Licenses and Inspections

Home | About | Licenses | **Permits & certificates** | **Inspections** | Appeals | Resources

Department of Licenses and Inspections | Inspections | Construction inspections

### Construction inspections

Construction and repair projects in Philadelphia need to be inspected.

Jump to:

- Construction inspections
- Request an inspection
- Required certifications
- List of required certifications
- Inspection services

**Construction inspections**

The [Department of Licenses and Inspections](#) (L&I):

Inspects permitted construction for compliance with the [applicable code](#). Checks that the work being done matches what is authorized by the permit.

Contractors are responsible for scheduling L&I inspections at key points during the construction project. These inspections are needed for work to continue.

L&I building inspectors also respond to public complaints about construction projects. If the construction does not meet safety standards, L&I inspectors can issue Notices of Violation tickets (Code Violation Notices) and, if necessary, Stop Work Orders to halt construction until violations are fixed.

**Request an inspection**

You must request inspections over the phone or through eCLIPSC. Inspectors will not put in inspection requests.

For help with requesting inspections through eCLIPSC, see [L&I's eCLIPSC FAQs](#).

To request an inspection over the phone, call (215) 255-4040. You will need your 2 letter, 10-digit Permit Number located at the top of your permit certificate. You can also use the line to cancel, reschedule, check inspection results, and access plan review.

Review the [NVR information sheet](#) for step-by-step instructions.

**Notice:** The permit holder is responsible to ensure that all [required certifications](#) have been submitted to the Department prior to requesting final inspection. This includes those certifications for associated trade and site permits. A \$100 Inspection Rescheduling fee may be assessed if the Department cannot conduct a requested inspection because the project is not ready.

**Virtual inspections**

Some permit types and inspection categories are eligible for a virtual inspection. These are conducted without a physical site visit. For a list of eligible inspection types, review the [NVR information sheet](#).

During a virtual inspection, the field agent or customer is required to:

- Be physically present and available at the inspection site.
- Have a tablet or smart phone with a working camera and microphone, and access to an internet connection using Wi-Fi or cellular data.
- Communicate and follow the inspector's instructions.

For step-by-step instructions on the virtual inspection process, review the [virtual inspections information sheet](#).

List of required certifications

Certifications	Description	Hold types	Due
Emergency Responder Communication System	An approval letter from the Philadelphia Fire Department is required for radio coverage systems or alternative wired systems in new high-rise buildings.	Emergency Responder Communication	Before final inspection
<a href="#">Energy Code Final Compliance Form</a>	Final Compliance Forms are required when a performance method is used for new construction or additions, as determined by the specific method of compliance.	Energy Final Compliance	Before final inspection
<a href="#">FEMA Dry Floodproofing Certificate</a>	A FEMA Floodproofing Certificate for non-residential structures is required for Dry Floodproofed areas of buildings located in special flood hazard areas.	Flood Certificates COMM - Final	Before final inspection
<a href="#">FEMA Elevation Certificate (during construction)</a>	A FEMA Deviation Certificate reflecting "Building Under Construction" is required for newly constructed buildings or buildings undergoing substantial improvements that are located in special flood hazard areas. A separate Elevation Certificate is required upon completion of the building.	FEMA	Before inspection of first floor framing or first-floor flood inspection
<a href="#">FEMA Elevation Certificate (Final)</a>	A FEMA Deviation Certificate reflecting "Finished Construction" is required for newly constructed buildings or buildings undergoing substantial improvements that are located in special flood hazard areas.	Flood Certificates COMM - Final	Before final inspection
<a href="#">FEMA Letter of Map Change</a>	A FEMA Letter of Map Change is required if proposed development sufficiently affects existing floodplain boundaries or elevations. Permits may be issued based upon Conditional Letter of Map Change. However, no Certificate of Occupancy or Temporary Certificate of Occupancy will be issued without a final Letter of Map Change.	Flood Certificates COMM - Final	Before final inspection
Flood Openings-Engineer's Certificate	A Certificate Statement by a registered design professional is required for Wet Floodproofed areas with engineered openings. The statement must be signed and sealed, confirming that installed openings allow for automatic entry and exit of floodwaters and automatically equalize hydrostatic pressure.	Flood Certificates COMM - Final	Before final inspection
<a href="#">Fire Alarm</a>	A Fire Alarm System Certification is required for all newly installed fire alarm systems.	Fire Alarm	Before final inspection
<a href="#">Fire Safety and Evacuation Plan</a>	A Fire Safety and Evacuation Plan approved by the Philadelphia Fire Department (PFD) is required prior to final inspection. <b>Notice:</b> Applications for new high-rise buildings submitted on or after September 1, 2024, will include this Fire Safety and Evacuation Plan field.	Fire Safety and Evacuation Plan	Before final inspection
<a href="#">Fire Watch</a>	A Fire Safety Plan is required for all new construction or additions of wood-frame buildings over 40 ft. in height or 50,000 sq. ft. in area.	Fire Watch	Before initial inspection
<a href="#">PA DLI Certificate of Operations</a>	A Certificate of Operations issued by the PA Department of Labor and Industry is required for the construction, alteration, or repair of an elevator, and other lifting devices except for elevators in residential	Miscellaneous	Before final inspection

# Periodic Inspections Page

The screenshot shows the Department of Licenses and Inspections website. The main heading is "Fire protection certifications". Below it, there is a sub-heading "What systems require inspection and certification?" followed by a list of fire protection systems. Another section is titled "Inspection requirements" and lists the types of inspections and the specific contractors required to perform them.

Department of  
**Licenses and Inspections**

Home About Licenses Permits & certificates Inspections Appeals Resources

Department of Licenses and Inspections / Inspections / Maintenance certifications / Fire protection certifications

## Fire protection certifications

The Philadelphia Fire Code requires property owners to have fire protection systems installed and certified by qualified tradespeople.

### What systems require inspection and certification?

Fire protection systems include:

- Sprinkler and standpipe systems.
- Special hazard suppression systems.
- Fire alarm systems.
- Emergency and standby power systems.
- Smoke control systems.
- Dampers (includes smoke dampers, fire dampers, and fire-rated access doors).

[More](#)

### Inspection requirements

Require annual inspection:

- Sprinkler and standpipe systems
- Special hazard suppression systems
- Fire alarm systems
- Emergency and standby power systems

Initial Smoke Control inspections must be completed by January 1, 2021, and then annually after that.

Initial Damper inspections must be completed by January 1, 2021, and then every 4 years after that.


Hospitals and other I-2 occupancies must be inspected by January 1, 2021 and then every 6 years after that.

Inspections must be performed by specific types of licensed contractors:

- Sprinkler and standpipe
  - Fire suppression system worker (specialty license) employed by a fire suppression system contractor
- Special hazards
  - Fire suppression systems worker (standard license, specialty license, or kitchen fire extinguishing system license) employed by a fire suppression system contractor
- Fire alarm
  - Fire alarm inspector
  - Electrical contractor
- Emergency and standby power
  - Electrical contractor
  - Emergency and standby power system manufacturer
  - Generator manufacturer
- Smoke and fire dampers

- Systems requiring certification
- Who can perform inspections
- Access to forms
- Instructions

# Online Help Form



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

### Structural Maintenance & Fire Protection Certifications

Use this form to receive support with submitting a structural maintenance or fire protection certification. Please review the information on [phila.gov/li](http://phila.gov/li) prior to submitting an issue.

**Please Note:** This process is for submitting required Annual Building Certifications ONLY. Certifications required to complete permit activities will not be validated by using this portal. Certifications for Building/Fire Safety systems for construction project permits shall be submitted through the permit portal.

Select the certification category. \*

- Structural Maintenance (i.e. Facade, Fire Escape, Pier, Private Bridge)
- Fire Protection (i.e. Damper, Electrical, Fire Alarm, Sprinkler, etc.)


Select your issue type. \*

- Missing link to submit certifications
- License or certification type not listed in dropdown of submission screen
- Cannot find address
- Unsure which building to select
- Other

[www.phila.gov/get-help](http://www.phila.gov/get-help)

Or

[phila.gov/li](http://phila.gov/li) (About/Contact Us)



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

### Code/Permit Processing Question

Please fill out the form below to receive assistance with your permit code-related or processing question for an upcoming project.

Does your question involve an active application? \*

- Yes
- No

Name \*

First Name Last Name

Email \*

example@example.com

Phone Number \*

Area Code Phone Number

Select the category of your question. \*

- Building
- Training

Direct Contact:

[FireSafetySystemCerts@phila.gov](mailto:FireSafetySystemCerts@phila.gov)

# Live Chat

- For eCLIPSE navigation or technical issues

## Home

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### Welcome to eCLIPSE!

You can use eCLIPSE to apply for, view, and manage Department of Licenses & Inspections (L&I) trade licenses, business licenses, permits, certificates, appeals and Streets Department reviews.

For help please visit our eCLIPSE help resources:

[L&I eCLIPSE Resources](#)

[L&I Help](#)

[Streets Department Help](#)

[311](#) or call 215-686-8686 for assistance

### ACTIVITY LICENSES

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[Register for a New Activity License](#)

[Associate an Activity License](#)

### PROFESSIONAL REGISTRATION

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[Apply for a Registration](#)

### PERMITS & CERTIFICATES

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[Apply for a Permit or Get a Certificate](#)

[Associate with a Permit / Project](#)

### STREETS DEPARTMENT

### BUSINESS LICENSES

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[Apply for a Business License](#)

[Renew a Business License](#)

[Amend a Business License](#)

### OTHER

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[Submit An Annual Certification Report](#)

[Create a Project](#)

[Request a CRS Report](#)

### TRADE LICENSES

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[Apply for a Trade License](#)

[Renew a Trade License](#)

[Amend a Trade License](#)

[Associate a Trade License](#)

Live chat support  
available Monday  
through Friday, 9  
AM through 1 PM



A horizontal bar at the top of the page consisting of four colored segments: light green, red, teal, and dark grey.

# Required Certifications

A horizontal bar at the bottom of the page consisting of five colored segments: teal, light green, red, teal, and dark grey, followed by a large teal block on the right.




# New Installation Certifications

## Installation

- NFPA 72, Chapter 14 establishes initial acceptance testing criteria
- F-901.2.1 requires the installing contractor to certify that a fire protection system has been installed in accordance with approved plans and tested in accordance with standards and specifications.
- The Department will accept the certification from the electrical contractor who performed the installation OR the facility's fire alarm inspector.  
Note: An electrical contractor license is required for the installation.

\*\*\*DO NOT MAIL THIS FORM\*\*\*

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

\*Upload completed forms to the Building Permit in eCLIPSE.  
\*\*Upload completed forms through the "Submit an Annual Certification Report" option in eCLIPSE. [www.eclipse.phila.gov](http://www.eclipse.phila.gov).

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**Fire Alarm System Certification Form**

Use this form to provide results and certify the fire alarm system testing performed. Submit one certification for each system.

Indicate Type of Certification (check one):  New Installation\*  Annual \*\*

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**Property Information**  
Provide the property address where the testing will be performed.

1 Address: \_\_\_\_\_

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**Building Owner/Owner's Agent**  
Provide the contact information for the building owner/owner's agent.

2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_


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**Inspector Information**  
Provide the contact information for the licensed electrical contractor or licensed fire alarm inspector.

3 Inspector Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
License No.: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_



# New Installation Certifications


- This is NOT a 3<sup>rd</sup> Party Inspection. The Building Inspector and Electrical Inspection Agency are responsible for final approval.
  - The certification is required to be submitted prior to scheduling a TCO or final inspection; however, the Building Inspector will still require testing in their presence.
    - Verify with Building Inspector while scheduling the final inspection.
  - Be mindful of [Dept of Health restrictions](#) on emissions from emergency generators.
    - Between May 1 and Sept 30, testing cannot begin until after 5 pm. May have to arrange for after-hour inspections with L&I.
    - No testing can be performed on Air Quality Action Day (with exceptions for hospitals and PECO).
- 



# New Installation Certifications

## 901.5.1 Occupancy.


It shall be unlawful to occupy any portion of a building or structure until the required fire detection, alarm and suppression systems have been tested and *approved*.

- No TCO shall be issued for a space within a building unless the [following requirements](#) are met:
    - Manual pull stations shall be operative throughout the building.
    - The fire command station shall be functional with all panels necessary to display and control all components required by these rules.
    - On the occupied floor(s), all detection devices, voice alarm, public address, Fire Department communications, sprinkler valves, water flow detectors, and standby and emergency power system components must be functional.
  - No CO shall be issued until fire alarm is functional throughout the building.
- 



# Reacceptance Certifications

## Alterations

- Reacceptance Testing is required for any modifications, repairs, or alterations to a system to confirm the functionality of the modified or affected portions of the system. This includes:
    - Addition or removal of devices
    - Changes to wiring or equipment
    - Reprogramming or updating system software.
  - Depending on the nature and extent of the alterations, the entire system may be tested.
  - If the entire system is recertified, the date of certification will become the new periodic test date.
    - The installer/inspector is responsible to submit to the Department as an annual certification. This certification is NOT automatically transferred from the building permit.
- 

# Annual Certifications

- The Building Owner is responsible to ensure that the system is tested in accordance with the provisions of the Fire Code and referenced standards, including NFPA 72 and NFPA 4.
  - Records of all testing and inspections shall be maintained.
- Annually, the system must be certified by a licensed fire alarm inspector OR electrical contractor.
- The form established by the Department must be submitted electronically and maintained on site.
- For new construction, the annual certification must be completed one year from CO issuance.

\*\*\*DO NOT MAIL THIS FORM\*\*\*

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

\*Upload completed forms to the Building Permit in eCLIPSE  
\*\*Upload completed forms through the "Submit an Annual Certification Report" option in eCLIPSE: [www.eclipse.phila.gov](http://www.eclipse.phila.gov)

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**Fire Alarm System Certification Form**  
Use this form to provide results and certify the fire alarm system testing performed. Submit one certification for each system.

Indicate Type of Certification (check one):  New installation\*  Annual \*\*

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**Property Information**  
Provide the property address where the testing will be performed.

1 Address: \_\_\_\_\_

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**Building Owner/Owner's Agent**  
Provide the contact information for the building owner/owner's agent.

2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_


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**Inspector Information**  
Provide the contact information for the licensed electrical contractor or licensed fire alarm inspector.

3 Inspector Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
License No.: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_

# Annual Certifications

- F-901.6.4.1 and [Code Bulletin A-2204](#), there is a 45-day allowance to correct deficiencies.
- If uncorrected deficiencies preclude certification, the licensed fire alarm inspector is required to report those deficiencies to the Department.
  - Deficiencies must be reported using Deficiency Form. Cannot be annotated on the cert.
  - This will trigger an inspection by the Department and issuance of any violations.
  - This does not relieve the owner of the responsibility to submit certification once deficiencies have been corrected.
  - The Department does not dictate who makes repairs and who completes final certification- just license criteria
- Systems out of service must be reported to PFD immediately.

 CITY OF PHILADELPHIA DEPARTMENT OF LICENSES AND INSPECTIONS <b>DEFICIENCY NOTICE</b> <b>FIRE ALARM SYSTEMS</b>			
<b>I. GENERAL INFORMATION</b>			
PROPERTY ADDRESS (as appears on property tax records)			LOCATION (Door, Store, Space Number)
PROPERTY NAME	BUSINESS NAME		
PROPERTY OWNER	OWNER'S PHONE NO.	OWNER'S TAX NO.	
OWNER'S E-MAIL ADDRESS	DATE OF INSPECTION	DATE OF NOTICE SUBMISSION	
<b>II. BUILDING OCCUPANCY</b>			
BUILDING IS : COMMERCIAL <input type="checkbox"/>		RESIDENTIAL <input type="checkbox"/>	MIXED USE (COMMERCIAL/RESIDENTIAL) <input type="checkbox"/>
			NUMBER OF STORES : _____
<b>III. MAJOR DEFICIENCIES</b> <input type="checkbox"/> NONE <input type="checkbox"/> CHECKED BELOW <input type="checkbox"/> OTHER			
<input type="checkbox"/>	SYSTEM OUT-OF-SERVICE		<input type="checkbox"/>
<input type="checkbox"/>	F.A.C.P. IN ALARM		<input type="checkbox"/>
<input type="checkbox"/>	F.A.C.P. IN TROUBLE WITH SYSTEM IMPAIRMENT		<input type="checkbox"/>
<input type="checkbox"/>	SYSTEM MONITORING OUT-OF-SERVICE		<input type="checkbox"/>
	OTHER : describe in comments section		
<b>IV. MINOR DEFICIENCIES</b> <input type="checkbox"/> NONE <input type="checkbox"/> CHECKED BELOW <input type="checkbox"/> OTHER			
<i>See the City of Philadelphia Annual Certification for Fire Alarm Systems form for additional information.</i>			
A.5: Any modifications to system since last inspection (explain in Comments)	B.8: Fire Control is not accessible	B.9: Battery charging circuit is not operating properly and/or at proper voltage	B.10: Ground fault monitoring did not test satisfactorily
B.11, D.1.1: Test of control lamps, LED's indicated suppression, audible/visible trouble & alarm signals not satisfactory	B.10: Remote annunciator did not test satisfactorily	B.11: Control Panel supervision did not test satisfactorily	C.13.19: Signs missing and/or manual fire alarm boxes did not test satisfactorily
C.20.1, 22: Smoke Detector inspection tests, normal elements, control output not acceptable	C.23.24: Non-restorable and restorable heat detectors not satisfactory	C.25: Alarm verification not satisfactory	C.26: Smoke detectors not tested according to NFPA 72
C.27: Dust smoke detector tests not satisfactory	C1.26: Water flow switch tests not satisfactory	C1.29, 30.1: Valves, lumps, low temperatures in the line air pressure not satisfactory	C.32.33, 34.35: Fire pump running, trouble and/or alternate power tests not satisfactory
C.2.36.37: Range hood/other suppression system not interconnected and/or not satisfactory	C.2.38: Air handler duct smokes not interconnected	D.42: Visible alarms not satisfactory	D.43: Sound levels not satisfactory
D1.46: Air handlers over 2000 cfm shutoff unacceptable	D1.47, 48, 49: Elevator interface and/or detection not satisfactory	D1.51: Door held open devices not satisfactory	D1.51: Electronically latched opens doors not satisfactory
E.5, 5.4, 5.5, 5.6: Primary power source not satisfactory	E.56, 57: Secondary power source not satisfactory	E.59: NAC power supplies not satisfactory	E.60.61: Additional controls, etc. not satisfactory
F.67, 68, 69, 70: Fire fighter phone systems not satisfactory	F.74.75: Daily tests & two telephone lines/monitoring not satisfactory	H.73: Monitoring not UL approved	H.71 through 75: Monitoring test not satisfactory
Comments, attach additional sheets as necessary : _____ _____			
<b>PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM</b>			
We certify that the above Fire Alarm System, tested in accordance with NFPA 72 and the Philadelphia Fire Code, failed the annual inspection. Systems out of service must be reported immediately to the Philadelphia Fire Department at 215-922-6000.			




# Inspector Qualifications





# Inspector Qualifications

- New and annual certifications may be completed by a licensed fire alarm system inspector or an electrical contractor.
  - The individual performing the inspection must be the individual licensed as a fire alarm inspector or electrical contractor.
    - Only the individual has demonstrated experience and competency. This cannot be delegated to employees under their supervision.
  - If a company has multiple inspectors or licensed electricians, each individual must have a separate license.
- 



# Fire Alarm Inspector

- License is issued to the individual with company named
- 3 different qualifiers

## Get a Fire Alarm Inspector's License

### Service overview

You need this license to inspect, test, or certify fire alarm systems in Philadelphia. If you are a licensed electrical contractor, you do not need a Fire Alarm Inspector's License to do this work.

Each inspector at a company must have their own license.

### Who

Individuals who inspect, test, and certify fire alarm systems can apply for this license.

### Requirements

#### Other licenses and registrations

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

#### Proof of experience and qualifications

You must meet one of the following qualifications:

- [NICET Alternative](#) : Submit a National Institute for Certification in Engineering Technologies (NICET) certificate at Level II or higher in the fire alarms sub-field of Fire Protection Engineering Technology.
- [Underwriters' Laboratory \(UL\) Alternative](#) : The company where the applicant is principal or designee must be listed with UL in one of the two following categories of Protective Signaling Services:
  - Central Station Service (UUF) as a "Full Service Company" or "Fire Alarm Service — Local Company"
  - Local, Auxiliary, Remote Station, and Proprietary Service (UUJS)
- Professional Engineer Alternative: You must be a professional engineer registered in the Commonwealth of Pennsylvania. Provide a signed and sealed statement with qualifications in the field of fire alarm systems.

#### 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.

#### Photo identification

- 2 in. x 2 in., color

#### Tax compliance

The company must be current on all City of Philadelphia taxes.

# Electrical Contractor

- Master Electrician and Company named

## Get an Electrical Contractor License

### Service overview

You need this license to do electrical work in Philadelphia. This includes low-voltage wiring.

### Who

Individuals who perform electrical work can apply for this license.

### 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 these minimum amounts:

- General Liability: \$500,000 per occurrence
- Automobile Liability Insurance: \$300,000
- Worker's Compensation:
  - \$100,000 each accident
  - \$100,000 each employee
  - \$500,000 policy limit

#### Experience

To qualify, you must have a minimum of four years employment doing electrical work for a company licensed through a local or state jurisdiction.

Completion of two years of education in the electrical field is equal to one year practical experience. Education can substitute for up to two years of practical experience.

Proof of experience must be submitted in the form of one or more of the following:

- Tax records reflecting employment by a licensed electrical contractor
- Proof of licensure through a local or state jurisdiction, subject to approval by the [Department of Licenses and Inspections \(L&I\)](#)

#### Testing and certification

You must have proof of successful completion of the Philadelphia Electrical Contractor Examination. This exam is administered by the [International Code Council](#).

The exam must reference the [current version of the Philadelphia Code](#) and associated standards or your application must be submitted within 12 months of successful completion of the exam.

#### Continuing education credits

You must provide proof of completion for at least eight hours of coursework in the current or later edition of [NFPA 70](#). The exam provider must be approved by the [PA Department of Labor and Industry](#).

You must complete these courses within the 12 month period preceding application.

#### 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.

#### Photo identification

2 in. x 2 in., color

#### Tax compliance

You must be current on all City of Philadelphia taxes.



# Required Form





\*Upload completed forms to the Building Permit in eCLIPSE.  
\*\*Upload completed forms through the "Submit an Annual Certification Report" option in eCLIPSE. [www.eclipse.phila.gov](http://www.eclipse.phila.gov).

### Fire Alarm System Certification Form

Use this form to provide results and certify the fire alarm system testing performed. Submit one certification for each system.

Indicate Type of Certification (check one):  New installation\*  Annual\*\*

#### Property Information

Provide the property address where the testing will be performed.

1 Address: \_\_\_\_\_

#### Building Owner/Owner's Agent

Provide the contact information for the building owner/owner's agent.

2 Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

#### Inspector Information

Provide the contact information for the licensed electrical contractor or licensed fire alarm inspector.

3 Inspector Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

License No.: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

#### General Information

Note: Skip section 4 for new installation.

This section is to be completed by the property owner or agent.

Provide explanation for all "no" answers, except as noted.

4  Is the building occupied?  Yes  No

Has the building occupancy or hazard or floor layout changed since the last inspection?  Yes  No

o If yes, explain: \_\_\_\_\_

Are all systems kept in service?  Yes  No

Are the test results kept on file?  Yes  No

Has there been any modifications to the system since the last certification?  Yes  No

o If yes, explain: \_\_\_\_\_

Was there any action of alarm since the last certification?  Yes  No

o If yes, explain: \_\_\_\_\_

Does this certification cover all fire alarm systems in the building?  Yes  No

#### Control Equipment

This section is to be completed by the fire alarm inspector.

5  Is the fire alarm Control Panel in an accessible location (in main entrance or unlocked room)?  Yes  No

Is the battery charging circuit in the Control Panel operating correctly / at the proper voltage?  Yes  No

Is Ground Fault Monitoring testing satisfactory?  Yes  No

Is the test of lamps and LED's in the Control Panel satisfactory?  Yes  No

Is the test of interface equipment satisfactory?  Yes  No

Are the audible and visible trouble and alarm signals in the Control Panel satisfactory?  Yes  No

Are trouble signal silence switches and alarm silence switches in the Control Panel tested satisfactory?  Yes  No

Are off-premises transmission test satisfactory?  Yes  No

Is the remote annunciator test satisfactory?  Yes  No

Is the Control Panel supervision test acceptable?  Yes  No



#### Initiating Devices

##### Section (A)

\*Note: The certification of smoke detector sensitivity shall be performed according to the Philadelphia Fire Code Section 907.

F-907: Alternate year sensitivity testing shall begin in odd-numbered years. Where the one-year sensitivity test occurs in an even-numbered year, the next sensitivity test is due until the second subsequent odd-numbered year.

Results of sensitivity tests shall be listed on page 5 of this form or an NFPA compliant panel printout shall be provided for each year testing is performed.

##### (A) Initiating Devices

- Are signs mounted at each pull station stating: "IN CASE OF FIRE: SOUND ALARM AND CALL 911 or THE FIRE DEPARTMENT"?  Yes  No
- Are the manual fire alarm box tests acceptable?  Yes  No
- Are the smoke detector inspection / tests acceptable?  Yes  No
- Are the smoke detector thermal elements tests acceptable?  Yes  No
- Are the smoke detector control output tests acceptable?  Yes  No
- Are non-restorable heat detectors inspected and in satisfactory condition?  Yes  No
- Are restorable heat detector tests acceptable?  Yes  No
- Are the alarm verification tests satisfactory?  Yes  No
- Are the duct smoke detector tests acceptable?  Yes  No

Is the sensitivity of air smoke detectors tested in accordance with NFPA 72 (2016) Section 14.4.4.3.4?  Yes  No

##### (B) Sprinkler System Supervision (complete if applicable)

- If no, explain: \_\_\_\_\_
- Are the water flow switch inspection / tests acceptable?  Yes  No
  - Are the valve tamper switch inspection / tests acceptable?  Yes  No
  - Are the low temperature sensor inspection / tests acceptable?  Yes  No
  - Are low air pressure switch inspection / tests acceptable?  Yes  No
  - Are the Fire Pump power supervision inspection / tests acceptable?  Yes  No
  - Are the Fire Pump Running supervision inspection / tests acceptable?  Yes  No
  - Are the Fire Pump Standby supervision inspection / tests acceptable?  Yes  No
  - Are the Fire Pump Alternate Power inspection / tests acceptable?  Yes  No

##### (C) Other Initiation (complete if applicable)

- Are all range hood / other suppression systems interconnected to this system as required?  Yes  No
- Are all range hood / other suppression systems inspections / tests acceptable?  Yes  No
- Are all existing air handler duct smoke detectors interconnected to this system?  Yes  No
- Were all air handler duct smoke detector inspection / tests acceptable?  Yes  No

#### Audible / Visible Devices

##### Section (A)

Complete the table on page 3 to record the ambient and alarm sound level tests.

- Are the ambient sound levels tested with the normal ambient noises present (HVAC, etc.)?  Yes  No
- and recorded on Page 3?  Yes  No
- Are alarm sound levels tested and recorded on Page 3?  Yes  No
- Are visible alarms tested and operating properly?  Yes  No
- Did sound levels reach the minimum requirement noted below?  Yes  No  
(check the appropriate box below)
- Systems installed prior to March 1, 1991 = Sufficient volume to be heard throughout the building
- March 1, 1991 until December 31, 2009 = 15 dba above ambient, but not less than 60 dba in occupied spaces and not less than 70 dba throughout Group I-1 and R occupancies.
- After December 31, 2009 = 15 dba above ambient, but not less than 60 dba in occupied spaces and not less than 75 dba throughout Group I-1 and R occupancies.

(Continue on next page)



Department of  
Licenses and Inspections  
CITY OF PHILADELPHIA

\*\*\*DO NOT MAIL THIS FORM\*\*\*

**Audible / Visible Devices**  
(continued)

*Audibility record: Describe in detail the locations tested and the results in the table.*

*Audible readings must be taken in at least one unit per floor AND at least one reading for each style unit in the building.*

*Use additional sheets if necessary.*

LOCATION TESTED (Fill in exact location next to description, i.e., Unit D-10 etc.)	FLOOR	AMBIENT LEVEL	ALARM LEVEL
COMMON AREA LOCATION:			
COMMON AREA LOCATION:			
COMMON AREA LOCATION:			
SLEEPING AREA:			
SLEEPING AREA:			
SLEEPING AREA:			
SLEEPING AREA:			
SLEEPING AREA:			
OTHER:			
OTHER:			
OTHER:			
OTHER:			

7

**Complete Section (B) if applicable.**

- (B) OTHER SYSTEM OUTPUTS / INTERCONNECTIONS** (complete if applicable)  Yes  No
- If no, explain: \_\_\_\_\_
  - Are all range hood / other suppression systems interconnected to fuel shut off / power disconnects as required?  Yes  No
  - Are all air handlers over 2000 cfm shut down as required?  Yes  No
  - Are all Primary Floor Elevator Recall inspection / tests acceptable?  Yes  No
  - Are all Secondary Floor Elevator Recall inspection / tests acceptable?  Yes  No
  - Are all Elevator Power Shutoff / Shunt Trip inspection / tests acceptable?  Yes  No
  - Are all Elevator Fire Fighters Hat feature inspection / tests acceptable?  Yes  No
  - Are all Door Hold Open Release inspection / tests acceptable?  Yes  No

**Electrical**

- Is the fire alarm system power connected to a branch circuit of house panel?  Yes  No
- Is the fire alarm system power disconnected for the dedicated branch circuit locked in the "On" position?  Yes  No
- Is the fire alarm system power disconnect location clearly identified in writing at or on the control panel?  Yes  No
- Is the test of the primary power source satisfactory?  Yes  No
- Is the test of the secondary power source (e.g., batteries) satisfactory?  Yes  No
- Is the system tested using the secondary power source?  Yes  No
- Are all additional NAC power supply inspection / tests acceptable?  Yes  No
- Are all additional sub control, amplifier, firefighter phone panels and auxiliary power supply inspection / tests acceptable?  Yes  No
- Are all batteries for additional NAC power supplies sub controls, amplifiers, fire fighter phone panels and auxiliary, power supplies load tests / inspections acceptable?  Yes  No
- Are all batteries load tested?  Yes  No
- Provide Make and Model of tester used: \_\_\_\_\_

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Department of  
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CITY OF PHILADELPHIA

\*\*\*DO NOT MAIL THIS FORM\*\*\*

**Voice, Phone, Monitoring**

**Complete Sections (A), (B) and (C) if applicable.**

- (A) VOICE EVACUATION SYSTEM** (complete if applicable)  Yes  No
- If no, explain: \_\_\_\_\_
- Is this system applicable to the system being tested?  Yes  No
  - If yes, complete this section:**
    - Is the Fire Command Center operating properly?  Yes  No
    - Is its speaker sound pressure and clearly recorded in the Section 7 table?  Yes  No
    - Are amplifier / tone generators test satisfactory?  Yes  No
- (B) FIRE FIGHTER PHONE SYSTEM** (complete if applicable)  Yes  No
- If no, explain: \_\_\_\_\_
- Is the call-in signal silence function correct?  Yes  No
  - Is the off-hook indicator verified?  Yes  No
  - Are phone jacks tested satisfactorily?  Yes  No
  - Are phone sets tested satisfactorily?  Yes  No
  - Are handset system voice quality and clearly acceptable?  Yes  No
- (C) MONITORING** (complete if applicable)  Yes  No
- If no, explain: \_\_\_\_\_
- Is this system monitored or required to be monitored?  Yes  No
  - If yes, complete this section:**
    - This system is monitored under which of the NFPA 72 monitoring categories?
      - Proprietary Supervising Station  Central Station Service
      - Remote Supervising Station  Other, explain: \_\_\_\_\_
    - The system is monitored in compliance with the selected method above.  Yes  No
    - The system sends a daily test signal to the monitoring station.  Yes  No
    - The system has two telephone lines or other NFPA method of communication with the monitoring station.  Yes  No
    - The monitoring station is UL approved to receive Fire Alarm Signals.  Yes  No
    - The name of the Monitoring Entity is: \_\_\_\_\_
    - Phone #: \_\_\_\_\_
    - Account Reference No.: \_\_\_\_\_ UL Certification #: \_\_\_\_\_
    - The system is tested to the monitoring station for the following conditions:
      - Alarm and Restore  Yes  No
      - Trouble and Trouble Restore  Yes  No
      - Ground Fault and Restore  Yes  No
      - Supervisory Signal and Restore  Yes  No
      - AC Power Loss and Restore  Yes  No

9



DO NOT RECALL THIS FORM



Upload completed forms through the "Submit an Annual Certification Report" option in eCLIPSE.  
[www.eclipse.phila.gov](http://www.eclipse.phila.gov)

A copy of this report must be kept on site.

## Annual Inspection, Testing, and Maintenance Report for Fire Sprinkler / Standpipe Systems

Use this form to provide results and certify the sprinkler and standpipe systems in existing buildings.

### PART 1

#### (A) Verification of Compliance

Identify the inspection results.

Refer to the ["How to submit a maintenance or an annual fire protection certification report in eCLIPSE"](#) for step-by-step instructions.

#### (B) Property / Owner Information

Provide the address of the property where the testing was performed.

Provide the contact information for the building owner or owner's agent.

#### (A) Inspection Result (must select one):

PASSED

This fire sprinkler and standpipe system(s) has been properly inspected for functional operation in accordance with the current Philadelphia Fire Code (FC) used by the department that has jurisdiction and NFPA 25 Standards adopted by the FC for this system.

DEFICIENT

#### Part 7 of this form must be completed.

Deficiencies that are not corrected within 45 days of inspection must be reported to the Department through eCLIPSE.

Unsafe conditions requiring immediate correction may also be reported through 3-1-1.

#### (B) Property / Owner Information

Property Address: \_\_\_\_\_

Building Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### PART 3: CERTIFICATE HOLDER'S SECTION (CONTINUED)

	Y	N	NA		Y	N	NA
36. Are valves in proper open or closed position, and properly supervised?				43. Are the sprinkler piping given its 5-year internal inspection?			
37. Are valves protected from damage, accessible & operable?				44. Are backflow preventers operational?			
38. Are low air pressure alarms on dry systems tested satisfactorily?				45. Are backflow preventers tested per the Plumbing Code?			
39. Are deluge/preaction valves trip tested by detector satisfactorily, results left on site?				46. Are there Omega sprinklers on the system? (if yes, describe how many and their location)			
40. Are the preaction system supervisory air pressures, correct?				47. Are there O-ring voluntary recall sprinklers on the system? (if yes, describe how many and their location)			
41. Are strainers checked and cleaned?				48. Are there Star ME-1 recall sprinklers on the system? (if yes, describe how many and their location)			
42. Are check valves given their 5-year maintenance? (Years 2020, 2025)				49. Are there any other sprinklers on the system that have been recalled? (if yes, describe type, how many and their location)			

### PART 7: DEFICIENCIES: Check any that apply (Explain in comments section)

<input type="checkbox"/> System out-of-service / impaired	<input type="checkbox"/> Quick opening device inoperative
<input type="checkbox"/> Fire pump failure	<input type="checkbox"/> Dry pipe / preaction system failed
<input type="checkbox"/> Alarm device connected to sprinkler system failed	<input type="checkbox"/> Sprinkler painted or obstructed
<input type="checkbox"/> City supply inadequate	<input type="checkbox"/> Recalled sprinklers installed
<input type="checkbox"/> F.D.C. not compliant	
<input type="checkbox"/> Other (describe): _____	
Comments _____	
_____	
_____	
_____	



# Certification Submission









# Construction Permit Submission

<a href="#">Fire Alarm</a>	A Fire Alarm System Certification is required for all newly installed fire alarm systems.	Fire Alarm	Before final inspection
----------------------------	---	------------	-------------------------

Durkin

## 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](#)

Required Before	Type	Status
 Permit Completion	Development Tax Owing	Outstanding
 Permit Completion	Fire Alarm	Outstanding
 Permit Completion	PWD Stormwater Mgmt. Review	Outstanding
 Permit Completion	Special Inspections Completion	Outstanding

### Required Before Permit Completion

RESOLVE PERMIT HOLD

Hold Type: Fire Alarm


The following information must be uploaded to resolve the hold on this permit:  
 Upload a copy of the required Fire Alarm Certification. For more information, please visit the Construction Inspections section of our website, [www.phila.gov/i](http://www.phila.gov/i)

This form must be uploaded prior to scheduling your Final Inspection and is NOT required prior to permit issuance.

DOCUMENTS

File Name	Description
REQUIRED INFORMATION	
Comments:	

UPLOADED DOCUMENTS

 Upload File

File Name	Description
<input type="button" value="Submit"/>	<input type="button" value="Cancel and Return"/>



# Annual Certifications



# Code Bulletin No. A-2204

## Periodic Testing and Inspection Submission Requirements

- Submission of Electronic Reports
- Reporting of Deficiencies
- Inspection Waivers and Due Date Adjustments

<https://www.phila.gov/media/20221221135514/Code-Bulletin-A-2204-Periodic-Inspection-Report-Submission.pdf>

DEPARTMENT OF LICENSES AND INSPECTIONS <b>CODE BULLETIN OF INFORMATION</b> <b>No. A-2204</b>		CODE OF GENERAL ORDINANCES OF THE CITY OF PHILADELPHIA  TITLE 4 — BUILDING CONSTRUCTION AND OCCUPANCY CODE
SUBJECT OF BULLETIN:  <b>PERIODIC TESTING AND INSPECTION SUBMISSION REQUIREMENTS</b>		REFERENCE CODE SECTION(S): Phila Property Maintenance Code Phila Fire Code
ISSUED BY		ISSUE DATE
NAME: Elizabeth Baldwin, P.E. Chief Code Official		December 19, 2022

### BACKGROUND:

The Philadelphia Building Construction and Occupancy Code includes provisions for the regular testing and inspection of life safety systems, building components, and structures to ensure that systems, buildings, and structures are maintained in a safe and/or working condition.

The Code requires or authorizes the Department to collect testing and inspection reports for select critical systems, building components, and structures. Reports are to be submitted through a form and mode established by the Department.

The electronic submission of reports was made available through the online eCLIPSE portal in March 2020. To facilitate full compliance with the Code and promote transparency, the Department shall require the electronic submission of the following inspection reports through the online portal:

# SUMMARY OF INSPECTION AND REPORTING REQUIREMENTS

## CODE BULLETIN OF INFORMATION No. A-2204

Inspection Type	Phila Code Section	Qualification of Inspector <sub>1</sub>	Inspection Cycle <sub>2</sub>	Report Submission Deadline	Report Requirement
Damper	4-F-701.6	Qualified Sheet Metal Technician	4 years (high-rise and special assembly occupancies); 6 years (1-2)	No more than 90 days after inspection deadline	Form No. TP_001_F
Electrical Certification <sub>3</sub>	4-A-703	Electrical Contractor or Inspector	Annual	July 31	Form No. EP_004_F
Emergency Standby Power	4-F-901.6	Electrical Contactor or Manufacturer's Representative <sub>4</sub>	Annual	No more than 45 days after inspection deadline	Form No. 81-995
Façade (Exterior Wall)	4-PM-315	PA Professional Engineer or Registered Architect with relevant experience	5 years <sub>5</sub>	By inspection deadline	Form No. TP_011_F; Full Report for Unsafe
Fire Alarm	4-F-901.6	Fire Alarm Inspector or Electrical Contractor	Annual	No more than 45 days after inspection deadline	Form No. TP_009_F
Fire Escape	F-1104.16	Pa Professional Engineer with relevant experience	5 years	No more than 90 days after inspection deadline	Form No. TP_020_F; Full Report for Safe w/ Repair or Unsafe



# eCLIPSE Periodic Inspection Certs

- As of April 1, 2023, All certifications must be uploaded through the eCLIPSE portal
- Copies of Certifications are still required to be maintained at the property or by the owner/agent and be made available to the code official upon request.
- Uploading certifications electronically will:
  - Allow certification information to be made publicly available (Atlas.Phila.gov)
  - Allow building occupants to know that the building is safe
  - Prevent unnecessary complaints or investigations



# Atlas

There are 2 buildings at this address

1500384 1505984

<b>Building ID</b>	1500384
<b>Building Name</b>	City Hall
<b>Parcel Address</b>	1400 JOHN F KENNEDY BLVD
<b>Building Height (approx)</b>	130 ft
<b>Building Footprint (approx)</b>	153,835 sq ft

## Building Certifications (3)

Selected Building

Inspection Type	Date Inspected	Inspection Result	Expiration Date
<a href="#">Facade Report</a>	02/03/2022	Safe with Repair	02/03/2027
<a href="#">Fire Alarm Certification</a>	04/13/2024	Certified	04/13/2025
<a href="#">Fire Alarm Certification</a>	09/29/2022	Certified	09/29/2023

[See all building certifications for this property at L&I Property History](#)



## Building Certifications (3)

Fire Alarm Certification (2) - Active

Building certification number BC-2024-010887

Building certification type Fire Alarm Certification

Inspection date 04-13-2024

Inspection result Certified

Expiration date 04-13-2025

Inspection contractor

Case file

Older Fire Alarm Certifications

Building certification number	Building certification type	Inspection date	Inspection result	Expiration date	Inspection contractor
BC-2022-015840	Fire Alarm Certification	09-29-2022	Certified	09-29-2023	

# Atlas

### Licenses & Inspections

Licenses, inspections, permits, property maintenance violations, and zoning permit documents at your search address. Source: Department of Licenses & Inspections

There are 2 buildings at this address

1466514	1466515
---------	---------

<b>Building ID</b>	1466515
<b>Building Name</b>	N/A
<b>Parcel Address</b>	2600 BELMONT AVE
<b>Building Height (approx)</b>	10 ft
<b>Building Footprint (approx)</b>	1,542 sq ft

#### Building Certifications (3)

Selected Building

Inspection Type	Date Inspected	Inspection Result	
<a href="#">Emergency and Standby Power Systems Certification</a>	09/13/2024	Certified	09/13/2025
<a href="#">Sprinkler Certification</a>	03/11/2024	Certified	03/11/2025
<a href="#">Fire Alarm Certification</a>	05/10/2024	Deficient	

[See all building certifications for this property at L&I Property History](#)

#### Fire Alarm Certification (1) - Deficient

<b>Building certification number</b>	BC-2024-020212
<b>Building certification type</b>	Fire Alarm Certification
<b>Inspection date</b>	05-10-2024
<b>Inspection result</b>	Deficient
<b>Expiration date</b>	No date
<b>Inspection contractor</b>	
<b>Case file</b>	CF-2024-087245



# Expiration Notifications

- Courtesy Expiration Notices are mailed 60 days in advance of expiration.
  - A letter will be mailed to owner at the address registered with OPA.
  - The filing contractor or engineer will receive an email so long as an email address is associated with the filing eCLIPSE account.
    - Expiration notice to the previous filing contractor or engineer is only a courtesy reminder. The property owner is responsible to ensure the inspection and assessments are completed and certifications submitted by reporting deadline







# Delinquent Certifications

- Currently, all certifications must be uploaded through eCLIPSE. If a new certification is not received within 60 days of expiration, a notice will be sent to the owner and contractor (who filed last cert)
- If no certification is provided through eCLIPSE by the reporting deadline (45 day after cert deadline), a violation will be issued to the property owner for a failure to submit required certifications.
- If it is found that the inspection was completed but the inspector failed to submit, the inspection will be issued a \$300 fine. Fine may be settled for \$150 within first 30 days.

Coming soon: Licenses will not be renewed until delinquent fines are paid.






# What to know before online submission

- In order to submit maintenance certifications online, you must have a trade license or design professional registration linked to your eCLIPSE account (see [Quick Guide](#))
- For Fire Protection certifications, it breaks down like this:
  - Electrical Contractor
    - Emergency and Standby Systems Certification
    - Fire Alarm Certification
  - Design Professional
    - Smoke Control Certification
  - Fire Alarm Inspector
    - Fire Alarm Certification
  - Fire Suppression Systems Worker\*
    - Special Hazards Certification
    - Sprinkler Certification (Specialty)
    - Standpipe Certification (Specialty)
  - Sheet Metal Technician\*
    - Damper Certification
    - Smoke Control Certification
  - Generator Manufacturer Rep
    - Emergency and Standby Power System Certifications

\*Must identify licensed worker who performed inspection and employer





## 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

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

### BUSINESS LICENSES

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

### TRADE LICENSES

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

### 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 CRS Report](#)
- [Make an Appeal](#)

Click to submit certification

### STREETS DEPARTMENT

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

[My Activities](#)[My Inspections](#)[My Projects](#)[My Businesses](#)[My Activity Licenses](#)[My Trade Licenses](#)[My Registrations](#)[My Inspection Agency's Permits](#)[My Hearings / Appeals](#)[Annual Certification Reports](#)



## Building Certification BC-2020-000012 (Draft)

### LOCATION

#### Addressed Location

Please select the **address** for the building you are certifying. If your address has multiple buildings and you are unsure which to select, click the blue help icon (?) for more information.

\* Address:

**Step 1:**  
Select building address.



Click for additional help.

### CERTIFICATION DETAILS

\* Contractor:

\* Type of Certification:

\* Inspection Date:

**Step 4:** Add inspection date.

**Step 2:** Select license or registration.

**Step 3:** Select type of cert to submit.

In the drop-down menu below, please select the result of the inspection.

Note: Certifications should always have a result of: Certified or Deficient. Reports should always have a result of: Safe, Safe with Repair or Unsafe. The Expiration Date will default to 1 year from the Inspection Date. For certifications that last longer than 1 year, internal staff will update the expiration date after submission. See the blue help icon (?) for more information.

\* Inspection Result:

**Step 5:** Select inspection result. Certifications are 'Certified' or 'Deficient'.

### UPLOAD INSPECTION DOCUMENT

Upload Document

**Step 6:**  
Upload inspection document.

File Name

Description

Delete

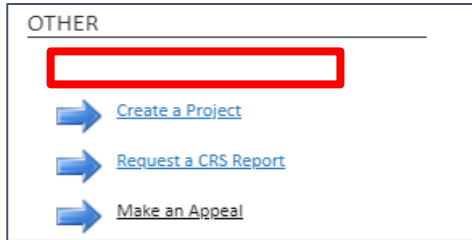
Submit

Cancel

**Step 7:** Submit certification.

# Common Issue No.1

I DO NOT HAVE THE OPTION TO 'SUBMIT AN ANNUAL CERTIFICATION REPORT' or  
I DO NOT SEE THE REQUIRED CERT TYPE IN THE PULL-DOWN MENU

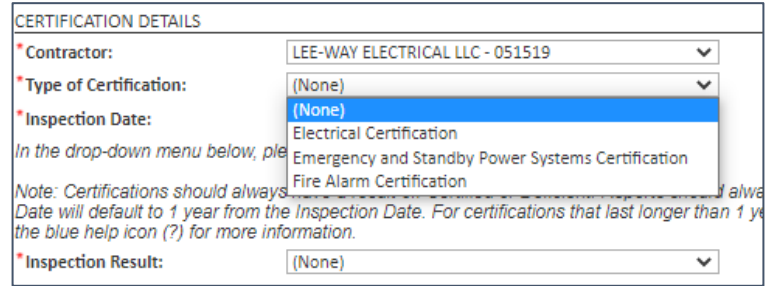


OTHER

[Create a Project](#)

[Request a CRS Report](#)

[Make an Appeal](#)



CERTIFICATION DETAILS

\* Contractor: LEE-WAY ELECTRICAL LLC - 051519

\* Type of Certification: (None)

\* Inspection Date: (None)

In the drop-down menu below, please select the appropriate certification type.

Note: Certifications should always be submitted on or before the Inspection Date. For certifications that last longer than 1 year, the blue help icon (?) for more information.

\* Inspection Result: (None)

The eCLIPSE user account is not properly linked to the fire suppression systems contractor license.

[Online User Guide](#) provides necessary steps. See your office manager to obtain the association code or contact L&I through the [online help form](#).

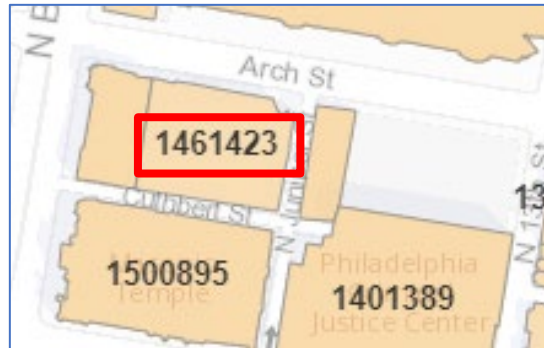
# Common Issue No. 2

## I CAN'T FIND THE ADDRESS OR DON'T KNOW WHAT BUILDING TO SELECT

Verify that you are entering the address as registered with the Office of Property Assessment.  
Check Atlas.phila.gov

Less is more. Drop street extension or abbreviate name

In the case of multiple buildings, refer to the [linked map](#) to find the correct building identifier.






# Common Issue No. 3

## FILING ERRORS

If we catch an error while reviewing a filed certification, we will reject the certification and then send an email to the email address associating with the filing account explaining why the certification was rejected. The certification's filing status will be changed to "cancelled" (more on that next). Some common reasons certs get rejected are:

- cert filed to the wrong address
- cert filed with the wrong form
- incomplete cert filed
- incorrect status chosen during filing

When this happens, you'll be asked to resubmit a corrected certification. For this reason, it really pays to double-check before hitting submit!






# Common Issue No. 4

## WHAT DOES “DRAFT” STATUS MEAN?

If you review your past submissions in your eCLIPSE profile, you’ll see a column titled “status”. Your filed certs will read as either “draft, submitted, or cancelled”.

- **Draft:** The filing was started but never completed. THE CERT WAS NOT SENT.
- **Submitted:** The filing was submitted to L&I
- **Cancelled:** there was an issue with your submission

I recommend checking up on your submission history every now and then to make sure that your filed reports have been received by L&I and have not been cancelled due to an error.

















# View past submissions or drafts

My Hearings / Appeals

Annual Certification Reports

Type	External File Number	Certification Type	Status	Created Date
 Building Certification	BC-2020-000015		Draft	May 20, 2020
 Building Certification	BC-2020-000016		Draft	May 20, 2020
 Building Certification	BC-2020-000017		Draft	May 22, 2020
 Building Certification	BC-2020-000018		Draft	Jul 3, 2020
 Building Certification	BC-2020-000021	Fire Alarm Certification	Cancelled	Aug 25, 2020
 Building Certification	BC-2020-000024	Fire Alarm Certification	Submitted	Aug 25, 2020
 Building Certification	BC-2020-000025	Facade Report	Submitted	Aug 25, 2020
 Building Certification	BC-2020-000026	Fire Escape Report	Submitted	Aug 25, 2020
 Building Certification	BC-2020-000027	Electrical Certification	Submitted	Aug 26, 2020
 Building Certification	BC-2020-000028	Electrical Certification	Submitted	Aug 26, 2020
 Building Certification	BC-2020-000030	Fire Escape Report	Cancelled	Aug 26, 2020
 Building Certification	BC-2020-000031	Facade Report	Cancelled	Sep 1, 2020

Click to view further details.


## Statuses:

- **Draft:** job was started but never submitted
- **Submitted:** job was submitted to L&I
- **Cancelled:** there was an issue with your submission

# View past submission details

**Licenses & Inspections**  
CITY OF PHILADELPHIA  
LIFE LIBERTY AND YOU™

---

 **Building Certification** BC-2020-000024 (Submitted)

---

Status:	Submitted	Created Date:	[REDACTED]
		Completed Date:	[REDACTED]

---

LOCATION

---

Building: [REDACTED]

---

CERTIFICATION DETAILS

---

Contractor: [REDACTED]  
Type of Certification: [REDACTED]  
Inspection Date: [REDACTED]  
Inspection Result: [REDACTED]  
Expiration Date: [REDACTED]

---

INSPECTION DOCUMENTS

File Name	Description
 [REDACTED]	[REDACTED]

Click to view document.



# Deficiency Reports- Fire Protection Certs

Inspection shall be made and a report provided to the owner to maintain on-site.

If inspection has passed, the contractor must proceed with online submission to L&I

If any deficiencies are found, the contractor must:

- Review deficiencies with owner and advise that corrections must be made in 90 days (for dampers and smoke control) and 45 days (for all other fire protection)
- Perform a subsequent inspection within 45.
  - If compliant, proceed with submission of cert to L&I
  - If deficiencies are not corrected within the required time period, submit a deficiency report to L&I and enter an inspection result as 'deficient'. An L&I inspector will be dispatched to the site.





# Deficient System Status

After a site investigation is completed by L&I to confirm and document deficiencies, Property Owner will be issued a Violation Notice listing each code violation.

The Fire Protection System will retain a 'Deficient' Status until repairs are made **AND** a passing certification is uploaded through eCLIPSE.

**Complying the cited violations alone does not change the deficient status. An updated certification always needs to be uploaded.**





# Coming Soon

- Database of existing buildings with fire protection systems.
- Regular auditing of submitted certs, in addition to on-site review.
- Ability to require revisions on submitted certs.



# RECALL

## IMPORTANT RECALL NOTICE



System Sensor  
3825 Ohio Avenue  
St. Charles, IL 60174  
www.systemsensor.com

Safety Bulletin No. SSR24-1SB  
March 11, 2024

### Operational issues on the System Sensor Low Frequency Sounder models HWL-LF, HWL-LF-BP10, HRL-LF, HRL-LF-BP10, HGWL-LF-BP10, P2WL-LF Date codes 3034 and 3035 (the "Products")

#### Immediate action is required

This recall is being conducted in cooperation with the U.S. Consumer Product Safety Commission

#### Summary:

- Potential for low volume sound output or no sound output on the models listed above at any point subsequent to testing, manufactured with date codes 3034 and 3035. The date code location is shown on page 2 of this bulletin
- Low Frequency Sounder models listed above with date codes outside of 3034 and 3035 are not impacted and do not need to be returned.
- System Sensor Low Frequency Sounder models not listed above are not impacted and do not need to be returned
- This communication does not impact the newly released LED series AV products.
- For the P2WL-LF, this issue does not impact the products ability to flash but does impact the sound output.

**Issue:** System Sensor has identified an issue that could affect the sound output on the Products with date codes 303 and 3035. Even if an issue wasn't identified at the time of commissioning, this notification is a safety issue and should be addressed promptly and product replaced to avoid potential problems with system operations which may arise.

**Action needed:** All Products of models listed above and with manufactured date codes 3034 and 3035 should be replaced and returned. The warranty return policy for the Products listed above will be honored and those Products and date codes listed above should be returned through normal channels.

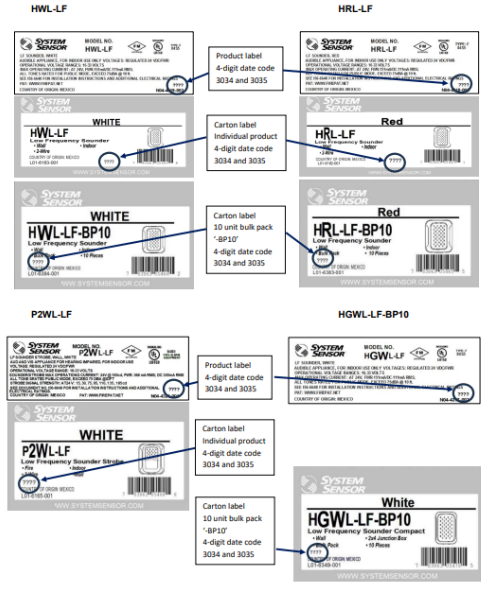
System Sensor will reimburse reasonable expenses with the return of the Certificate of Compliance portion of this bulletin and by following the instructions on the form. The Certificate of Compliance can be submitted by email to [LFsounder.recall@systemsensor.com](mailto:LFsounder.recall@systemsensor.com) along with any additional documents specified on the form's instructions to start the reimbursement process.

**FOR DISTRIBUTORS:** Please email this Safety Bulletin to each of your customers to alert them to this corrective action and the need that all products of models listed above and with manufactured date codes 3034 and 3035 need to be replaced and returned. If you do not have a valid email address, please mail the Safety Bulletin. Please retain written proof that this Safety Bulletin has been sent and received by each of your customers.

If you have any questions regarding this bulletin, please contact System Sensor Technical Support at 1-800-736-7672.

Our goal is to resolve this issue as efficiently as possible and we apologize for the inconvenience.

#### Product label and Carton label date code locations



Cut sheets required  
with fire alarm permits



Department of  
**Licenses and Inspections**

# Newsletter

CITY OF PHILADELPHIA

September 2018

## Announcements

### Focus Group Summary

The Department recently conducted annual focus group sessions to gather feedback and identify potential improvement initiatives. This year, you took the time to again provide feedback that we can use for the coming year. Some areas of focus will include:

- Consolidating and clarifying instructions around resolving violations
- Streamlining business license applications and renewals
- Developing more training for contractors around rowhouse renovation projects
- Improving our media literacy to incorporate plainer language and in multiple languages

We thank you for sharing your experiences and helping us to better serve all stakeholders. We look forward to continuing to improve our services and hoping for our focus group feedback sessions next year!

## Webinars



City of Philadelphia Services Programs **Departments** Tools Publications News

Department of Licenses and Inspections

Home About Licenses Permits & certificates Inspections Appeals Resources

### Resources

The Department of Licenses and Inspections (L&I) offers many resources for customers and the public.

#### Featured resources

- Permit Navigator Pilot**  
Determine what permits are needed for certain projects, and get information on the cost and application process for select permits.
- eCLIPSE**  
Use L&I's online system to apply for permits, licenses, and certificates.
- Help using eCLIPSE**  
Learn more about using eCLIPSE with the help of our videos, information sheets, and other resources.
- L&I's YouTube Channel**  
Check out L&I's YouTube channel for resources on eCLIPSE, permitting, licensing, and more!

#### All resources

Tools

- [Appeals calendar](#)
- [Automatic Phone System](#)
- [Atlas](#)
- [Certificate of rental suitability](#)

[More +](#)

Newsletters

- [Sign up to get the newsletter](#)

**Sign up for our newsletter!**



# Thank You!

To build and sustain a safer Philadelphia, L&I embraces best practices in technology and customer service. We enable the public to access information, secure required approvals, and comply with building safety requirements in a convenient, reliable, and transparent manner.

L&I achieves code compliance through collaboration, education, and effective enforcement measures that hold businesses, contractors, and property owners accountable.