



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](#) and [Building](#) 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 _____ Provide permit number to be amended: _____ - 2 0 PERMIT TYPE PREFIX – YEAR – SIX DIGIT PERMIT															
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	I am the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Equitable Owner <input type="checkbox"/> Licensed Professional or Tradesperson Name _____ Company _____ Address _____ <input type="checkbox"/> 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: <input type="checkbox"/> Zoning Permit <input type="checkbox"/> Building Permit (b) Scope of Amendment For Zoning Permit Amendments – (Select all that apply): <input type="checkbox"/> Permit extension <input type="checkbox"/> Compliant changes in building height without a change in the number of stories. <input type="checkbox"/> Compliant decreases in GFA. <input type="checkbox"/> Compliant increases in required setbacks and yards. <input type="checkbox"/> Additions, removal or modifications of roof decks and roof deck access structures complying with Section 14-604(5) of the Philadelphia Zoning Code. <input type="checkbox"/> Compliant modification to parking configuration. <input type="checkbox"/> Compliant modifications to legal signs. <input type="checkbox"/> Removal of a use from a group of uses previously approved. <input type="checkbox"/> Other (provide description): _____ For Building Permit Amendments – (Select all that apply): <table border="0"><tr><td><input type="checkbox"/> Structural components</td><td><input type="checkbox"/> Occupancy classification / occupant load</td><td><input type="checkbox"/> Fire protection systems</td></tr><tr><td><input type="checkbox"/> Egress</td><td><input type="checkbox"/> Accessible route</td><td><input type="checkbox"/> Fire rated assemblies</td></tr><tr><td><input type="checkbox"/> Construction type</td><td><input type="checkbox"/> Change to layout of work area (same area / reduction)</td><td><input type="checkbox"/> Plumbing fixture quantity</td></tr><tr><td><input type="checkbox"/> Building height</td><td><input type="checkbox"/> Sound transmission control (STC) rated systems</td><td><input type="checkbox"/> Additions, removal or modification of roof and roof deck access structures</td></tr><tr><td><input type="checkbox"/> Work within a designated flood zone</td><td><input type="checkbox"/> Addition or deletion of windows or doors</td><td></td></tr></table> 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. Other (provide description): _____	<input type="checkbox"/> Structural components	<input type="checkbox"/> Occupancy classification / occupant load	<input type="checkbox"/> Fire protection systems	<input type="checkbox"/> Egress	<input type="checkbox"/> Accessible route	<input type="checkbox"/> Fire rated assemblies	<input type="checkbox"/> Construction type	<input type="checkbox"/> Change to layout of work area (same area / reduction)	<input type="checkbox"/> Plumbing fixture quantity	<input type="checkbox"/> Building height	<input type="checkbox"/> Sound transmission control (STC) rated systems	<input type="checkbox"/> Additions, removal or modification of roof and roof deck access structures	<input type="checkbox"/> Work within a designated flood zone	<input type="checkbox"/> Addition or deletion of windows or doors	
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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:** _____ / _____ / _____