



Executive Order

Commonwealth of Pennsylvania

Governor's Office

Executive Order 2023-07 – Building Efficiency in the Commonwealth's Permitting, Licensing, and Certification Processes

Date: January 31, 2023

A blue ink signature of Josh Shapiro.

By Direction of:
Josh Shapiro, Governor

WHEREAS, eliminating barriers to economic development, professional opportunities, and public health and safety is a priority for my administration; and

WHEREAS, increasing efficiency in the processing and the approval of Commonwealth-issued permits, licenses, and certifications will remove unnecessary barriers for Pennsylvanians seeking to do business in the Commonwealth.

NOW, THEREFORE, I, Josh Shapiro, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby order and direct the following:

- 1.** Each Commonwealth agency, department, board, commission, office, or council (Executive Agency) under the Governor's jurisdiction that issues permits, licenses, or certifications shall compile a catalog of the types of permits, licenses, or certifications it issues and submit that catalog to the Governor's Office within ninety (90) days of the effective date of this Executive Order. The catalog shall include:
 - a.** A description of each type of permit, license, or certification issued by the Executive Agency, the term thereof, and the statutory, regulatory, or other basis therefor;
 - b.** The method by which the Executive Agency receives applications for each type of permit, license, or certification (e.g., paper, electronic, or other method) and when that method was last significantly updated;

- c.** The statutory, regulatory, or other legal authority governing the length of time within which the Executive Agency must process applications for each type of permit, license, or certification;
 - d.** The application fee charged by the Executive Agency for each type of permit, license, or certification, and the statutory, regulatory, or other legal authority therefor;
 - e.** The Executive Agency's analysis and recommendation of the appropriate length of time to promptly process completed applications for each type of permit, license, or certification. An application is complete after the applicant has properly and timely submitted all information required by the Executive Agency to act upon the application; and
 - f.** Other relevant information as requested.
- 2.** Following receipt and review of the Executive Agency catalogs, information, recommendations and analyses, the Governor's Office will establish recommended, efficient application processing times for the various types of permits, licenses, and certifications, as appropriate.
- 3.** The Governor's Office will review the existing digital services used to apply for permits, licenses, and certifications and offer recommendations on specific digital services where upgrades and modernization efforts could better serve Pennsylvanians and all other applicants.
- 4.** Any Executive Agency under the Governor's jurisdiction, after having received a completed application, that exceeds the recommended application processing time as established under Section 2, will refund the amount of the application fee to the extent permitted by law. The refund will have no bearing on the disposition of the underlying application. This Executive Order shall apply to applications received on or after the dates the recommended, efficient application processing times are established by the Governor's Office.
- 5.** This Executive Order shall be implemented consistent with applicable law. Nothing in this Executive Order shall be construed to impair or otherwise affect the authority granted by law, regulation, or executive order to an Executive Agency, or the head thereof. This Executive Order is not intended to, and does not create, any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the Commonwealth, its departments, agencies, or entities, its officers, employees, or agents, or any other person.
- 6.** This Executive Order shall take effect immediately and shall remain in effect until amended or rescinded by the Governor.