



Debra A. McCarty, Water Commissioner

Building Permit Sign-off Checklist

To receive Philadelphia Water Department (PWD) sign-off and stamp on a Building Permit application the following items must be presented to:

PWD Water Transport Records Desk
2nd Floor of 1101 Market Street (Aramark Tower)
Philadelphia, PA 19107
(215) 685-6271
Open 8:30 AM – 4:00 PM Monday – Friday (except City Holidays)

- Completed Building Permit application(s)**
- Approved Utility Plan and Utility Plan Approval letter**
 - For questions contact PWDur@phila.gov
- Act 537 Exemption or Approval**
 - For questions contact PWD Projects Control at (215) 685-6353
- Stormwater Approval (if applicable)**
 - For earth disturbance <5,000 SF: **No Stormwater Approval required**
 - **EXCEPTION:** Additional stormwater requirements may apply to projects located in the Wissahickon Watershed Overlay (WVO), §14-510 of the Philadelphia City Code.
 - For earth disturbances 5,000 SF – 15,000 SF: **Conceptual Approval Letter**
 - **EXCEPTION:** Projects located in the Darby Cobbs Watershed and those projects subject to the stormwater requirements of the WVO must present PCSMP Approval Letter.
 - For earth disturbance 15,000 SF – 1 Acre: **PCSMP Approval Letter**
 - For earth disturbance > 1 Acre: **PCSMP Approval Letter & PADEP NPDES Permit**
 - For questions contact PWD Stormwater Plan Review at (215) 685-6387
- Private Cost Approval (if applicable)**
 - Applies to projects that propose alterations and/or improvements to PWD infrastructure.
 - For questions contact PWD Design Branch at (215) 685-6309
- Copy of Zoning Permit (if applicable)**
 - Only needed if property address listed within Building Permit application(s) differs from PWD records. To confirm PWD records, visit <http://www.phila.gov/water/swmap/>