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
Philadelphia, PA 19107
(215) 685-6271
Open 8:30 AM – 4:00 PM Monday – Friday (except City Holidays)

☐ Completed Building Permit application(s)
  • Contact the Department of Licenses and Inspections for these documents.

☐ Approved Utility Plan and Utility Plan Approval letter
  • For questions contact PWDur@phila.gov
  • If modifications to PWD infrastructure are proposed, Utility Plan approval will not be issued until Private Cost review is completed. For more information see: http://www.phillywaterdesign.org/private-cost-contract-requirements.html

☐ Act 537 Exemption or Approval
  • For questions contact PWD Projects Control at (215) 685-6353

☐ Stormwater Regulatory Approval (if applicable)
  • For earth disturbance <5,000 SF: No Stormwater Approval required
  • For earth disturbances 5,000 SF – 15,000 SF: Provide Conceptual Approval Letter
    • EXCEPTIONS: Projects located in the Darby Cobbs Watershed must provide PCSMP Approval Letter.
  • For earth disturbance 15,000 SF – 1 Acre: PCSMP Approval Letter
    • Projects with earth disturbances >1 acre must obtain an NPDES Permit from PA Department of Environmental Protection before PCSMP Approval is issued.
  • For questions contact PWD Stormwater Plan Review at (215) 685-6387 or pwd.planreview@phila.gov

☐ Copy of Zoning Permit (if applicable)
  • If the property address listed within Building Permit application(s) differs from PWD records, provide copy of Zoning Permit. To confirm PWD records, visit http://www.phila.gov/water/swmap/

Additional information on these reviews can be found at https://www.pwdplanreview.org/development-resources