



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
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>