

How to obtain stormwater sign-off on a Building Permit application



All projects that result in earth disturbance must install **Erosion and Sediment Control** measures during construction. Projects that propose 5,000 square feet (SF) or more of contiguous earth disturbance must also submit an **Existing Resources and Site Analysis (ERSA) Application**.

STEP 1: Determine the project's Limit of Earth Disturbance (LOD)

Earth disturbance is the primary factor that determines whether an ERSA application is required.

Examples of Earth Disturbance include, (but are not limited to):

- Excavation
- Land development
- Moving, depositing, stockpiling, or storing soil rock and other earth materials
- Foundation and building slab removal
- Subsurface utility connections and replacements
- New paving or full depth pavement replacement
- Grading, clearing, grubbing, landscaping

If the project will be developed in phases, combine the total earth disturbance for all phases to determine if you need to submit an ERSA application.

Delineate and label the LOD on the plans if the earth disturbance is close to 5,000 SF, or if the total lot area exceeds 5,000 SF. This will prevent confusion when submitting to other PWD units or City Agencies.

STEP 2: If the earth disturbance will be 5,000 SF or greater, submit an ERSA Application

Summary of building permit sign-off requirements, based on amount of earth disturbance:

< 5,000 sf of earth disturbance	5,000 – 15,000 sf of earth disturbance	> 15,000 sf of earth disturbance
<p>No ERSA Submission required to obtain PWD Sign-Off on Building Permit Application</p> <p>Note: Some projects may need to submit an ERSA Application if they trigger stormwater management requirements under the Wissahickon Watershed Overlay (WWO).</p> <p>Contact the Philadelphia City Planning Commission for additional information about this Overlay (§14-510 in the City Code).</p>	<ol style="list-style-type: none"> 1. Submit ERSA Application at pwdplanreview.org and include E&S Plan 2. Present Conceptual Approval Letter (<i>issued by PWD following review of ERSA</i>) to Water Transport Records (1101 Market St, 2nd Floor) <p>Refer to Manual Section 2.3.2 for complete instructions</p>	<ol style="list-style-type: none"> 1. Submit ERSA Application at pwdplanreview.org and include Conceptual Stormwater Management Plan 2. Anticipate comprehensive review process and review fees <p>Refer to Manual Section 2.3.1 for complete instructions</p>

The specific items that must be attached to the ERSA Application, and the review process, will differ depending on if the earth disturbance is more or less than 15,000 SF. **See full details on back of this sheet.**

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Items that must be attached to the ERSA Application, and review processes:

Earth disturbances 5,000 SF – 15,000 SF

(All Watersheds except the Darby and Cobbs Creeks)

Include the following items with the ERSA Application:

- Erosion & Sediment Control (E&S) Plan
- Existing Conditions Plan
- Existing Site Photos

Details for preparing an E&S Plan can be found in **Manual Section 2.3.2.**

Review Process: The review takes approximately five days, but multiple reviews may be necessary before PWD can approve the project. At the end of the review process, PWD will email a Conceptual Approval Letter. The applicant can take this letter to Water Transport Records (1101 Market Street, 2nd Floor) to obtain PWD stormwater sign-off on their Building Permit Application.

Earth disturbances greater than 15,000 SF

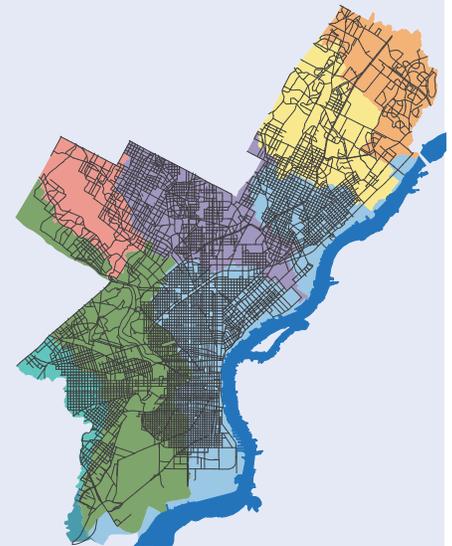
(or 5,000 SF in the Darby and Cobbs Creeks Watershed)

These projects are required to meet PWD's Stormwater Regulations. Include the following items with the ERSA Application:

- Conceptual Stormwater Management Plan
- Existing Conditions Plan
- Existing Site Photos

Review Process: Projects that trigger the Regulations will need to follow a comprehensive review, inspection, and project closeout process, including preparation of stormwater management and E&S plans by a registered professional engineer. Meeting the regulations usually requires the installation of permanent SMPs such as rain gardens, green roofs, porous pavement, and infiltration basins to improve water quality and mitigate the adverse effects of stormwater runoff from the site. Refer to the Manual or contact PWD Stormwater Plan Review for more information.

Locating your project's watershed



- Poquessing Creek
- Pennypack Creek
- Tacony Creek
- Wissahickon Creek
- Delaware River
- Schuylkill River
- Darby & Cobbs Creek

For a larger watershed map and more info about which watershed your project is in, go to pwdplanreview.org/shedmaps

Philadelphia Water Department: More Information and Contact List

Access **Stormwater Management Guidance Manual** online:

 www.pwdplanreview.org

Contact **Stormwater Plan Review** with questions or schedule a meeting:

 PWD.PlanReview@phila.gov

 (215) 685-6387

Attend Stormwater Plan Review's **Walk-In Hours:**

Tuesdays from 11:00 am – 1:00 pm,
1101 Market Street, 5th Floor