



## **SEWER CONNECTION REQUIREMENTS**

This document describes the process and requirements to connect to the City sewer for connections larger than 6-inches in diameter.

### **A. SEWER CONNECTION PLAN REVIEW REQUEST**

1. Assign a communication liaison to coordinate with the Water Transport Records (WTR) supervisor as well as all other parties involved in the project. The liaison will coordinate all related e-mails, phone calls, and meetings.
2. Draft a cover letter describing the location (address), number, and size of sewer connections to be reviewed.
3. Submit the cover letter and three (3) copies of the utility plan and connection detail drawings that clearly show the existing water and sewer lines and connecting pipes (folded separately in 8.5" x 11" size) to the Philadelphia Water Department (PWD) Water Transport Records (WTR), 1101 Market Street, Philadelphia, PA 19107, 2<sup>nd</sup> floor.
4. Clearly mark the location, size, and materials for each sewer connection on the drawings.
5. Unless it is infeasible, the existing sewer must be core-drilled for connection. This note must also be included on the connection detail drawings.
6. Any means of connection to the City's sewer lines other than core-drilling must be individually approved by PWD.
7. Provide a detailed, step-by-step procedure for installation of the tie-ins, either on the plan or on a separate signed document with the company's letter head.
8. The connection size and type must not jeopardize the normal operation and integrity of the PWD pipelines and system.
9. The approval of any proposed connection to a City sewer is permission to the applicant to make the proposed connection but does not affirm the adequacy of the connection.
10. The responsibility to provide an adequate sewer connection size and type remains with the designer of record. Any approval by the City of Philadelphia or PWD does not remove any responsibility from the designer of record.
11. A formal response will be issued to the applicant upon completion of the sewer connection review.

### **B. APPLICATION FOR SEWER CONNECTION PERMIT**

1. If the sewer connection plans are approved, the applicant may apply for a sewer connection permit.

2. To obtain the sewer connection permit, the applicant must complete an “**Application for Plumbing Permit**” and submit it to PWD Water Transport Records (WTR), 1101 Market Street, Philadelphia, PA 19107, 2<sup>nd</sup> floor along with the following documents:
  - a. PWD Stormwater Management Plan Approval letter, if required
  - b. A copy of the sewer connection approval letter
3. As per Philadelphia Plumbing Code (Section P-103.1), applications for plumbing permits shall be submitted by a Registered Master Plumber or his/her authorized agent in accordance with Chapter 3 of the Administrative Code. All plumbing permit applications shall have the Registered Master Plumbers’ seal affixed.
4. Any Registered Master Plumber who starts work without securing the proper permits as required by the Plumbing Code and the Administrative Code shall be subject to having his or her license suspended or revoked in accordance with the provisions of Chapter 9, Section 9-1003(8) of The Philadelphia Plumbing Code (Plumbing Code Section P-103.2).
5. Following the review of the application and the required documents, approval stamps will be placed on a copy of the previously submitted drawing as well as the application and will be given to the applicant to acquire the sewer connection permit from the PWD Water Service Desk at Municipal Services Building (MSB) and the Department of Licenses & Inspections (L&I).
6. The remaining two copies of the drawings will be kept on record with WTR and in the WTR inspector’s file at WTR.

### **C. SEWER CONNECTION INSPECTION**

1. The connections to the City’s sewer lines must be inspected by a PWD-WTR inspector from the beginning to the end of the connection installation.
2. The Plumbing contractor must notify PWD-WTR at (215) 397-7097, at least 48 hours before connection, to schedule the inspection of the sewer connection.
3. The inspection of the sewer connection will be scheduled by the PWD-WTR inspectors based on their workload and availability.
4. If a connection to City’s sewer line is made without PWD inspection, the plumber may be reported to L&I to initiate disciplinary action. Such disciplinary action may include preventing the plumber from making connections to the City’s utility lines in the future and/or holding the Certificate of Occupancy for the building until PWD is satisfied with the connection/modification.
5. The plumber must provide a copy of the connection permit from L&I to the PWD-WTR inspector before starting the connection operation.
6. Connection to City’s utility lines will not be permitted without valid permits from L&I and PWD.
7. The plumber must install the connection according to the approved drawing, details, and approved procedure and in accordance with the Philadelphia Plumbing Code.
8. The contractor must facilitate the connection inspection.

9. The contractor may obtain a written approval of the connection from the PWD-WTR inspector following the completion of the connection.
10. The written approval of the connection from the PWD-WTR inspector may be required before L&I issues the Certificate of Occupancy.
11. If a connection to City's sewer line is not approved by PWD inspector, the plumber will be given a chance to correct the problem before being reported to L&I for disciplinary action. Such disciplinary action may include preventing the plumber from making connections to the City's utility lines in the future and/or holding the Certificate of Occupancy for the building until PWD is satisfied with the connection/modification.
12. If a connection to City's sewer line is not made according to the approved drawing and procedure, PWD standards, and the Philadelphia Plumbing Code, and the plumber refuses to correct the problem, corrections will be made by PWD and the plumber will be charged with the cost of the repair and reported to L&I for disciplinary action. Such disciplinary action may include preventing the plumber from making connections to the City's utility lines in the future and/or holding the Certificate of Occupancy for the building until PWD is satisfied with the connection/modification.
13. L&I is authorized to revoke a permit when:
  - Any plumbing work for which the permit was granted is done in violation of Philadelphia Code Section 9-1003 or the regulations promulgated pursuant thereto (Philadelphia Plumbing Code Section P-103.3.1), or
  - Any plumbing work for which the permit was granted fails to pass any **inspection** or test conducted by City (Philadelphia Plumbing Code Section P-103.3.2).
14. Any plumbing contractor who accepted a contract as a subcontractor from another plumbing or retail firm must indicate so on the permit (Philadelphia Plumbing Code Section P-104.1).
15. A Registered Master Plumber shall not work under another Registered Master Plumber's plumbing permit except as a subcontractor or an employee. When work is being performed by a subcontractor, L&I shall be notified in writing that such work is being performed with permission of the permitted Registered Master Plumber holding the original permit (Philadelphia Plumbing Code Section P-104.2).
16. No person shall install plumbing, water drain or waste piping, or fixtures unless properly licensed pursuant to Philadelphia Code Section 9-1003. No person shall hire such unlicensed person to perform plumbing work. Any person who has had plumbing work performed by an unlicensed person must have a Registered Master Plumber inspect and if necessary redo the work. Permits must be secured for the inspection activity and for any additional plumbing work as a result of the inspection (Philadelphia Plumbing Code Section P-105.1).
17. Plumbing contractors must perform the connection in a safe manner and per OSHA regulations.
18. Any ditch deeper than 5-feet must be shored according to OSHA regulations.

19. Shoring shall be installed in ditches and trenches according to OSHA regulations Failure to excavate and shore according to Philadelphia Plumbing Code section P-1503.2 may result in a Stop Work Order and/or other penalties.
20. Infrastructure location data provided by PWD is for information only and the accuracy of such data should be independently verified by the contractor, in the field, prior to connection installation.
21. It is the responsibility of the contractor on site to dig with care and verify the information provided. If the contractor hits or damages City water or sewer infrastructure while digging, he/she should maintain flow and safety and immediately call Customer Service at (215) 685-9652.
22. Any other pipeline exposed and undermined during the connection operation must be supported immediately and backfilled with Controlled Low Strength Material (CLSM) after the completion of the connection.

For questions call: WTR at (215) 685-6270