



Randy E. Hayman, Water Commissioner

## PWD Sign- Off in [eCLIPSE](#) *Frequently Asked Questions*

### **Q1: What is eCLIPSE?**

A1: eCLIPSE was launched by the City of Philadelphia Department of Licenses and Inspections (L+I) on 3/16/2020 as an all-encompassing electronic permitting and inspection tracking system. The system allows applicants, among other services, to apply for Zoning and Building Permits electronically.

### **Q2: How does PWD interact with eCLIPSE?**

A2: Several different PWD units are providing reviews in eCLIPSE. The PWD reviews are triggered based on the type of permit application submitted by the applicant and the project specifics. The PWD reviews are as follows:

1. Water/Sewer availability via Water Records
2. Utility Plan Review
3. Stormwater Management Plan Review
4. Act 537/Sewage Facilities, and
5. Green Stormwater Operations for GSI Conflicts

### **Q3: Can I still obtain PWD sign-off on my building permit application in person?**

A3: No. PWD offices remain closed (as of 7/21/2020) to visitors and all Zoning and Building Permit sign-off is being completed virtually via eCLIPSE. Unlike the previous hard copy Building Permit applications, PWD is no longer providing a single sign-off. The applicant must obtain sign-off from each applicable PWD unit in eCLIPSE.

### **Q4: How do I obtain PWD sign-off on my Plumbing Permit (7/21/2020)?**

A4: Please refer to <http://water.phila.gov/covid-19/> for up to date information regarding Plumbing Permit procedures.

### **Q5: The review in eCLIPSE is labeled as “Started”. What does this mean?**

A5: “Started” means that the permit has been assigned to an authorized approver in the individual unit or Department that must provide sign-off. The applicant must still separately submit and obtain the PWD approval separate from eCLIPSE.

### **Q6: If I submit to eCLIPSE, do I have to separately submit to PWD?**

A6: Yes. All PWD reviews are completed outside of eCLIPSE. Visit [pwd.planreview.org](http://pwd.planreview.org) for links to individual unit pages.



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## Stormwater Management Plan Review Sign- Off in eCLIPSE

### *Frequently Asked Questions*

**Q7: What Permits in eCLIPSE require Stormwater Management Plan Review Sign off?**

A7: Any zoning, building, site, or demolition permit that inputs an earth disturbance value greater than 5,000 square feet will automatically be sent to Stormwater Plan Review for sign off.

**Q8: What are the pre-requisite stormwater approvals for a Zoning Permit?**

A8: Any project with an earth disturbance greater than 5,000 square feet must obtain PWD Conceptual Approval. Applicants are strongly advised to upload their Conceptual Approval Letter with their Zoning Permit Application.

**Q9: What are the pre-requisite stormwater approvals for a Building, Demolition, or Site Permit?**

A9: Projects with earth disturbances between 5,000 – 14,999 square feet must obtain PWD Conceptual Approval. Projects with more than 15,000 square feet must obtain Post Construction Stormwater Management Plan (PCSMP) Approval. Applicants are strongly advised to upload their Approval letter, whichever is required, with their Permit Application.

**Q10: How do I obtain the pre-requisite stormwater approval for a permit?**

A10: All stormwater applications begin with an ERSA application which can be submitted online at [www.pwdplanreview.org](http://www.pwdplanreview.org). This website also contains a [guidance manual](#) with further information on how to complete the application.

**Q11: I applied for my Permit through eCLIPSE. How long until Stormwater Plan Review Completes sign-off?**

A11: Once the L+I Plans Examiner processes the application it will be placed in Stormwater Plan Review's To-Do List, where sign-off is to be completed in 10 days.

**Q12: My project does not require a pre-requisite stormwater approval, why did Stormwater Plan Review Refuse my permit?**

A12: If the permit was refused a comment will appear on the Reviews tab of the applicant permit screen. The most common reasons for refusal are:



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- a. **An earth disturbance greater than 5,000 square feet was listed in the permit application.** Earth Disturbance is described in [Section 1.1.3](#) of the Philadelphia Stormwater Management Guidance Manual. Earth Disturbance is **NOT** the same as parcel area. Entering this information incorrectly can lead to a permit refusal.
- b. **The earth disturbance is unclear from the uploaded plan:** Even if the earth disturbance listed in the ERSA Application is less than 5,000 square feet the L+I Plans Examiner may still direct the application to Stormwater Plan Review for further review. The applicant can clarify the earth disturbance by emailing [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov)

**Q13: I have the required pre-requisite stormwater approval, why did Stormwater Plan Review Refuse my Permit?**

A13: If the permit was refused a comment will appear on the Reviews tab of the applicant permit screen. The most common reasons for refusal are:

- a. **Approval is expired.** Stormwater Approvals are valid for two years. Applicants with older approvals should contact [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov) to determine if they can resubmit an updated plan or if a new ERSA application will be required.
- b. **Address does not match Approval.** PWD may not be able to match an existing Approval with the Permit if the addresses are substantially different. This can be avoided by uploading the approval letter with the permit application.
- c. **Plans uploaded with the Permit are substantially different from what was Approved.** The pre-requisite approval must be reflective of what's proposed in the permit. If there are substantial differences in site layout or design the permit will be refused. If an applicant is unsure whether certain changes will require a new stormwater approval they can contact [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov).

**Q14: My Permit was initially refused, but I contacted [PWD.Planreview@phila.gov](mailto:PWD.Planreview@phila.gov) and resolved the issue. Now how do I get my Permit?**

A14: You must resubmit through eCLIPSE so the Permit Application is placed back into Stormwater Plan Review's To-Do List. Contact your L+I Plans Examiner if you have questions on how to resubmit. If possible, upload your approval letter or email correspondence with [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov) to show that the issue was resolved.

**Q15: Who can I contact with additional questions?**

A15: Additional questions pertaining to Stormwater Management Plan sign-off only may be sent to [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov)