



2022 Business Development Series

Do I need a permit?
Demystifying the
Development Permit Process

5/25/2022

Introduction

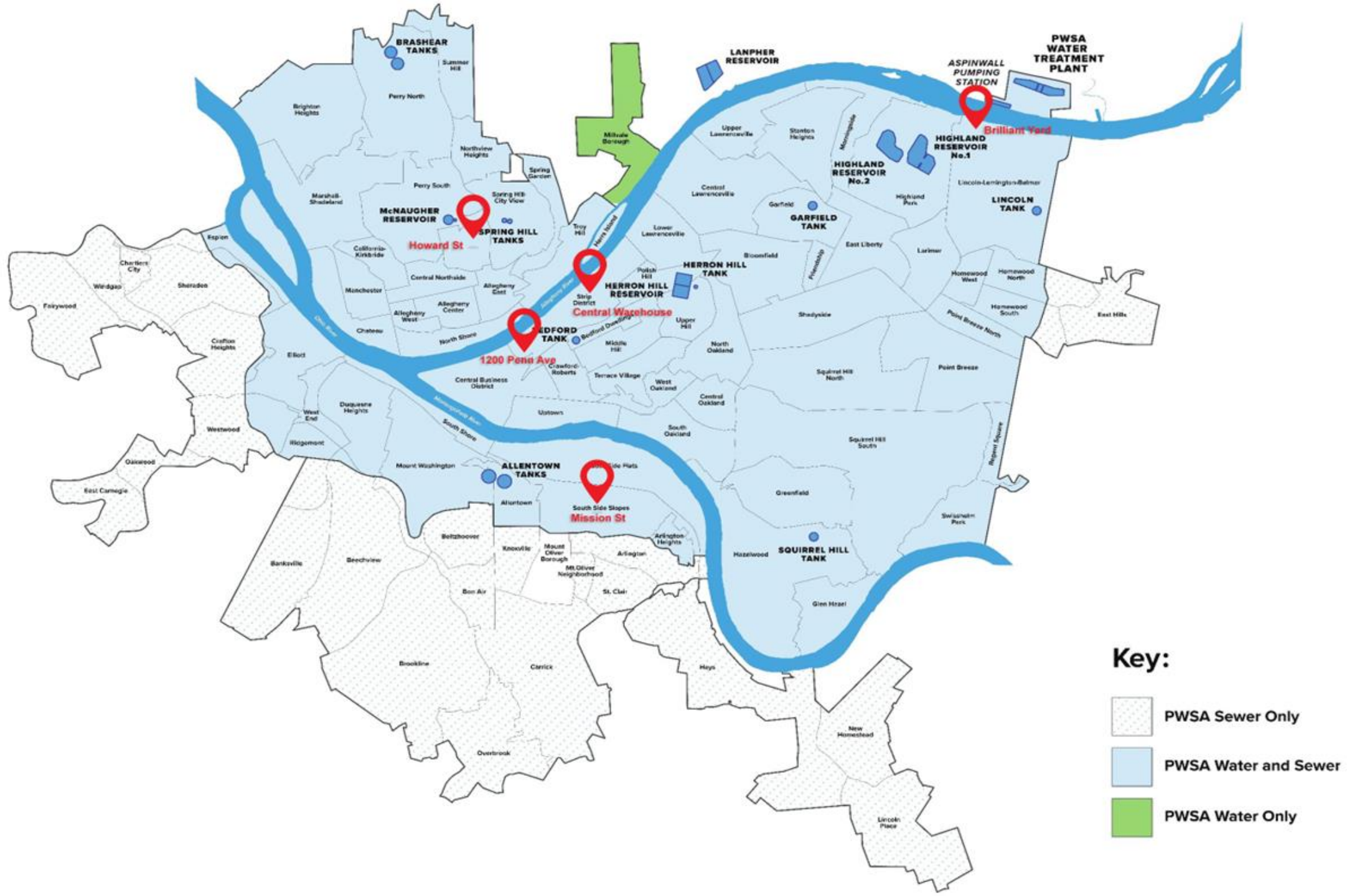
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Agenda

- 🚧 Development Permitting Process
- 🚧 Developer's Manual
- 🚧 Resources
- 🚧 CityGrows Process





Key:

-  PWSA Sewer Only
-  PWSA Water and Sewer
-  PWSA Water Only

Permitting Overview

- Operations Permits
 - Hydrant flow tests, hydrant meters, and waterline shut permits
- Residential Permits
 - Single family house on a single lot
 - Standard and simplified permit process
 - Does not require that the applicant submit tap-in plans but must follow all details and coordinate inspections
- Tap Terminations
 - Termination of taps is the only proposed activity
 - No new taps are proposed - Demolitions
- DOMI Approvals
 - Street Vacations
 - Encroachment Permit
- Land Operation Permits
 - Through PLI –PWSA reviews to confirm utility infrastructure impacts

Permits →

Operations Permits

Residential Permits

Development Permits







Tap Termination Permits

DOMI Approvals







Land Operations Permits

Permitting Overview

Development Permit

-  Greater than single family house
-  Fire service
-  Subdivision
-  More than two homes proposed
-  More than two taps terminated
-  Taps on additional lots to be terminated

Additional Processes

-  Private Construction of Public Facilities
 -  Extension or relocation
 -  Dedication to PWSA upon completion
-  Development Agreement
 -  Details ownership and responsibilities
 -  Transition of ownership upon construction

Permits →

Operations Permits

Residential Permits

Development Permits

Tap Termination Permits

DOMI Approvals

Land Operations Permits

Development Permit

Development Process Overview

Step One: Pre-Development Meeting

+

Step Two: Water and Sewer Availability Letter Request Form

+

Step Three: Development Permit Application

+

Step Four: Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module (DEP SFPM)

+

Step Five: Water and Sewer Tap-in Plan Review

+

Step 1. Pre-development Meeting

- Initial project meeting
 - PWSA Development Services staff
 - Developer staff – owner, engineer, contractor

- Agenda
 - Project Overview
 - Existing and Proposed flow
 - Water, Sewer, Storm connection

- Discussion on requirements
 - Hydrant flow tests
 - CCTV
 - Sewage Planning Module

- Currently a requirement for all development projects

PGH₂O Pittsburgh Water & Sewer Authority

PGH₂O Development Services

Pre-development Meeting ✓

Pre-development meeting times are held ... [Read more](#)

1 hour 🌐

Booking for **Pre-development Meeting**

📅 DATE ⌚ TIME

< > February 2022

Select a service and date to see available times.

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Developer's Manual

- Rules and regulations for Development Projects
 - Referenced in our tariff and must be approved by the Board
- Updates to continue annually
- Guide for development in our Service area
 - Details on submissions and what we require
- Roundtable Event – annually in the Spring



Step 2. Water and Sewer Availability Letter

- Can be completed prior to step 1.
 - Found on Development Permits page
 - Submitted through CityGrows
- Confirms Water and Sewer Service in the area through GIS Mapping
- Beneficial to understand utilities prior to discussion and submission
- Currently a requirement for all development projects
 - \$40 fee

Water and Sewer Availability Letter Request

This request form is required to determine if water and/or sewer service is available for your project. All development permits must submit this request regardless of the scope. The form can be submitted at any time in your project timeline but is helpful to do prior to your pre-development meeting as we provide maps of our facilities near your project.

[Start](#)

☰ Process details 💬 FAQs 📊 Stats More ▾

🕒 Typically takes **2 days** 💰 Cost **\$40**

Step 4. Sewage Facilities Planning Module

The Pennsylvania Sewage Facilities Act (Act 537, as amended)

- Requires each municipality in PA to have an Official Sewage Facilities Plan

Addresses existing sewage

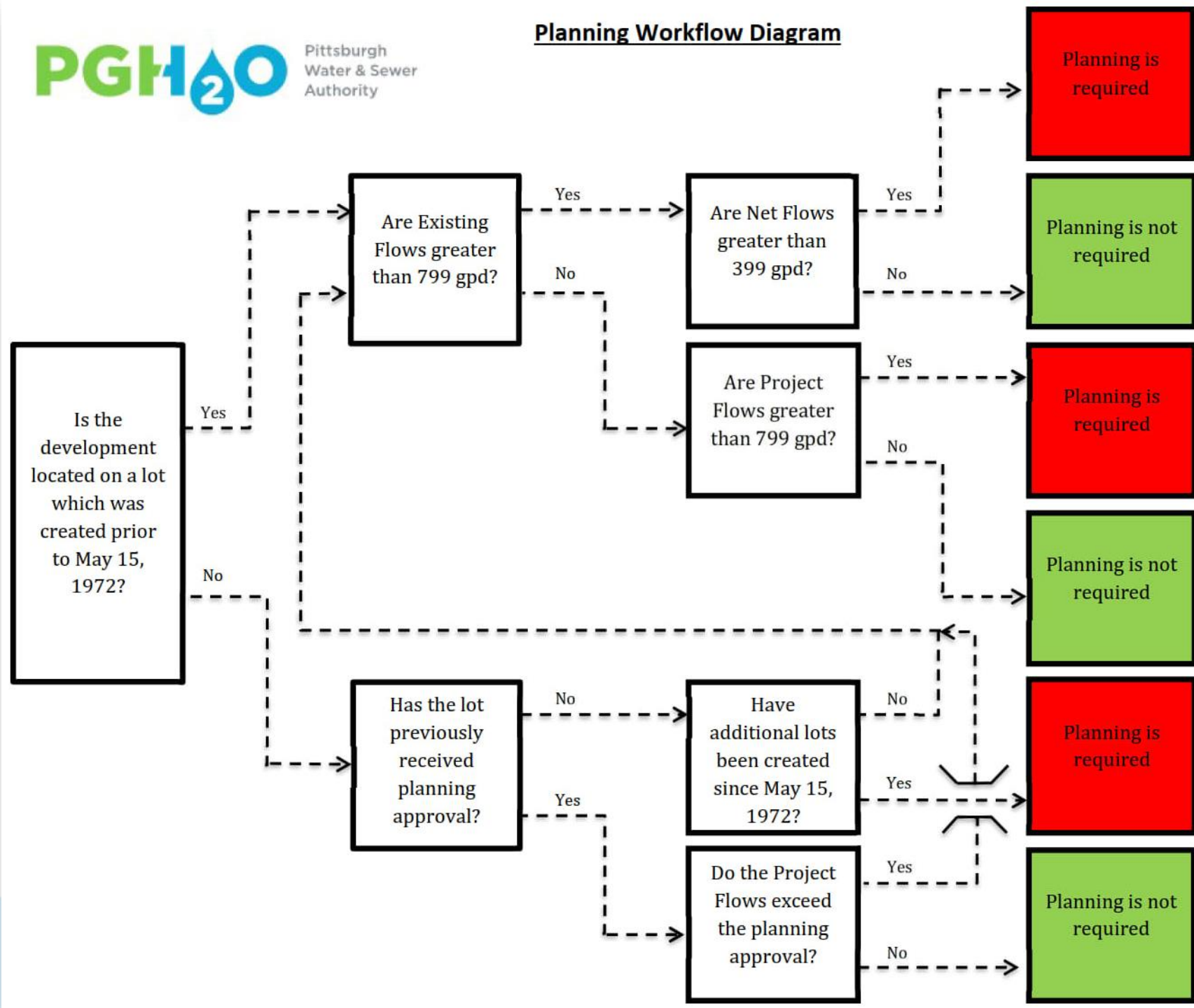
- Regulates land development
- DEP regulates how large we can grow annually

Sewage Facilities Planning Module determinations

- Excess Flow
 - Existing and proposed flow
 - [Planning Workflow Diagram](#)
- Creation of new lots

3-6 month process

Planning Workflow Diagram



Initial Review – Flow Calculation

- ☛ SFPM determination by Peak Daily Flow, gallons per day
- ☛ Determine existing flows (15 years)
 - ☛ Preference to be estimated through developer's manual
 - ☛ Can contact Customer Service to obtain historical records
- ☛ Calculate proposed flows
 - ☛ Flow Estimate Table in Manual
 - ☛ Provide supporting documentation
- ☛ Calculate the net flow
(Proposed flow – existing flow = Net Flow)

Table 3.1

Peak Daily Wastewater Flow Estimates

(Flows are based on PA Code Title 25 Chapter 73 Paragraph 73.17)

Type of Use	Peak Daily Flow, gpd
Single family dwelling (For each bedroom over 3, add 100 gallons.)	400
Multiple family dwellings, including townhouses, duplexes, and condominiums	400
Apartment, one bedroom	150
Apartment, two bedroom	300
Apartment, three bedrooms or more	400
Hotels and motels (per unit)	100
Rooming houses (per unit)	200
Airline catering (per meal served)	3
Airports (per passenger—not including food)	5
Airports (per employee)	10
Beauty shops (per customer chair)	200
Bus service areas not including food (per patron and employee)	5
Country clubs not including food (per patron and employee)	30
Drive-in theaters (not including food—per space)	10
Factories and plants exclusive of industrial wastes (per employee)	35
Laundries, self-service (gallons/regular washer)	400
Laundries, self-service (gallons/front loading washer)	200
Mobile home parks, independent (per space)	400
Theaters (not including food, per auditorium seat)	5
Offices (per employee)	10
Restaurants (toilet and kitchen wastes per patron)	10
(Additional for bars and cocktail lounges)	2
Restaurants (kitchen and toilet wastes, single-service utensils/person)	8.5
Restaurant, fast food (kitchen and toilet wastes/patron)	6
Restaurants (kitchen waste only, single-service utensils/patron)	3
Stores (per public toilet)	400

Step 5. Development Permit Process – Tap-in Plans

Any development or redevelopment proposing new taps, increasing flow to existing taps, or increasing storm flow to a new or existing storm system

Stamped by a Pennsylvania certified engineer for review

Tap-in Plans are required to follow [standards and details](#) outlined in the Developer's Manual

Standards and Details are available on our website

CCTV requirement for tap-in plan sanitary connection

[Approval Block](#) updated on Website 3/29

Revisions – Red Cloud any revisions to approved tap-in plans

Tap-In Plan - Requirements Checklist

Project Name: _____

PWSA Project No.: _____

PWSA Reviewer: _____

This checklist shall be completed by the PWSA Reviewer during review of the Tap-in Plan.

General Information

- Existing PWSA infrastructure is labeled, as follows:
 - Sewer Mains: Nominal Diameter, Material, Combined/Sanitary/Storm
 - Example: 15" RCP Combined Sewer (PWSA); 8" PVC Sanitary Sewer (PWSA)
 - Manholes: Manhole I.D.
 - Example: MH053E011 (PWSA)
 - Drainage Structures: Drainage Structure I.D.
 - Example: CB052P001 (PWSA); IN052N002 (PWSA)
 - Water Main: Nominal Diameter, Material, Type
 - Example: 8" DIP Water (PWSA)
 - Fire Hydrant: Fire Hydrant I.D.
 - Example: FH C188 (PWSA)
- Existing non-PWSA utilities are labeled with the nominal diameter and material
- Existing and proposed facilities not owned by a utility company shall be marked as "Private"
- Construction details with PWSA title block
- Private services constructed within improved surfaces shall be located within the public frontage of the property, and shall not cross over adjoining property lines
- Parcel ID, owner, address
- PWSA Approval Block on every sheet in accordance with the Template Detail
- PWSA Approval Block should be marked the same way on each sheet and represent the entire plan set
- Peak Daily Flow Demands Table in accordance with the Template Detail
- Graphic Scale
- Pennsylvania One Call Serial Number
- General Location Map
- North Arrow
- Plan Preparer's Contact Information

Development Permit Issuance & Applicant Responsibilities

PWSA Customer Service issues the permit after approvals from engineering and operations

Water Connections and Meter Installations

Applicant is required to contact PWSA to coordinate the water connection

- PWSA makes connection to the main
- Developer responsible for excavating and service lateral
- PWSA will set the meter – developer purchases meter from PWSA
- Meter and installation guidelines are found on our website

Sewer Connections

PWSA has jurisdiction over the connection of the lateral to the main

- Contractor is responsible to excavate and make the connection to PWSA facilities
- The applicant must schedule the inspection of the connection with our operations team before backfilling

Sewer laterals are under the Allegheny County Health Department (ACHD) jurisdiction. The applicant must also schedule an inspection with ACHD prior to backfilling.

Fee Schedule

- 📍 **Fees** calculated based on complexity of review
- 📍 Development Permit includes the cost of a DEP SFPM Review and Tap-in Plans for a total of \$740
 - 📍 Paid at the beginning of the process
- 📍 Meter and Connections fees remain a part of the fee schedule and are paid at the end of the review process
 - 📍 Most fees were reduced

2022 Fee Schedule

Residential Tap-in Permit*	\$40.00
Water and Sewer Availability Letter Request Only	\$40.00
Tap Termination Only Permit	\$250.00
Hydrant Flow Test	\$410.00
Maps and Records Request	\$40.00
* There is no fee for party line separations.	

Connection Fee (based on size of tap in inches, fees are 1.5x for work performed outside business hrs.)	
1"	\$340.00
4"	\$400.00
6"	\$400.00
8"	\$400.00
10"	\$400.00
12"	\$400.00

Development Permit (DEP SFPM Review and tap-in plan review)	\$740.00
**Expedited	\$1,290.00
DEP Sewage Facilities Planning Module Review Only	\$320.00
**Expedited	\$550.00
Tap-in Drawing Review Only	\$420.00
**Expedited	\$740.00
Development Permit Revisions	\$140.00
Private Construction of Public Facilities Review	\$680.00
**Expedited	\$1,190.00
**Expedited guarantees review within 15 business days of payment	

Water Meters (based on size of meter in inches, purchased from and installed by PWSA)	
Domestic	
5/8"	\$190.00
5/8 x 3/4"	\$190.00
3/4" (Positive displacement)	\$210.00
3/4" (Electromagnetic or Ultrasonic)	\$220.00
1" (Positive Displacement)	\$240.00
1-1/2"	\$660.00
2"	\$840.00
Domestic (Turbine)	
3"	\$1,480.00
4"	\$1,600.00
6"	\$2,550.00
8"	\$3,850.00
10"	\$5,560.00
12"	\$6,490.00
16"	\$9,090.00
Domestic (Compound)	
3"	\$1,540.00
4"	\$1,730.00
6"	\$2,900.00
8"	\$9,580.00
Fire Systems (Turbine)	
3"	\$2,320.00
4"	\$2,670.00
6"	\$3,420.00
8"	\$6,120.00
10"	\$10,740.00
Fire Systems (Compound)	
4"	\$4,460.00
6"	\$5,990.00
8"	\$9,370.00
10"	\$10,570.00

Waterline Shut (based on size of waterline in inches)	
During normal business hours	
4-12"	\$300.00
16-48"	\$410.00
After normal business hours	
4-12"	\$430.00
16-48"	\$600.00

Hydrant Use with Meter Permit (based on meter size in inches)	
5/8"	\$250.00
5/8 x 3/4"	\$250.00
3/4" (Positive displacement)	\$270.00
3/4" (Electromagnetic or Ultrasonic)	\$280.00
1" (Positive Displacement)	\$300.00
1" (Electromagnetic or Ultrasonic)	\$310.00
2 1/2"	\$970.00

Additional Resources

- [Maps and Records Request](#)
 - Receive historical records and drawings
- [Water and Sewer Availability Letter](#)
 - Separate application and fee
- [Hydrant Flow Test](#)
 - Requirement for fire system
- [Agency Resources](#)
- United Language Group
 - Language assistance services available

Agencies

Allegheny County Health Department (ACHD)	+
Allegheny County Conservation District (ACCD)	+
Allegheny County Sanitary Authority (ALCOSAN)	+
City of Pittsburgh Department of City Planning (DCP)	+
City of Pittsburgh Law Department	+
City of Pittsburgh Department of Mobility and Infrastructure (DOMI)	+
City of Pittsburgh Department of Permits, Licenses and Inspections (PLI)	+
Pennsylvania Department of Environmental Protection (DEP)	+
Pennsylvania Department of Transportation (PennDOT)	+
U.S. Army Corp of Engineers, Pittsburgh District (ASOCE)	+

CityGrows Permitting Software

<https://go.citygrows.com/pwsa>

Implementation of CityGrows Online Permitting Portal

- Designed portal to allow for simpler applications and user experience

Complete overhaul of permitting submission process

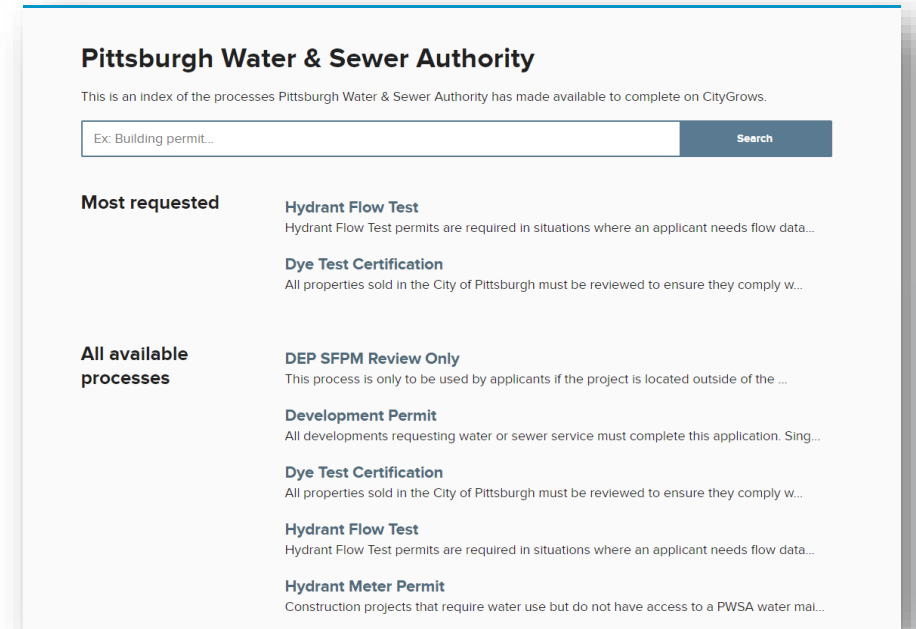
- Over-the-counter permits
 - Flow tests
 - Dye tests
 - Residential Permits
- Development permits
- Future phases: land operations & DOMI Approvals

Transitioning from E-Builder to CityGrows online permitting

- Existing E-builder projects will remain until completion

Payments

- Two payments at two different points in the process: Application fee and Meter/Connection fees
- Payment will be accepted digitally through credit cards
- Payment by check still available but we are still experiencing delays with processing



Development Permit

All developments requesting water or sewer service must complete this application. Single-family homes without fire sprinkler service can complete the residential permit application. Please review our Developer's Manual for all applicable rules and regulations. [Edit](#)

Start

Process details

FAQs

Typically takes

2 months

Cost

\$0 - \$1,840

Your responsibility
Step 1

Initial Application (Applicant)

2 Hours **Form** ▾

Pittsburgh Water & Sewer
Authority
Step 2

1 steps are not your responsibility

2 Days

















Initial Application Review and Selection of Required Processes (PWSA)

Your responsibility
Step 3

Application Review Fee (Applicant)

A Day **Payment** ▾

Steps

-  1. Initial Application (Applicant) 
-  2. Initial Application Review and Selection of Required Processes (PWSA) 
-  3. Application Review Fee (Applicant)
-  4. Assign Reviewer (PWSA)
-  5. Verification of Completed Reviews (Applicant) 
-  6. Quantity Takeoff (PWSA) 
-  7. Connection and Meter Fees (Applicant)
-  8. DEP Approved SFPM (Applicant) 
-  9. Signed Approval from the Engineering Department (PWSA) 
-  10. Signature Assignment (PWSA)

Initial Application (Applicant)

Please be advised that the Initial Application (Step #1) cannot be submitted until AFTER both a pre-development meeting is held and PWSA issues the meeting minutes. The 'Pre-Development Meeting Date' and 'Pre-Development Meeting Minutes' are required fields for submission. **Schedule a pre-development meeting on our website.**

It is the applicant's responsibility to review our website, **PWSA Developer's Manual**, **the City of Pittsburgh Code of Ordinances**, **the Allegheny County Health Department Plumbing Code**, and **the DEP Sewage Facilities Planning Module law** in order to understand the requirements of this application.

Professional Certification:

The Tap-in Plan shall be signed and sealed by a Professional Engineer licensed in the Commonwealth of Pennsylvania.

Expedited Review:

For an additional fee, the PWSA offers expedited reviews which guarantees action within 15 calendar days after the Application Review Fee is paid. The PWSA action may consist of returning the application for corrections or progressing the application to the next step. *An expedited review does not guarantee approval within 15 days.*

For standard reviews, the PWSA aims to respond within 30 days from the date of submission.

Fees:

Please click here for the 2022 Fee Schedule. The Application Review Fee (Step #3) covers the cost for PWSA to review and approve the Development Permit. The Connection and Meter Fees (Step #6) cover the cost for PWSA to perform the work on the Tap-in Plan, such as drilling new water connections and the installation of new water meters.

PennDOT Highway Occupancy Permit:

Work within PennDOT right-of-way shall require a Highway Occupancy Permit. **Please visit our website** to identify nearby state routes. In addition, please be advised that PennDOT requires the PWSA to submit highway occupancy permits on behalf of the Developer for work related to PWSA-owned facilities. The submission of a PennDOT highway occupancy permit is not included within the Development Permit Application. Therefore, upon issuance of the Development Permit, the Developer shall initiate the highway occupancy permit application. Please refer to our website for additional information.

Developer Information

Please note, CityGrows will automatically send emails to the email address associated with the account creating this application. PWSA will not reach out to the developer or consultant to alert you of approvals or revisions requested.

Development Firm Name*

CityGrows Permitting Software

- After submission, the initial application review will determine the project requirements
 - No longer requires a Water and Sewer Use Application
 - PWSA will add additional subprocesses to be completed based on the scope of work – the applicant must start those subprocesses
 - A tap allocation letter is provided during the initial review step
 - After the application fee is paid, PWSA will assign a reviewer
 - Reviewer will have ability to communicate through CityGrows for reviews

Property Attributes

The PWSA will utilize the Property Attributes to make a determination on the need for a Sewage Facilities Planning Module. Please refer to the **Planning Workflow Diagram** for a visual representation of the interconnectivity between the property attributes and the resulting determination. In addition, please refer to the **Developer's Manual** for detailed information on Sewage Facilities Planning Modules, including guidance on the calculation methodology to obtain the Existing Wastewater Flow and Proposed Wastewater Flow.

Is the Project located on a lot created prior to May 15, 1972? *

Select an option

Has the lot previously received DEP sewage planning approval? If Yes, please upload a copy of the DEP approved SFPM and supporting calculations for sewage flows already allotted to the permit. *

Select an option

Copy of the DEP approved SFPM and supporting calculations for sewage flows already allotted to the permit..

Choose a file Optional

Have additional lots been created since May 15, 1972? *

Select an option

Existing Wastewater Flow, gpd *

Proposed Wastewater Flow, gpd *

Supporting Calculations for Existing and Proposed Wastewater Flow in PDF format: *

Development Permit

Julie Asciola | 2/15/2022 | Active

[Discussion](#) [Menu](#)

Process #32 | DEV-32-0222

...to PWSA-owned facilities. The submission of a PennDOT highway occupancy permit is not included within the Development Permit Application. Therefore, upon issuance of the Development Permit, the Developer shall initiate the highway occupancy permit application. Please refer to our website for additional information.

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Development Firm Name *















Contact Name *

Address *

Phone Number *

Extension

Steps


-  1. Initial Application (Applicant) 
-  2. Initial Application Review and Selection of Required Processes (PWSA) 
-  3. Application Review Fee (Applicant)
-  4. Assign Reviewer (PWSA)
-  5. Quantity Takeoff (PWSA) 
-  6. Connection and Meter Fees (PWSA)
-  7. DEP Approved SFPM (Applicant) 
-  8. Signed Approval from the Engineering Department (PWSA) 
-  9. Signature Assignment (PWSA)

Support

...

Go to next step >

Additional Requirements

-  Tap-In Plan Review
Linked subprocess: **Tap-In Plan Review #18**
-  DEP SFPM Review
Linked subprocess: **DEP SFPM Review #20**

Steps

Permit Number:

Permit Type: Development Permit

Tap C Number:

Lateral/Service Address:

Consultant:

Developer:

Date Issued:

Expiration Date: 5 years from date issued

Account Holder Information

Procedure:

Call PWSA Field Operations at 412-231-0891 to schedule tap terminations, installations, or inspections.

Restrictions:

A. No work is to occur prior to permit issuance.

B. All taps and tap terminations are to be inspected by PWSA field operations.

C. If field conditions differ from tap-in plans, contact your reviewer to update tap-in plans.

Engineering Technician

PAGE 1 of 3

- A permit is issued at the end of the process
- The document will have all the information that customer service and operations needs to coordinate the work in the field
- Procedure: shows the applicants' responsibilities AFTER the permit is issued

Where do I find my signed tap-in plans?

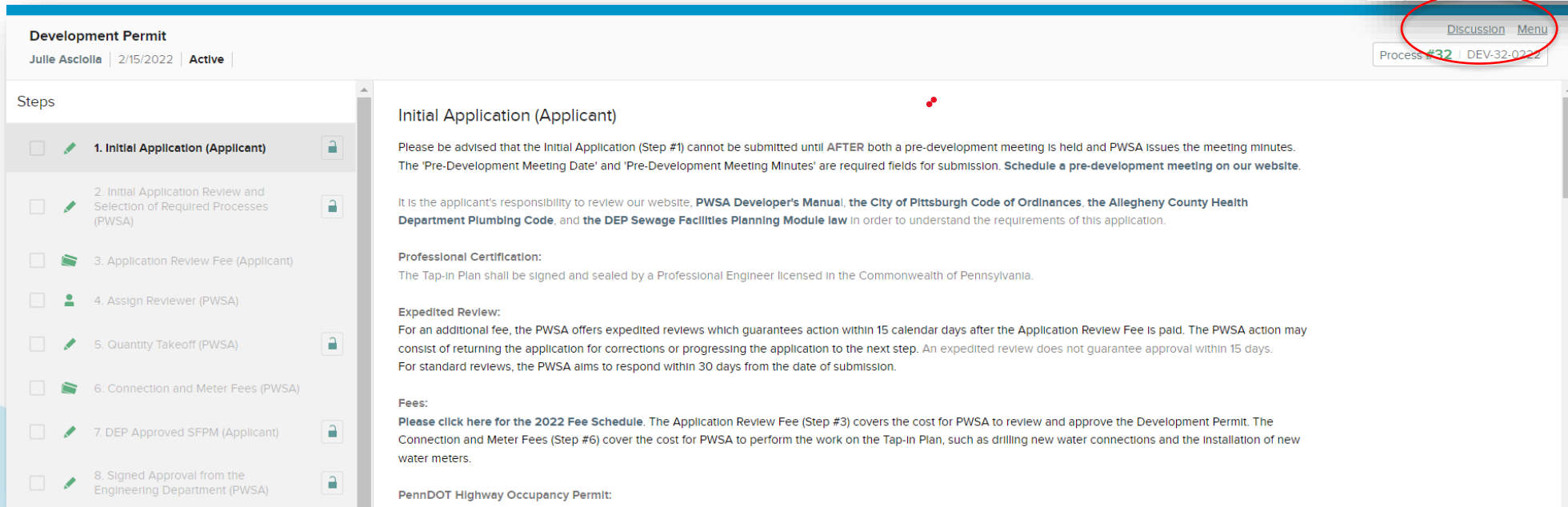
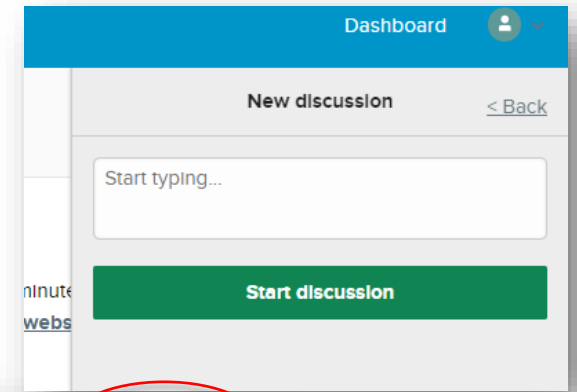
- Step 12 of the Development Permit

The screenshot displays a multi-step process for a Development Permit. On the left, a vertical list of steps is shown, with step 12, 'Final Approved Tap-In Plans (PWSA)', highlighted. The main content area is titled 'Final Approved Tap-In Plans (PWSA)' and contains an 'APPLICANT INSTRUCTIONS' section with the text 'This step has no applicant instructions'. Below this is a dark blue notification bar stating 'This step is locked. To make edits, unlock it by clicking the lock icon in the step listing on the left.' Underneath, there is a section for 'Approved Tap-In Plans' with a 'Choose a file' button and a green checkmark. A file named 'MILL 19C TAP IN PLAN SET REDLINED SIGNED.pdf' is listed below. At the bottom of the interface, a 'Support' button is on the left, and a green notification bubble on the right says 'This process was completed' with a checkmark icon and a red '4' badge.

CityGrows Permitting Software

- 🔑 Progress can be tracked at any time during the process
 - 🔑 Will allow for individual log-in
 - 🔑 Allows for discussion within the system to communicate

🔑 CityGrows Tutorial [link](#) available on our Website



Questions