

1200 Penn Avenue  
Pittsburgh, PA 15222

A photograph of a yellow backhoe loader parked on a paved surface. The backhoe's boom and bucket are raised. A person wearing a high-visibility vest is visible in the operator's cab. The background shows green trees and a residential building. A semi-transparent blue banner is overlaid across the middle of the image.

# DEVELOPER'S MANUAL

Revised April 12, 2024

## **PWSA Developer's Manual**

<b>SECTION 1: PROCESS OVERVIEW</b>	<b>1</b>
<b>INTRODUCTION</b>	<b>1</b>
<b>DEVELOPMENT PERMIT PROCESS</b>	<b>1</b>
PRE-DEVELOPMENT MEETING	1
DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) SEWAGE FACILITIES PLANNING MODULE	2
TAP-IN PLAN REVIEW	2
WATER AND SEWER AVAILABILITY LETTER REQUEST	2
MAPS AND RECORDS REQUESTS	2
CONSTRUCTION AND/OR RELOCATION OF PWSA FACILITIES	3
REVIEW PROCEDURES AND FEES	3
PERMIT EXPIRATION	3
MILLVALE WATER SERVICE AREA	4
<b>SECTION 2: SINGLE-FAMILY RESIDENTIAL DEVELOPMENTS</b>	<b>5</b>
<b>OVERVIEW</b>	<b>5</b>
<b>SUBMISSION REQUIREMENTS</b>	<b>5</b>
<b>SECTION 3: PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION SEWAGE FACILITIES PLANNING MODULE</b>	<b>6</b>
<b>OVERVIEW</b>	<b>6</b>
<b>SFPM STEPS FOR APPLICANT</b>	<b>6</b>
<b>DETERMINATION ON THE NEED FOR SEWAGE PLANNING</b>	<b>7</b>
FLOW ESTIMATE CALCULATIONS	8
TABLE 3.1 PEAK DAILY WASTEWATER FLOW ESTIMATES	9
<b>SUPPLEMENTAL GUIDANCE FOR THE SFPM COMPONENT 3 FORM</b>	<b>10</b>
<b>METHODOLOGY TO DETERMINE THE PRESENT FLOW WITHIN THE MOST LIMITED CAPACITY SEWER</b>	<b>12</b>
METHOD #1: PEAK FLOW MEASUREMENT	12
METHOD #2: FLOW MONITORING	12
<b>CALCULATIONS FOR DESIGN CAPACITY, PRESENT FLOWS AND PROJECTED FLOWS</b>	<b>12</b>
GENERAL INFORMATION	12
TABLE 3.2 MANNING ROUGHNESS COEFFICIENT	13
TABLE 3.3 PEAKING FACTORS	13



FLOW CALCULATIONS	13
TABLE 3.4 FLOW CALCULATION METHODOLOGY	13
<b>SECTION 5: TAP-IN AND TAP TERMINATION PROCEDURES</b>	<b>15</b>
<b>TAP-IN PROCEDURES OVERVIEW</b>	<b>15</b>
<b>GENERAL REQUIREMENTS</b>	<b>15</b>
<b>SANITARY AND STORM SEWER TAP-IN SPECIFIC REQUIREMENTS</b>	<b>17</b>
<b>WATER QUALITY REQUIREMENTS</b>	<b>18</b>
<b>WATER TAP-IN SPECIFIC REQUIREMENTS</b>	<b>19</b>
CURB STOP VALVES	20
WATER METERS	20
METER PITS/VAULTS	20
BACKFLOW PREVENTION	22
<b>FIRE PROTECTION SERVICE TAP-IN SPECIFIC REQUIREMENTS</b>	<b>23</b>
HYDRANT FLOW TEST	24
<b>TAP INSTALLATION PROCEDURES</b>	<b>25</b>
WATERLINE TAPS	25
WATERLINE SHUT PERMIT	26
<b>TAP TERMINATION PROCEDURES</b>	<b>27</b>
OVERVIEW	27
SUBMISSION REQUIREMENTS	27
TERMINATION PROCEDURE	28
<b>SECTION 6: FEES</b>	<b>29</b>
<b>FEE SCHEDULE</b>	<b>29</b>
REFUNDS	29
<b>SECTION 7: PRIVATE CONSTRUCTION OF PUBLIC FACILITIES</b>	<b>31</b>
<b>OVERVIEW</b>	<b>31</b>
<b>GENERAL REQUIREMENTS</b>	<b>31</b>
CONDITIONS OF ACCEPTANCE	32
<b>DEVELOPMENT AGREEMENT</b>	<b>33</b>
CONSTRUCTION DRAWINGS	34
CONSTRUCTION COST ESTIMATE	35



ESCROW CHECK	35
CONSTRUCTION SCHEDULE	35
CONSTRUCTION MANAGEMENT AND CONSTRUCTION INSPECTION	35
PERFORMANCE SECURITIES	36
INSURANCE	36
EXECUTED CONTRACT BETWEEN THE DEVELOPER AND CONTRACTOR	36
CONSTRUCTION SPECIFICATIONS	36
CONSTRUCTION MATERIALS	37
THIRD-PARTY APPROVALS	37
EASEMENTS FOR CONSTRUCTION ON PRIVATE PROPERTY	37
PRE-CONSTRUCTION MEETING	38
ACCEPTANCE OF PRIVATELY CONSTRUCTED PUBLIC FACILITIES	38
AS-BUILT DRAWINGS	38
MAINTENANCE SECURITIES	38
<b>DESIGN REQUIREMENTS</b>	<b>38</b>
GENERAL REQUIREMENTS	38
SEWER REQUIREMENTS	39
MANHOLE REQUIREMENTS	39
DRAINAGE STRUCTURE REQUIREMENTS	40
CURED-IN PLACE PIPE (CIPP) REQUIREMENTS	40
WATER MAIN REQUIREMENTS	40
FIRE HYDRANT REQUIREMENTS	40
PROFILE REQUIREMENTS	40
TAP-IN DRAWINGS	41



## SECTION 1: PROCESS OVERVIEW

### Introduction

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The Pittsburgh Water and Sewer Authority (PWSA) Developer's Manual outlines the regulations and procedures for developments connecting to public sewer and/or water facilities or constructing new facilities to be dedicated to PWSA. The purpose of this manual is to describe the permit application process, the requirements of the application materials, and the developer's responsibilities. To ensure timely review and approval of tap-in plans, this manual is to be used in conjunction with an open dialogue with PWSA.

More than one section of the manual may be applicable dependent upon the type of development and scope of work proposed by the applicant. In instances where the manual does not address a specific or unique site condition of a proposed development, the applicant should contact PWSA to determine if additional information is required.

PWSA is regulated by the Pennsylvania Public Utility Commission (PUC). Any standards set forth in this manual are subject to PUC review.

At minimum, this manual will be updated annually. More frequent updates may occur as procedures or regulations change.

### Development Permit Process

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The following is a general overview of the development permit process. For more detailed information, please refer to the specific sections referenced throughout the manual. Single-family homes without fire service are not subject to the following requirements and should review [Section One: Single-family Residential Developments](#) for more information. All other projects must follow this process.

PWSA requires electronic submission of all applications and drawings for development projects using our online permitting portal. After the pre-development meeting described below, the applicant can begin their permit application. Applications and documents are not considered submitted until all fees are paid.

All applications must include required documentation outlined in this manual or on our website. Failure to provide will result in a delayed approval.

#### Pre-Development Meeting

Prior to submittal of the permit application, the applicant is required to request a pre-development meeting. A meeting request may be submitted early in the planning process or after preliminary



tap-in plans have been designed. If you have engaged an engineer, architect, or plumber, it is highly recommended that they attend the meeting.

A meeting request can be submitted via [our website](#). Our development coordinator will follow-up with additional information prior to the meeting. PWSA will send out pre-development meeting minutes after the meeting. The minutes are to be uploaded to your development permit application.

### **Department of Environmental Protection (DEP) Sewage Facilities Planning Module**

Any development within the PWSA service area that meets the DEP's criteria will be required to complete sewage planning. The requirement for sewage planning depends on a variety of factors, including but not limited to, the Existing Flows, Project Flows, Net Flows, date of lot creation, previous planning module approvals, etc.

Detailed instructions are covered in the [DEP Sewage Facilities Planning Module section](#).

### **Tap-in Plan Review**

Most development projects will require water and/or sewer tap-in plans to be reviewed and approved by PWSA staff. No work on existing or new taps, including terminations, is to begin prior to obtaining this approval.

Detailed drawing requirements are covered in the [Tap-in Procedures section](#).

### **Water and Sewer Availability Letter Request**

Projects requiring the submittal of a DEP Sewage Facilities Planning Module must submit [a Water and Sewer Availability Letter Request](#). The request is to be completed through our online permitting portal. PWSA staff will review and return a will-serve letter with detailed available infrastructure and infrastructure maps. Some lenders may also require a will-serve letter.

The water and sewer availability letter is not a permit and all procedures set forth in this document must be completed to obtain approval.

### **Maps and Records Requests**

PWSA allows for access to historical maps and records to help determine infrastructure on or around a property. Types of records provided may include PWSA infrastructure maps, tap drawings, sewer profiles, calc books, and drill sheets.

PWSA does not maintain records of private sewer lateral locations. Records provided may not represent current infrastructure due to policy changes and changes in construction. PWSA advises the confirmation of record drawings through field investigation.

The initial request can be made by submitting a Maps and Records Request. A staff member will answer the request within 15 business days. Large or complicated data requests may



require 30 days or more to respond. Please review the current fee schedule on our website for maps and records requests.

### **Construction and/or Relocation of PWSA Facilities**

A development may require an extension, relocation, or construction of PWSA facilities to provide water or sewer service. A development agreement and construction drawings will be required.

Requirements are detailed in the [Private Construction of Public Facilities section](#).

### **Review Procedures and Fees**

PWSA will review applications in the order received unless an expedited review has been requested by applicant. Baseline review times are 30 business days per review. Review times may vary depending on volume and complexity. Expedited reviews will guarantee a review within 15 business days after the review fees have been paid. Projects that receive an expedited review will be charged a higher fee detailed in the [Fee Schedule](#).

An additional review fee will be required for any revisions to plans that have been previously issued a permit.

Additional fees may be required including but not limited to:

- [waterline shut permit fee](#)
- [hydrant flow test permit fee](#)
- [tap and meter costs](#)
- sewage facilities planning module review fee (DEP)
- street closure and traffic obstruction permits (DOMI)
- building permit fees (PLI)
- plumbing permit fee (ACHD)

To see a complete list of PWSA fees, review our [fee schedule](#) on our website. PWSA does not provide a preliminary cost estimation prior to completing the development permit review process as fees may change depending on the project scope.

### **Permit Expiration**

Applications in progress will be invalid after one (1) year of inactivity.

Issued permits are valid for a period of five (5) years from date of issuance. Issued permit refers to an application that has met all the requirements of this manual and have paid all fees due.



**Millvale Water Service Area**

Developments within the Millvale PWSA water service area must meet the minimum requirements described herein for water service. Sewer service and the DEP Sewage Facilities Planning Module shall be completed according to the rules and regulations of Millvale Borough and Girty's Run Joint Sewer Authority.



## SECTION 2: SINGLE-FAMILY RESIDENTIAL DEVELOPMENTS

### Overview

Single-family residential developments are equal to one single-family residential unit. Single family residential units with fire service or developments on land that has been subdivided to include multiple single-family homes are not considered a single-family residential development and shall fall under the regulations set forth in the remaining sections of this manual.

Single-family residential developments are not required to submit tap-in drawings to obtain water and sewer service, but they must obtain a Residential Permit from PWSA prior to completing any water or sewer work.

Single-family homes that are separating a party line, reconnecting an existing water service line and/or sewer lateral, or reusing an existing tap for a new construction house are required to apply for a Residential Permit. Party line sewer separations do not incur any fees.

### Submission Requirements

To obtain a Residential Permit, the applicant is to complete and [submit the residential permit application](#) through our online permitting portal.

All fees are to be paid at the required intervals and prior to start of work.

Although not subject to tap-in plan review, all water and sewer work for single-family homes are required to meet PWSA minimum standards for tap installation outlined in the [Tap-in Procedure section](#). All work is to be inspected by PWSA prior to backfilling.

Any work will also require approval from the Allegheny County Health Department. [Contact information can be found on our website.](#) Inspections completed by an ACHD official do not meet the requirements for PWSA inspections.



## SECTION 3: PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION SEWAGE FACILITIES PLANNING MODULE

### Overview

[The Pennsylvania Sewage Facilities Act](#) (Act 537, as amended) requires each municipality in Pennsylvania to have an Official Sewage Facilities Plan (Official Plan) to address existing and future sewage disposal needs. Please note that the Pennsylvania Department of Environmental Protection (DEP) administers and oversees the Act 537 regulations. The Official Plan for the City of Pittsburgh was originally approved by the DEP on May 15, 1972. The Sewage Facilities Planning Module (SFPM) is the instrument for legally amending the Official Plan to account for flows from new/unforeseen subdivisions and land developments. The SFPM requires review/approval from each Facility Owner within the sewerage system, including Collection (PWSA), Conveyance (ALCOSAN) and Treatment (ALCOSAN). Please be advised that the PWSA review/approval shall be limited to the collection system portions of the SFPM. Each Facility Owner conducts a review to understand how the proposed development will impact available dry-weather capacity and whether the proposed flows will create a dry-weather hydraulic overload within the next five (5) years.

Amendments to Act 537 have created a process by which certain developments may be exempt from the planning module process. However, in accordance with 25 Pa. Code 71.51(2), the exemption process requires that the existing collection, conveyance and treatment facilities are in compliance with the Clean Streams Law. On March 2, 2011, the DEP issued a determination that, due to an ongoing consent order regarding the discharge of untreated wastewater, the PWSA and ALCOSAN do not comply with the Clean Streams Law. As a result, the DEP does not accept SFPM exemptions for any development located within the PWSA service area.

Any development within the PWSA service area that meets the DEP's criteria shall be required to complete sewage planning. The requirement for sewage planning depends on a variety of factors, including but not limited to, the Existing Flows, Project Flows, Net Flows, date of lot creation, previous planning module approvals, etc. Please refer to the [Planning Workflow Diagram](#) on the PWSA website for additional information.

Please note that the SFPM requires approval from PWSA, ALCOSAN, City Planning, City Council and the DEP. As a result, the approval process, from start to finish, can take several months. The DEP has up to 90 days to respond upon receipt of the completed SFPM.

### SFPM Steps for Applicant

1. The Applicant shall obtain a Determination on the Need for Sewage Planning from the PWSA by initiating a [Development Permit Application](#) within our online permitting portal. If a SFPM is not required, then the requirements of this Section shall be satisfied and



complete. If a SFPM is required, then the PWSA shall provide the location of the most limited capacity sewer (MLCS). The Applicant shall be required to assess the hydraulic capacity of the MLCS per the requirements contained within this Section. In addition, the following steps would apply.

2. The Applicant shall submit the Sewage Facilities Planning Module Application Mailer to the DEP and obtain the applicable SFPM forms and DEP Code Number.
3. The Applicant shall obtain approval from the PWSA for the Collection System portion of the SFPM. Please refer to the Development Permit application in our online permitting portal, where a SFPM sub-process should have been generated.
4. The Applicant shall obtain approval from ALCOSAN for the Conveyance and Treatment System portions of the SFPM. Please coordinate with ALCOSAN for additional information on their review process. Refer to the PWSA website for contact information.
5. After obtaining approvals from the Collection, Conveyance and Treatment System Owners, the Applicant shall obtain approval from the City Planning Department. Please coordinate with the City Planning Department for additional information on their review process. The City Planning Department will forward the SFPM to the City Law Department to draft a Resolution for approval by City Council. Refer to the PWSA website for contact information.
6. After obtaining approval from City Council, the Applicant shall obtain final approval from the DEP. Please be advised that the PWSA cannot issue the Development Permit until the DEP approves the SFPM.

### **Determination on the Need for Sewage Planning**

The PWSA will determine the need for sewage planning during the initial review of the development permit application within our online permitting portal. Please note that sewage planning is not required for every development. However, the criteria which effect the determination are often misunderstood. The PWSA collaborated with the DEP and created the [Planning Workflow Diagram](#) to visually detail how the criteria impact the determination on the need for sewage planning. The primary criteria are summarized, as follows: Lot Creation Date, Existing and Proposed Flows, Historical SFPM Approvals, and Additional Lot Creation. Please note that lot consolidations and lot line revisions do not necessarily result in the need to complete sewage planning. However, subdivisions which result in additional lots, as compared to the existing configuration, will always result in the need for sewage planning.



### Flow Estimate Calculations

Within the Development Permit application, the Applicant shall be required to provide the supporting calculations utilized to estimate the Existing Wastewater Flow and Proposed Wastewater Flow. The flow calculations shall represent the peak daily flow, which is defined as the maximum volume of wastewater during a continuous 24-hour period, expressed in gallons per day (gpd). As a result, the Applicant shall assume full occupancy, maximum turnover, etc. We understand that the DEP flow estimates may appear much higher than anticipated usage due to the use of low-flow fixtures, etc. However, please note that the flow estimates are attempting to estimate the peak daily flow, not the average daily usage.

The preferred means of calculating the Existing and Proposed Flows is via flow estimate calculations. Please refer below to Table 3.1. However, on a case-by-case basis, the PWSA may consider flow calculations based on historical water usage records. In these instances, the PWSA will allow the use of a peaking factor of 2.5 to establish the peak daily flow. If required, the PWSA Customer Service Department can provide historical water usage data for a fee of \$15.

The flow calculations shall be limited to wastewater flows and represent the entirety of the existing and proposed uses (i.e. retail, residential, office, etc.).

The PWSA service area can be generally described as urban, where lots which are currently vacant often contained structures at some point. However, Existing Flows shall be limited to uses which have occurred within 15 years of the submission date. The PWSA will utilize Google Street View to confirm the existence of structures and uses.

Please see below for a few common uses and the associated information that would be required for the flow calculations:

- Restaurant and/or Bar:
  - Maximum occupancy
  - Number of turnovers per day, typically three (3)
- Hotel:
  - Number of hotel rooms
  - Presence of any public retail or restaurant facilities
- Residential:
  - Number of equivalent dwelling units from single-family residences, apartments, townhouses, duplexes, and condominiums
  - Presence of public facilities, such as swimming pools, gyms, cafeterias, etc..
- Office:
  - Maximum number of employees. The applicant shall assume 150 square feet of floor space per employee. The square footage can be limited to the office space, and does not need to include hallways, shared areas, etc.
  - Number of any public restrooms, if any



### Net Flow

The PWSA defines “net flow” as the difference between the proposed flow and existing flow, as follows:

$$\text{Net Flow} = \text{Proposed Flow} - \text{Existing Flow}$$

As a result, please note that the net flow may be positive or negative, depending on if there is a net increase or decrease in usage.

**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



Stores (per public urinal)	200
Stores (per public sink)	200
Warehouses (per employee)	35
Work or construction camps (semi-permanent) with flush toilets (per employee)	50
Work or construction camps (semi-permanent) without flush toilets (per employee)	35
Churches (per seat)	3
Churches (additional kitchen waste per meal served)	3
Churches (additional with paper service per meal served)	1.5
Hospitals (per bed space, with laundry)	300
Hospitals (per bed space, without laundry)	220
Institutional food service (per meal)	20
Institutions other than hospitals (per bed space)	125
Personal care home (per bed space)	125
Schools, boarding (per resident)	100
Schools, day (without cafeterias, gyms or showers per student and employee)	15
Schools, day (with cafeterias, but no gym or showers per student and employee)	20
Schools, day (with cafeterias, gym and showers per student and employee)	25
Camps, day (no meals served)	10
Camps, winter and summer residential (night and day) with limited plumbing including water-carried toilet wastes (per person)	50
Campgrounds, with individual sewer and water hookup (per space)	100
Campgrounds with water hookup only and/or central comfort station which includes water-carried toilet wastes (per space)	50
Fairgrounds and parks, picnic—with bathhouses, showers, and flush toilets (per person)	15
Fairgrounds and parks, picnic (toilet wastes only, per person)	5
Swimming pools and bathhouses (per person)	10

### **Supplemental Guidance for the SFPM Component 3 Form**

The SFPM Component 3 Form is for sewage collection and treatment facilities. Please be advised that these instructions are intended to supplement the DEP's instructions. In the event that there is a conflict between this supplemental guidance and DEP's instructions, the Applicant shall complete the Component 3 Form per DEP instructions. This supplemental guidance is not intended to cover each section on the Component 3 Form, but rather, only the sections that directly apply to PWSA. The supplemental instructions for the SFPM Component 3 Form are as follows:

- Section A No additional comments. Please refer to the DEP Instructions.
- Section B Please note that the City of Pittsburgh and PWSA are separate and distinct entities. This section shall not be populated with PWSA information.



- Section C No additional comments. Please refer to the DEP Instructions.
- Section D No additional comments. Please refer to the DEP Instructions.
- Section E Submit a Water and Sewer Availability Letter Request Form to confirm that PWSA can provide service to the proposed development. Please refer to the [Process Overview](#) for additional information.
- Section F No additional comments. Please refer to the DEP Instructions.
- Section G The PWSA review is limited to Section G(1) – Collection System. Complete Section G(1b), as follows:
- Existing collection or conveyance system: [ROAD NAME – SEWER DIAMETER AND MATERIAL]
- Owner: The Pittsburgh Water and Sewer Authority
- Existing Interceptor: [ALLEGHENY/MONONGAHELA/OHIO] River Interceptor
- Owner: The Allegheny County Sanitary Authority
- Section H No additional comments. Please refer to the DEP Instructions.
- Section I No additional comments. Please refer to the DEP Instructions.
- Section J For J(1), the Project Flows shall be identical to the Net Flows approved during the Determination on the Need for Sewage Planning step. For J(2), the PWSA applicable portions of the table are limited to the “Collection” row. Refer to the sections that follow for detailed information on submittal requirements.
- Section K No additional comments. Please refer to the DEP Instructions.
- Section L No additional comments. Please refer to the DEP Instructions.
- Section M No additional comments. Please refer to the DEP Instructions.
- Section N No additional comments. Please refer to the DEP Instructions.
- Section O No additional comments. Please refer to the DEP Instructions.
- Section P No additional comments. Please refer to the DEP Instructions.
- Section Q No additional comments. Please refer to the DEP Instructions.
- Section R No additional comments. Please refer to the DEP Instructions.



## **Methodology to Determine the Present Flow Within the Most Limited Capacity Sewer**

The SFPM shall analyze the most limited capacity sewer (MLCS) downstream of the proposed connection to ensure the proposed flows will not create a dry-weather hydraulic overload within the next five (5) years. The PWSA shall provide the location of the MLCS within our online permitting portal. Please note that the MLCS is not typically the same sewer utilized for connection. The Present Flow within the MLCS shall be determined, as follows:

<b>Method No.</b>	<b>Project Flows, gpd</b>	<b>Methodology to Determine the Present Flow within the MLCS</b>
Method #1	Up to and Including 4,000 gpd	Peak Flow Depth Measurements
Method #2	Greater than 4,000 gpd	Flow Monitoring

### **Method #1: Peak Flow Measurement**

The Applicant shall take a minimum of five (5) flow depth measurements at the MLCS over a one-hour period between 6-8 AM or 6-8 PM. For example, an Applicant could take measurements at 7:00AM, 7:15AM, 7:30AM, 7:45AM and 8:00AM. The maximum of the five flow measurements shall be utilized as the flow depth for the Manning equation calculations. All flow depths between zero and one inch shall be rounded to one-inch.

### **Method #2: Flow Monitoring**

The Applicant shall contract with a professional flow monitoring company to monitor the Present Flows at the MLCS. The flow monitoring shall take place for a minimum period of 30 calendar days, unless otherwise approved by the PWSA. Data should be checked for quality and analyzed to provide the present maximum monthly dry weather average flows and peak flows in gallons per day. For peak flows in the PWSA's collection systems, indicate whether the flow is peak hourly flow or peak instantaneous flow. The Applicant shall provide the results in an excel spreadsheet.

## **Calculations for Design Capacity, Present Flows and Projected Flows**

### **General Information**

The flow calculations shall be signed and sealed by a Professional Engineer licensed in the Commonwealth of Pennsylvania.

When available, the Applicant may utilize historical as-built information, [which can be requested via the PWSA website](#), to determine the existing sewer slope. If historical as-built information is not available, the Applicant shall either utilize the minimum slope permitted per the DEP Wastewater Facilities Manual or survey the existing sewer to determine the actual sewer slope.





The Applicant shall utilize the following Manning Roughness Coefficients (n):

Table 3.2  
Manning Roughness Coefficient

Pipe Material	Manning Roughness Coefficient, n
Brick	0.016
Concrete	0.013
Ductile Iron	0.012
Plastic	0.010
Vitrified Clay	0.015

The Applicant shall utilize the following Peaking Factors:

Table 3.3 Peaking Factors

Type of Collection System	Peaking Factor
Combined	3.5
Separate	3.0

### Flow Calculations

The Applicant shall calculate the Design and/or Permitted Capacity, Present Flows and Projected Flows in 5 Years, as follows:

Table 3.4 Flow Calculation Methodology

Flow Type	Calculation Methodology
Peak Design Capacity	Use the Manning Equation for full-flow conditions
Average Design Capacity	= Peak Design Capacity ÷ Peaking Factor
Present Peak Flow	Method #1: Use the Manning Equation for partially filled pipes
	Method #2: Analyze the flow data
Present Average Flow	Method #1: = Present Peak Flow ÷ Peaking Factor
	Method #2: Analyze the flow data
Projected Peak Flow in 5 Years	= (Present Peak Flow + Project Flow) × 1.05
Project Average Flow in 5 Years	= Projected Peak Flow in 5 Years ÷ Peaking Factor





## SECTION 5: TAP-IN AND TAP TERMINATION PROCEDURES

### Tap-In Procedures Overview

All developments and/or redevelopments proposing new taps, increasing flow to existing taps, or increasing storm flow to a new or existing storm system must submit tap-in plans stamped by a Pennsylvania Certified Engineer for review by PWSA engineers. This section outlines general plan requirements and specific tapping procedures. A development may include all taps described in this section while others may only include one.

The following prerequisite conditions must be satisfied prior to the review of tap-in drawings:

- The applicant shall have submitted a [PWSA Water and Sewer Availability Letter Request](#).
- If applicable, [DEP Sewage Facilities Planning Module](#) must be under review by PWSA.
- Applicable fees have been paid.

PWSA grants final approval of the tap-in drawing through an electronic review process in our online permitting portal. A digital copy of the approved drawings will be provided to the applicant when the permit is issued. A permit is not considered issued until all fees are paid.

### General Requirements

General tap-in guidelines are as follows:

- A development permit application has been started in our online permitting portal.
- Drawing size shall be 24 inches x 36 inches in landscape.
- Plan views shall be drawn to 1"=20' or 1"=30'.
- Plan view shall be set to City monumentation and City datum unless otherwise directed.
- Drawing shall be readable and drawn to scale with a north arrow pointing to the top or the right of said sheet.
- Drawing shall include a plan view of the entire site. All existing topographic information shall be shown either 50 percent screened or half-toned.
- Existing building footprint shall be displayed and shall show the address, parcel ID, type of building, number of floors, the square footage of each floor and the total square



footage of the building. If an address or parcel ID has not yet been established, use proposed address.

- Existing meter and account numbers must be shown.
- CCTV is required for all sewer lines pre and post construction when new taps, concrete work, or foundation work are proposed.
- Light cleaning may be required prior to CCTV which shall remain the responsibility of the developer.
- CCTV shall be in MPEG format and include a NASSCO/PACP export of CCTV database, PDF map showing the location of manhole IDs, PDF of all CCTV inspection logs.
- Existing manholes and wyes must be shown by survey stationing matching CCTV.
- All existing sewer, storm and water lines near project location shall be displayed. Each line shall be marked private or public.
- All existing water mains, sanitary or storm sewers that will be tapped shall be displayed. The size and material type shall be shown.
- Proposed location and size of the service line shall be shown and stationed. Stationing shall be established from a fixed location such as centerline, right-of-way line, or property line. Valves and manholes are not considered a fixed location unless otherwise directed by PWSA. Proposed sewer, storm and water lateral information is to be shown in bold line weight and text.
- The appropriate scalable plan view, profiles, and details shall be displayed. Examples of the PWSA standard details can be found on our website.
- All applicable standard tapping and termination details shall be displayed. Current details are available on our website.
- All existing private water and sewer lines connected to the existing building or servicing the site including abandoned facilities. Any existing service line that will not be reused by the proposed project must be terminated by the owner. The service line must be terminated at the main as per [PWSA Specifications and in a manner acceptable to the PWSA](#).
- All existing easements must be displayed on the plans. Documentation of easements must be provided.
- The summary table titled “Water and Sewer Flow Data” must be completed by the applicant and shown on each drawing.



- Each tap-in drawing must also include an appropriate title block in the lower right-hand corner of the drawing.
- Current PWSA approval block must be shown on each drawing. This block is to be completed by PWSA.
- A Hydrant Flow Test Results table is required for all water and fire protection service tap-in drawings. See [Hydrant Flow Test procedures](#) for more information.
- All applicable tapping, termination, and trenching details shall be shown. Any modifications to PWSA details must be explicitly called out on the plans.
- Connection to PWSA sewer can be made through an existing wye or through a new approved connection into the PWSA sewer main. If private connection is proposed to be made through an existing wye, then the location of the existing wye must be shown and stationed to the nearest PWSA manhole on the sewer tap-in drawing(s). Certain existing wye stationing can be obtained from PWSA records/video location of taps. If a new connection is proposed using a new wye, then a detail of the connection must be shown and also stationed as stated above on the sewer tap drawing. New connections must follow current PWSA specifications and standards.
- Construction of private sanitary or storm sewer laterals to tap PWSA manholes and catch basins or storm inlets is not permitted.

### **Sanitary and Storm Sewer Tap-in Specific Requirements**

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- If an existing sanitary sewer line is present, then the applicant must propose connecting the sanitary flows from the proposed development to the existing sanitary sewer unless otherwise directed by PWSA.
- If only an existing combined sewer is present, then the applicant must propose connecting both the sanitary and storm flows from the proposed development to the combined sewer with two separate laterals connecting into one wye unless otherwise directed.
- If an existing storm sewer is present, the applicant must connect the flows from the proposed development to the appropriate sewers unless otherwise directed. This includes areas where existing combination sewers are intended to become designated storm in the future as directed by the PWSA.
- Any combination, sanitary sewer, storm sewer or water taps that are being terminated by the customer must be shown on the tap-in drawings (located and/or stationed as directed).



Be advised that new tap(s) will not be provided until all site related abandoned existing services are terminated and witnessed by a PWSA representative. All costs associated with the termination of existing private service lines are the responsibility of the property owner.

- It is encouraged to use best management practices (BMPs) to achieve an approved method of surface/stormwater collection, conveyance, detention, and/or retention for stormwater which may minimize or even eliminate the use of PWSA sewer conveyance conduits. Stormwater facilities on private property are usually regulated by other agencies including, but not limited to City of Pittsburgh, Allegheny County Health Department (ACHD), and Pennsylvania Department of Environmental Protection (DEP). The Stormwater Management Officer, located at the Department of City Planning for the City of Pittsburgh, can provide more information on private property surface/stormwater detention and retention requirements. Contact information for the City Stormwater Management Officer can be found on our website. The applicant must also comply with all current county/state stormwater regulations.

## **Water Quality Requirements**

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Across approximately 25 percent of Pittsburgh, sewage and stormwater are routed into separate underground sewer pipes. The separate system that conveys stormwater runoff is called a Municipal Separate Storm Sewer System or MS4. PWSA and the City of Pittsburgh have a joint MS4 permit from the Pennsylvania Department of Environmental Protection (PA DEP). This permit requires that we develop and implement a Stormwater Management Program (SWMP) to reduce the discharge of pollutants from the separate storm sewer system to satisfy the appropriate water quality requirements of the Clean Water Act and the Pennsylvania Clean Streams Law. This is managed under six Minimum Control Measures, which focus on:

- Public education and outreach
- Public involvement and participation
- Illicit discharge detection and elimination
- Construction site stormwater runoff control
- Post-construction stormwater management
- Pollution prevention and good housekeeping of PWSA and City of Pittsburgh operations



Several local, county, and state agencies and ordinances regulate and enforce the requirements of the MS4 permit including, but not limited to the following:

- The City of Pittsburgh Stormwater Management Code
- The Allegheny County Conservation District NPDES Construction Stormwater Program
- PWSA Illicit Discharge Detection and Elimination Program
- PA DEP MS4 Program
- U.S. EPA National Pollutant Discharge Elimination System (NPDES)

Through our Illicit Discharge Detection and Elimination Program, the PWSA Environmental Compliance department is actively screening and coordinating removal of illegal connections. An illicit discharge is any discharge to the municipal separate storm sewer system that is not composed entirely of stormwater. It is the responsibility of the property owner to remove the illicit discharge in accordance with applicable regulations. Any developments obtaining PWSA permits may be required to meet additional water quality requirements. If an illicit discharge is detected during the PWSA permitting process, we will require the removal prior to the approval of a permit or prior to the connection of new taps at the discretion of PWSA. If an illicit discharge is detected from a source outside of the development, please notify PWSA so that we can identify the source.

To view if your project will be in, or near, an MS4 drainage area, please visit: <https://www.pgh2o.com/your-water/stormwater/find-your-sewershed>.

## **Water Tap-in Specific Requirements**

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- Plan view shall show all existing or proposed valves, thrust blocks, fire service, water service, meter, and backflow location.
- Concrete blocking required for 4-inch taps and larger.
- The tap-in drawing shall show all existing water service lines connected to the existing building or servicing the site. Existing residential private service lines must be a minimum of 1-inch copper with a flow of 5 gallons per minute (GPM) to be reused. New commercial, industrial, or institutional developments may utilize existing service lines at the expense and maintenance of the owner if minimum flow requirements are met. All lines to be reused must have an Allegheny County Health Department approval in writing with application.
- It is the responsibility of the design consultants, engineers, and/or architects hired by the developer to determine the adequacy of the existing water systems to fulfill proposed



needs at their time and expense. The presence of an existing PWSA water main or an existing water service line in no way implies that PWSA has adequate capacity or pressure for the proposed development.

### **Curb Stop Valves**

Approved curb stop valves shall be provided on all new domestic water service lines 12 inches towards the property from the face of curb or edge of pavement and oriented in a straight line perpendicular to the public street right of way unless otherwise directed. For mains located in the sidewalk, curb stop valves shall be located approximately 12" from property line to the street. New taps and domestic service lines shall also be located so as not to place the curb valve within the defined limits of a driveway unless otherwise directed. All private service line materials must also comply with all required ACHD Plumbing Division directions and approvals.

### **Water Meters**

A water meter is required for each customer service line. PWSA will supply, set and connect all water meters regardless of size to new and/or existing piping. PWSA's current policy is one meter per water service line/connection tap-in to the PWSA public water main. Each meter must be associated with a specific billing address and legally responsible individual or organization. Any private sub metering and/or division of the PWSA bill are solely the responsibility of the individual or organization mentioned above.

The water tap-in drawing shall include a schematic detail for each proposed meter and remote reading device servicing the development. This detail must show size, type, and model number of PWSA approved meter and remote reading device for each service line. The applicant must provide peak domestic water demand in gallons per minute (gpm) on the drawing. The peak domestic water demand will determine the size of the new water meter.

### **Meter Pits/Vaults**

The PWSA recommends meter pits/vaults for all installations. PWSA requires meter pits for all residential units as directed. If the distance from the PWSA water main to the point of entry of the water service line at the building is greater than 50 feet, then the applicant is required to install a meter pit or vault. The meter pit or vault must be located at the property line no farther than 36 inches from the edge of the public right-of-way or property line that contains the PWSA water main. If the distance from the water main to the point of entry at the building is less than 50 feet, then the PWSA may permit the meter to be installed inside the building unless the building is constructed on a slab on grade. All properties constructed as slab on grade must install a meter pit.





Any meter installed inside a building must be located no more than 36 inches from the point of entry at the inside face of the exterior wall of the water service line inside the building. Where a meter is installed in a building, the remote reading device shall be installed on the outside wall of the structure or at any other location that in the PWSA's judgment is accessible under most conditions. It shall be securely attached to the building at a level between 3-1/2 and 4-1/2 feet above finished grade, outside of any fenced-in areas if possible, and clear of obstructions. It shall be located on the front of the building or on a side near the front. If two buildings are separated by a driveway, it shall be located on the sides of the buildings facing each other to facilitate reading. Exceptions to these requirements will be made only if approved by the PWSA in writing.

Service lines four inches and larger will require a vault. Vaults must meet the following requirements:

- All vaults must have two hinged doors capable of being locked open. Both doors must be large enough for human entry. One of the doors must be centered over the meter and large enough for the easy installation, removal, and maintenance of the meter. It is suggested that the second door be placed over the backflow prevention device.
- An aluminum ladder is required at each door of the vault for access.
- The property owner will own and is responsible for the vault and its maintenance.
- The vault must have a method of drainage. A drain line day lighting to open air is preferred, but a sump for pumping out the vault is the minimum requirement where a drain line is not possible (the drain line cannot be connected to the public sewer system).
- Vaults or pits located in roads, driveways, or other areas subject to traffic must be live load rated (H20). Be advised PWSA and/or ACHD do not recommend vaults/pits in street cart ways and/or driveways.
- Projects where domestic and fire lines are connected to the public main via a single tap as shown in PWSA Detail WSC-1 may use a single vault for both services. In this application, one door is required to be centered over the domestic meter and another is required to be centered over the double detector check backflow prevention device and by-pass meter used on the fire service.
- PWSA requires a cut sheet/shop drawing submittal(s) for all vaults prior to installation to ensure the above criteria is met.

### Backflow Prevention

A backflow prevention device is to be installed on every service line. When applying for a new or replacement water service tap, it is required that all active existing service lines be equipped with an approved backflow prevention device. In no case will a plan be approved until all existing and new service lines are appropriately protected against backflow. The following requirements apply to all backflow prevention devices.

- Backflow prevention devices must be installed immediately after the water meter and remote reading device and before any branch lines leading off of the water service line.
- Backflow prevention devices must be installed so as to be readily accessible and with adequate space for inspection, testing, maintenance, and disassembly.
- Backflow prevention devices must be mounted in a horizontal position except for two models which permit horizontal or vertical mounting.
- Backflow prevention devices such as a reduced pressure zone (RPZ) type with a drain must be protected from freezing by installation in a heated building. Pit or vault installation is also prohibited. Such pit or vault applications must have a dual check type backflow prevention device directly after the meter within the pit or vault in addition to the RPZ type within the building.
- PWSA requires reduced pressure zone (RPZ) type backflow prevention on all non-residential developments.
- Backflow prevention devices with drains must be installed so that the relief port is always readily visible and vented to drain.
- Preferably, the backflow prevention device should be located a minimum of 18 inches from the nearest wall and the center line of the pipe and should be located between 24 inches and 48 inches off the deck for horizontal installation.
- The property owner owns and is responsible for the proper maintenance and/or protection of all backflow prevention devices. Each device is to be tested annually and results submitted to PWSA.
- Each installation has specific design problems that must be considered. However, the above guidelines and manufacturers' recommendations will be emphasized when plans are submitted for approval.

## **Fire Protection Service Tap-In Specific Requirements**

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Tap-in drawings for fire protection service are required by PWSA for all proposed developments and/or redevelopments that voluntarily install or are required to install a fire suppression system by the City of Pittsburgh Department of Permits, Licenses, and Inspections (PLI). This includes single-family homes with proposed fire service. It is the responsibility of the developer to determine if fire service is required. PWSA does not determine if fire service is required and will only review if fire service taps are included on the tap-in plans.

It is the responsibility of the design consultants, engineers, and/or architects hired by the developer to determine the adequacy of the existing water systems to fulfill proposed needs at their time and expense. The presence of an existing PWSA water main or an existing water service line in no way implies that PWSA has adequate capacity or pressure for the proposed development.

If adequate water pressure exists, fire protection systems are directed to have a separate tap from the PWSA water main. Domestic water service line(s) can be tapped onto said fire line but separated in the public right-of-way with shut-off valve, if deemed acceptable by PWSA. No irrigation or domestic lines may be tapped from a dedicated fireline.

All new shut off valves required for redundant fire service lines as determined by the City of Pittsburgh PLI shall be installed at the expense of the developer according to the procedures outlined in [Private Construction of Public Facilities](#). It is PWSA's preference that redundant fire lines are tapped to two different water mains where available.

If applicant is applying for only a fire line tap, the Water & Sewer Flow Data Table is not required.

The applicant must include the following information on the Peak Operating Water Demands Table on each tap-in drawing:

- Fire System Peak Demand (in gpm)
- Domestic System Peak Demand (in gpm)

If a fire service line feeds a hydrant on private property, the line will require a water meter and remote reading device in a meter pit/vault. A 5/8-inch x 3/4-inch meter and remote reading device must be purchased from the PWSA where fireline is equipped with typical backflow assembly. PWSA will install to new and/or existing piping, and own and maintain all water meters and remote reading devices.

A backflow prevention device is to be installed on every service line. When applying for a new or replacement fire service protection service tap, it is required that all active existing service lines be equipped with an approved backflow prevention device. In no case will a plan be approved



until all existing and new service lines are appropriately protected against backflow. For more information on backflow prevention requirements, review [Backflow Prevention](#).

### Hydrant Flow Test

Before any water tap-in drawings for developments including fire service or domestic service greater than one-inch can be submitted, the applicant must first apply for [permit to conduct the hydrant flow test](#).

The applicant should indicate the street name of the tap location on the application. PWSA will review and select two hydrants for the hydrant flow test. PWSA reserves the right to modify the hydrant selections before the hydrant flow test is completed.

If an accurate flow cannot be measured on a PWSA water main, no fireline taps will be permitted into that main unless no other options are available. The developer may install a fire hydrant as directed by PWSA at the expense of the developer according to the procedures outlined in [Private Construction of Public Facilities](#).

- The Operations Division of PWSA will operate all valves and hydrants during the hydrant flow tests. Information on how to schedule the hydrant flow test will be given with the permit.
- The applicant must conduct the hydrant flow tests using their own equipment and personnel.
  - Compliance with [NFPA 291](#) is required as determined by the City of Pittsburgh.
  - The pressure drop during the hydrant flow test must be 20 percent or greater as required by NFPA 291.

Ideal conditions for hydrant flow tests are when outside air temperatures are above 40°F. PWSA will typically not permit hydrant flow tests when the outside air temperature is below 40°F and falling. PWSA can authorize a hydrant flow test to be conducted only if additional safety measures are taken and permitted by the city (i.e. salt truck, etc.). Hydrant flow tests are also dependent upon the availability of the PWSA crew to operate the hydrants. Typically, results from a hydrant flow test are valid for a period of one year from the date of the test. In certain areas with heavy development, PWSA may determine that the test results are valid for only six months from the date of the test.

The applicant must complete the Hydrant Flow Test Results table with the data from the hydrant flow test and add to water tap-in drawings.



## Tap Installation Procedures

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### Waterline Taps

No water tap will be performed unless all water meters, remote reading devices, and backflow devices have been previously installed and subsequently inspected by PWSA. PWSA must perform the waterline tap, meter and remote reading device installation, and any valve shutdowns. Forty-eight hours advance notification from the owner is required before the tap can be performed.

Listed below are the required steps for water tap-in:

- The customer is to follow all steps outlined in previous sections of this manual to obtain a development permit.
- Once the permit is issued, the customer / developer may begin site prep for service line, meter, and remote device installation.
- Customer / developer shall obtain street opening permit if necessary and begin excavation to open street and expose water main.
- Customer / developer shall use the contact information provided at permit issuance to schedule meter and tap installation.
- PWSA will inspect service line / meter installation.
- PWSA will inspect excavation for tap and any tap terminations, if necessary.
- Customer / developer shall make connection from the main to the meter set.

Construction personnel employed by the applicant are responsible for all permitting, excavation, backfill, trench restoration, and domestic water service line installations from the building to the point of the tap-in at the PWSA water main. The applicant's construction personnel must have proper trench shoring and equipment on site to conduct all required work and complete the job.

The responsibility of the work is as follows:

- For customer water service lines 1 inch and 1½ inches in size, only the PWSA drills and/or connects the ferrule (corporation cock) to the PWSA water main. For new connections, the customer is responsible for installing the service line from the ferrule to the building (including all associated trenching and surface restoration). For private water service lines 1 inch in diameter or less serving a single-family residential development, PWSA assumes the maintenance responsibility made for the curb stop, the curb box, and the portion of the water service line running from the curb stop to the water main after initial connection and installation. The property owner owns and is responsible for the maintenance of that portion of the water service line running from the premises being served with PWSA water to the curb stop, including the connection to the curb stop but not the curb stop itself. If the owner of a single family residential development installs or wishes to have installed a water service line greater than 1 inch in diameter, then ownership and maintenance responsibility for the entire water



service line and related appurtenances, from the premises being served with PWSA water up to and including the connection of the water service line to the PWSA water main, including the curb stop and curb box, and the corporation stop or mechanical joint tee, lies with the property owner.

- If a 2- or 3-inch service line is required, a 4-inch cut in or mechanical tapping tee/sleeve will be required. After the tapping tee/sleeve, the service line size can be reduced.
- For domestic water service lines 2 inches and larger, where the customer desires to install a tapping sleeve, the customer is responsible for installing the tapping sleeve on the PWSA water main. Then, PWSA shall drill the PWSA water main to install the connection. The customer is also responsible for installing the private PWSA approved gate valve, curb stop with curb box, service line and related appurtenances from the tapping sleeve to the building.
- When the customer is required to install a cut-in tee, a waterline shut permit is required as outlined below. The customer is responsible for installing the cut-in tee and the private gate valve, curb stop with curb box, and service line from the tee to the building.
- One-inch connections shall have a minimum distance of 5 feet between taps when the taps are made on the same side of the water main. One-inch connections made on opposite sides of the water main require a minimum distance of 30 inches. Connections larger than one inch require a minimum distance of 5 feet between taps unless otherwise directed.

#### **Waterline Shut Permit**

- When a water main shut down is required for a tap-in, the applicant's construction personnel must apply for a [Waterline Shutoff Permit](#) through our online permitting portal.
- The contractor shall submit the waterline shutoff at least 15 business days before the shutoff is required.
- If work is to occur at night, the fee is double.

#### **Sewerline Taps**

No sewer taps are to occur prior to PWSA approval.

Listed below are the required steps for sewer tap-in:

- The customer is to follow all steps outlined in previous sections of this manual to obtain a development permit.
- Once the permit is issued, the customer / developer may begin site prep for service line.
- Customer / developer shall obtain street opening permit if necessary and begin excavation to open street and expose water main.



- Customer / developer shall use the contact information provided at permit issuance to schedule meter and tap installation.
- PWSA will inspect service line tap installation.
- PWSA will inspect excavation for tap and any tap terminations, if necessary.

Construction personnel employed by the applicant are responsible for all permitting, excavation, backfill, trench restoration, and sewer lateral installations from the building to the point of the tap-in at the PWSA sewer main. The applicant's construction personnel must have proper trench shoring and equipment on site to conduct all required work and complete the job.

PWSA does not accept maintenance responsibility for any private sewer laterals including the connection to the main.

## Tap Termination Procedures

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### Overview

All connections to PWSA public facilities which are abandoned, proposed to be abandoned, or otherwise not in use or service, must be terminated at the connection to the PWSA owned facilities per PWSA details, specifications, and/or standards at the property owner or developer's expense. All structures to be demolished must obtain a development permit from PWSA. This includes but is not limited to restoration of public and private streets, sidewalks, utilities, or paving and landscaping or demolition of structures. For a water service that is active but not in use, the developer has the option of termination or to maintain a meter and continue to pay a monthly fee. If no permit is issued from PWSA, the property owner will continue to receive a monthly bill.

All tap terminations require a permit. Tap terminations must follow the pre-development meeting requirement before uploading an application for review. A PWSA representative will provide meeting minutes to be used during submission. A [development permit application](#) and drawings must be submitted through our online permitting portal. Any tap terminations proposed as part of the development of a property shall be included and approved on the tap-in plans as described in the [Tap-in Procedures section](#).

Any unused sewer laterals or water service lines identified during the CCTV inspection must be terminated per PWSA standards.

### Submission Requirements

The applicable standard details must be shown on the applicant's drawings. All current standard details can be found on our website. The applicant should note on the drawing any existing account numbers and/or meter numbers associated with the tap to be terminated. Please contact customer service if the account and meter numbers are unknown.



**Termination Procedure**

PWSA must field verify the termination of the existing connections. The applicant shall notify PWSA by contacting the Field Supervisor provided with their permit at least 3 business days in advance of the proposed termination date. A PWSA inspector must be on site during the termination procedure and witness said terminations and pipe zone backfilling. Removal of existing private portions of abandoned or unused sewer laterals and/or abandoned or unused private water service lines is the responsibility of the property owner. Absent the written agreement of the PWSA to the contrary, should the PWSA be required to remove a property owner's abandoned sewer laterals and/or abandoned or unused water service lines, the total PWSA cost of that removal shall invoice and/or lien said property. In the case of water service lines for fire or domestic use, once the service is terminated, the applicant shall return the meter and remote reading device to PWSA and provide PWSA with said meter and account numbers and the service addresses. Failure to return meter and account number/service address will have developer subject to continued billing on accounts. No meters are to be returned prior to obtaining a permit.

**Note:** Please be advised there could be ferrule charges billed for unremoved taps.

**Trenchless Technology**

If the applicant proposes to terminate a sanitary or storm sewer connection using trenchless technology, then the applicant must complete the [Private Construction of Public Facilities requirements](#).





## SECTION 6: FEES

PWSA will calculate the appropriate fees based upon the related project information submitted by the applicant. All fees are based on the extents of project scope and review, plus the cost of the taps, meters, and valve operations.

### **Fee Schedule**

All fees are established in the [PWSA Water and Wastewater Tariffs](#) and approved by the PUC. [Please review the fee schedule on our website.](#)

### **Fee Descriptions**

#### Application Fees

PWSA charges an application fee based on the level of review required for each permit. Expedited permit reviews are charged an additional fee.

#### Connection Fees

PWSA's current policy for sewer connections states that the customer is responsible for excavating and connecting the private sewer lateral at the PWSA main line as per current PWSA standards and specifications and installing the private service lateral from the PWSA main to the building to be served. Based on this policy, PWSA does not currently charge a sewer connection fee.

The Water Connection Fee includes the cost of connecting to the main. PWSA shall install all taps and operate all valves on PWSA water mains. PWSA will install the corporation stop and coupling for water service lines 1.5 inch or less in diameter. The customer is responsible for excavation and installation of the water service line from the building to be serviced to the point of connection at the PWSA main. The Connection fee charged by PWSA varies based upon the size of connection and the type of tap-in procedures required by the PWSA and/or ACHD regulations. See current fee schedule for costs.

#### Customer Facilities Fee

The Customer Facilities Fee includes the cost of water meters and remote reading devices. All meters and remote reading devices must be purchased from the PWSA. See current fee schedule for costs.

PWSA will post a fee schedule on our website yearly.

### **Refunds**



### Application Fees

Development permit application fees may be refunded if no tap-in plan or sewage facilities planning module reviews have been completed.

Residential permit application fees are non-refundable. Hydrant flow tests and waterline shuts may be refunded if the service is not performed. The request must be made within one (1) year of permit application.

### Connection and Meter Fees

For residential and development permits, connection and meter fees may be refunded if the tap-in connection is never completed, and the meter is not installed. The request must be made within one (1) year of permit issuance.

In all instances, it is the responsibility of the applicant to request a refund on a form provided by PWSA. The refund will be in the form of a check mailed to the applicant.

## SECTION 7: PRIVATE CONSTRUCTION OF PUBLIC FACILITIES

### Overview

This section is relevant to developments which require physical modifications to PWSA's existing water and sewer facilities. Please see below for a list of common examples:

- The Pittsburgh Bureau of Fire determined that there is not an existing fire hydrant within sufficient distance of a proposed development. Therefore, the developer is required to construct a new fire hydrant at a nearby intersection.
- The Department of Permits, Licenses, and Inspections of the City of Pittsburgh has determined that an upcoming development requires a dual/secondary/backup fire service. The PWSA only has a single distribution main within the project area. Therefore, the developer is required to construct a gate valve on the PWSA water main to separate the two fire connections.
- A development consists of a proposed public roadway to a residential subdivision. The developer is proposing new water and sewer facilities within the public roadway and intends to transfer ownership of the constructed facilities to PWSA.
- The PWSA is requiring a developer to terminate ten (10) unused, but open, sewer connections located on a sewer segment. The sewer is located beneath a busy street, and open-cut excavations would be difficult. The developer is proposing to terminate the connections via cured-in place pipe (CIPP).
- The PWSA has an existing sewer main that traverses the developer's property. The proposed structure is in direct conflict with the sewer main. The PWSA requires the developer to relocate the sewer main within the cartway of an adjacent street.

### General Requirements

The first step for developments which contain Private Construction of Public Facilities (PCoPF) work is to submit a pre-development meeting request, as described in [Section 1: Process Overview](#). The pre-development meeting is intended to address early-stage questions, such as:

- Is the PCoPF work required? Can the development be adequately services via existing infrastructure?
- What is PWSA's procedure for PCoPF Projects?



- What are the developer's next steps?
- Are there any immediate concerns with the proposed work?
- Are there better alternatives?

PWSA facilities in conflict with a proposed development shall be relocated at the developer's expense. If an existing structure conflicts with an existing PWSA facility, and the conflict cannot be eliminated, the PWSA shall require a Structures Over Facilities (SOF) Agreement. The SOF Agreement will include additional provisions, such as a recorded easement, and may require structural enhancements to the PWSA facilities in conflict. PWSA is to review and approve all plans and specifications prior to construction as described in this section.

### **Conditions of Acceptance**

The PWSA will only accept the dedication of conventional water and sewer facilities, including but not limited to water main, fire hydrants, gate valves, manholes, sewer main, drainage structures, etc.

The PWSA shall not accept any facilities located within private property or private right-of-way. In such circumstances, the constructed facilities would remain privately owned. For private water mains, the PWSA would require a master meter within 50-feet of the connection with the PWSA water main. If an existing private street is adopted by the City as a public street, and said street contains privately owned water or sewer facilities, the PWSA is under no obligation to accept said facilities.

PWSA will not accept dedication of facilities that have not followed the processes contained herein. Lack of inspection by the PWSA, as-built drawings, or other requested documentation to verify the proper construction of the proposed water and/or sewer facilities may result in PWSA using funds from the performance bond to complete construction to our standards. PWSA reserves the right to require the unearthing of any completed infrastructure to ensure proper inspections take place prior to acceptance.

In any instances that PWSA cannot verify the new or relocated facilities have been constructed according to minimum standards, the facilities will remain private, and the developer will be required to obtain additional permits from the Allegheny County Health Department (ACHD) or the City of Pittsburgh. The developer is also required to properly record with the City and the County Recorder of Deeds the ownership/maintenance agreement between all parties that share use of the private utilities. The PWSA will not permit the connection of the proposed facilities to existing PWSA public facilities if the maintenance agreement is not recorded. Copies of the ACHD variance letter, recorded easement(s), and recorded maintenance agreement must be submitted to the PWSA.



Private shared infrastructure such as detention basins serving multiple properties will require recorded Maintenance Agreements and may also require easements, variances, and other documentation as described in greater detail below.

Past work not properly permitted and/or accepted via recorded agreement by the PWSA is the responsibility of the current property owner(s). This includes a wide range of structures ranging from unauthorized private sewer taps to storm culverts. Any past maintenance and/or repairs done to said private facilities by the PWSA for the sake of public health and safety does not imply ownership by the PWSA.

Common reasons why facilities may not be accepted by PWSA are as follows:

- The facilities only serve a single customer. In such a situation, the facilities would be considered private sewer lateral(s) or private water service line(s). Documentation must be provided to PWSA that the correct permits and variances are in place for these private structures/facilities. This may include encroachment permits for facilities in the right-of-way, variances from the City of Pittsburgh/ACHD, recorded easements/agreements for other properties crossed, and other requirements depending on the specific site.
- Newly constructed roads not accepted by the City of Pittsburgh
- Facilities that cross private property when it is not required by site conditions as interpreted by PWSA.
- Facilities that do not have all the required recorded legal agreements, easements and/or permits. It is the developer's responsibility to research and acquire at their expense all permits and/or recorded easements prior to dedication of public water and sewer facilities to PWSA.
- Facilities built do not match materials, methods, or general locations on approved plan. Any departures from approved plans must be approved in writing by PWSA.

## **Development Agreement**

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The Development Agreement is a legally binding document that defines the process for constructed facilities to be accepted by the PWSA. Upon request, the PWSA will provide a Development Agreement for the developer to review. The developer is encouraged to review the Development Agreement with legal counsel. Under no circumstances is the developer to change any items in the Development Agreement, unless otherwise directed.

Once finalized, the Development Agreement may be subject to approval at the next available PWSA Board of Directors meeting. Please note that, to be placed on the agenda, the



Development Agreement needs to be finalized approximately one (1) month prior to the regularly scheduled Board meeting.

The Development Agreement, executed by the developer and the PWSA, shall be required prior to any subsequent approvals (e.g. construction drawings, performance bond, construction cost estimate, etc.). However, the absence of an executed Development Agreement does not preclude a developer from submitting documentation for review. The Checklist of Required Approvals summarizes the typical approvals contained within the Development Agreement, as further described below.

If the proposed scope of work requires an external inspection from an on-call consultant, the procurement process typically takes approximately six (6) weeks. The following approvals shall be required by the PWSA before a determination can be made on whom will perform the inspection services:

### **Construction Drawings**

The construction drawings must comply with the design standards contained within the latest version of the Checklist of Requirements for Construction Drawings. In addition, please see below for additional information:

- The PWSA aims to respond to each submission within 30 business days of receipt. However, the actual length of time required to conduct the review is largely influenced by the quality of the submission and complexity of the project.
- The PWSA sewer collection system largely consists of combined sewers. A combined sewer conveys both stormwater (e.g. catch basins, roof leaders, storm water detention systems) and sanitary flows (e.g. toilets, showers, sinks). However, please be advised that the extension of combined sewers shall be prohibited. Sewer extensions shall require a dedicated storm sewer and sanitary sewer.
- Newly constructed facilities shall be adequately sized and positioned to account for future development.
- Typically, the PWSA Operations Department will install the proposed connections once a constructed water main is charged. However, please note that the developer's contractor is permitted to install connections per the following conditions:
  - Connections shall be contained within an approved PWSA Development Permit. Please refer to Section 6 – Tap-in Procedures for additional information.
  - Connections must be performed when the waterline is uncharged.
  - Each connection shall be connected to a PWSA meter via a service line. The developer shall remain responsible to install any corresponding meter crocks or vaults in accordance with the approved Development Permit.
  - Unmetered connections shall be prohibited. Connections for vacant properties shall require a meter, which will be set up for a developer-owned customer account.



- The PWSA shall be responsible to set meters and remote reading devices. Taps for vacant properties must be metered and billed in the name of the contractor/developer/owner.

### **Construction Cost Estimate**

The construction cost estimate (CCE) shall be limited to the improvements contained within the Development Agreement. The PWSA will prepare the draft CCE and share with the developer for review and comment. The CCE is calculated with unit prices derived from the average winning bidder for PWSA's publicly bid projects. The value of the CCE may differ from the value of the contract between the developer and the developer's contractor. For representative unit prices, please refer to the Estimate Spreadsheets. The CCE will be used to determine the value of the required securities (e.g. bonds, irrevocable, cash, etc.) and escrow check (e.g. CM/CI services).

### **Escrow Check**

The developer shall fund an escrow account to compensate the PWSA for costs associated with the Development Agreement, including PWSA reviews (construction drawings, construction materials, etc.) and inspections. The initial escrow check shall be valued at 10% of the construction cost estimate, or \$5,000, whichever is greater. The check shall be made payable to the PWSA.

The escrow shall be drawn upon as the PWSA incurs inspection and engineering costs. If the outstanding work exceeds the value of the escrow account, the PWSA shall request additional funds. Failure to provide the additional funds shall result in the cessation of PWSA involvement. At project completion, the developer shall be provided an application for refund to claim any unused money still contained within the escrow account.

### **Construction Schedule**

The developer shall provide a copy of the contractor's proposed construction schedule. The PWSA will utilize the schedule to determine if the inspections will be performed internally (i.e. PWSA staff) or externally (i.e. third-party on-call consultant).

### **Construction Management and Construction Inspection**

The developer shall coordinate with the PWSA project manager to procure construction management and construction inspection (CM/CI) services for the work contained within the Development Agreement. The PWSA will either perform the CM/CI with internal resources (i.e. PWSA staff) or external resources (i.e. on-call consultants). There are many factors that will influence how the CM/CI will be performed, including but not limited to, the scope of the work, allocation of internal resources in relation to the proposed schedule, type of work, etc. There are no exceptions to this requirement: all work shall require CM/CI oversight. Changes to the construction start date shall require input and approval from the CM/CI team to ensure availability.



The following approvals shall also be required prior to construction start-up, but are not typically on the critical path:

### **Performance Securities**

A performance security shall be required by the PWSA to ensure the developer constructs the work in accordance with the development agreement. The developer shall furnish a performance security in the amount equal to one hundred percent (100%) of the construction cost estimate. The performance security may be in the form of a performance bond or other form acceptable to PWSA. The PWSA shall be the only named obligee on the security.

Please note that the City may impose separate bonding requirements for street or sidewalk restoration.

### **Insurance**

The Developer shall provide a Certificate of Insurance, with PWSA listed as additionally insured, in accordance with the following coverage requirements:

Commercial General Liability: \$1 million per occurrence and in the aggregate

Automobile Liability: \$ 1 million per occurrence and in the aggregate

The Developer's policies shall also require 30 business days' prior written notice to the Authority of any cancellation, amendment, or non-renewal of the policies.

### **Executed Contract Between the Developer and Contractor**

The Developer shall submit an executed contract with the selected Contractor for the proposed work.

### **Construction Specifications**

The PWSA Project Manager shall provide the Developer the relevant specifications per the approved construction drawings. The Developer shall ensure that their Contractor performs the work in accordance with the specifications. Please see below for a typical list of relevant PWSA specifications:

- 01510 – Sewer Bypass Pumping
- 01520 – Temporary Water Service
- 02060 – Aggregates for Earthwork
- 02082 – Public Manholes and Structures
- 02085 – Water Utility Distribution Valves
- 02086 – Water Utility Fire Hydrants
- 02281 – Manhole and Catch Basin Grade Adjustment
- 02332 – Service Line Verification
- 02324 – Trenching, Backfilling and Compaction
- 02513 – Public Water Distribution Piping
- 02515 – Water Service Connections
- 02516 – Disinfection of Water Distribution Systems
- 02539 – Public Sanitary and Storm Sewer Piping





- 02630 – Storm Drainage
- 02650 – Sewer and Manhole Cleaning
- 02721 – Aggregate Base Courses
- 02951 – TV Inspection of Sewer Pipelines
- 02952 – Sewer and Manhole Testing
- 02971 – Relining of Sewers – Cured-In Place
- 03300 – Cast-in Place Concrete
- 03600 – Grout

### **Construction Materials**

The developer shall submit the proposed construction materials (i.e. shop drawings, cut sheets, submittals) for PWSA approval. The construction materials must comply with PWSA specifications. Please be advised that the usage of rejected or unapproved materials may result in the PWSA not accepting the constructed facilities.

### **Third-Party Approvals**

The developer shall remain responsible to obtain all third-party approvals. Please refer to the PWSA's Agency Resource and Contact Information webpage for additional information on commonly involved agencies.

### **Easements for Construction on Private Property**

The PWSA requires the construction of new facilities to be located within the public right-of-way. In the event that the aforementioned requirement is unfeasible, and the proposed facilities need to be located on private property, the PWSA shall require a recorded easement. The developer must show recorded proof that all easements and/or encroachments exist in the records of the City and/or County Recorder of Deeds. The minimum easement width is 20-feet centered on the facility. The construction of adjacent facilities would result in a wider easement. In addition, the PWSA may request additional width for reasons including, but not limited to, the following:

- Large diameter facilities, typically defined as greater than 24-inches
- Excessive depths
- Soil conditions
- Site obstructions



### **Pre-Construction Meeting**

The PWSA shall require a pre-construction meeting on-site. The required attendees include the PWSA Project Manager, PWSA Inspector, developer, developer's design engineer and developer's contractor. The topics of discussion shall include introductions, roles and responsibilities, inspection protocols, close-out procedures, testing requirements, open discussion, etc.

### **Acceptance of Privately Constructed Public Facilities**

The following approvals shall also be required prior to issuance of the Notice of Acceptability letter:

### **As-Built Drawings**

The developer shall supply as-built drawings for review and approval at project completion. The PWSA will accept redline drawings, provided the plans are in neat condition, and free from dirt, tears, staining, etc. During construction, the Contractor shall meet with the construction inspector at regular intervals to exchange as-built information. The redlines shall include, but not be limited to, invert elevations, structure locations, slopes, fitting locations, etc. The PWSA shall be provided the opportunity to capture GPS coordinates during construction to update the GIS database.

### **Maintenance Securities**

Upon completion of the work, the developer shall furnish a maintenance bond in the amount equal to fifteen percent (15%) of the construction cost estimate for a period of eighteen (18) months. The PWSA shall be the only named obligee on each security. Please note that the City may impose separate bonding requirements for street or sidewalk restoration.

## **Design Requirements**

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The PWSA design standards are contained within the Checklist of Requirements for Construction Drawings. Please refer to the PWSA website for the latest version. Please see below for additional information:

### **General Requirements**

- The existing PWSA facilities shall be clearly indicated with the appropriate identification number, including but not limited to, sewer mains, water mains, gate valves, drainage structures, manholes, fire hydrants, etc.
- The subsurface utility engineering (SUE) performed to locate the existing utilities shall comply with a quality level C, which involves the gps surveying of visible utility facilities (e.g. manhole covers, valve boxes, drainage structure grates). This data shall be utilized to update the location of existing facilities. For example, water mains shall be shown through gate valves and sewer mains shall be shown through manholes.



- Work located within PennDOT right-of-way shall require a Highway Occupancy Permit. Please note that PennDOT shall require the PWSA to submit the permit application on behalf of the developer.
- The developer shall consider the proximity and depth of adjacent utilities to determine if the proposed work is feasible. Please note that the large majority of PWSA facilities rely upon the surrounding soil to maintain structural integrity. Close excavations, and removal of that support, often results in water main and sewer main breaks. The PWSA may require that facilities be shut down during construction. The developer would be responsible to provide temporary water services to any impacted customers.
- The private construction of public facilities shall be limited to situations where the existing infrastructure is incapable of providing the required level of service.
- The proposed facilities shall be designed and constructed in accordance with PWSA specifications.

### **Sewer Requirements**

- Sewers shall be constructed at a depth sufficient to serve nearby basements and future growth. The PWSA may require additional depth, as directed.
- Sewer mains shall be designed in accordance with the DEP's Wastewater Facilities Manual and PWSA standards, whichever is more stringent.
- Where possible, combined and storm sewer shall be designed with a minimum slope of 2.00% and sanitary sewers shall be designed with a minimum slope of 1.00%. Please note these requirements exceed the DEP's Wastewater Facilities Manual. Exceptions are made on a case-by-case basis.
- The pipe material required is dependent upon the depth and diameter. Per the design conditions, the PWSA accepts the following types of materials: PVC (SDR 26), PVC (PS115), RCP (Class IV), DIP (Class 52, epoxy lined).
- The design shall consider the need for bypass pumping, which may necessitate flow monitoring. The developer shall ensure that upstream and downstream manhole access is available. Discharge piping shall not interfere with roadway or pedestrian traffic.
- Connections to new sewer extensions shall be made at a pre-constructed wye fitting. The use of a cored connection (e.g. Inserta Tee) shall be prohibited.
- Storm sewers need to account for the future separation of combined sewer laterals. Typically, this separate would occur at the time of property owner transfer. The developer shall be responsible to extend a lateral stub to the curb line of the street and GPS locate the terminus.

### **Manhole Requirements**

- The barrel and cone sections of the manhole be constructed of pre-cast concrete. For vertical grade adjustments up to 3-inches, the developer shall use rubber adjustment rings. For vertical grade adjustments up to 12-inches, the developer shall use pre-cast concrete adjustment rings. Riser rings shall not extend more than 12-inches from the cone section.
- The PWSA will accept either a cast-in place base or a pre-cast concrete base. However, please be advised that cast-in place bases are strongly advised, as they offer greater construction flexibility. The PWSA only constructs cast-in place bases for our capital improvement projects.



- For situations where the inflowing sewer diameter is smaller than the outflowing sewer diameter, the manhole shall be constructed in such a way that the crown of the inflowing pipe is level with the crown of the outflowing sewer.

### **Drainage Structure Requirements**

- The construction of drainage structures in-series shall be prohibited. Each drainage structure shall have a separate connection to either a manhole or the sewer main. As such, if a drainage structure becomes clogged with debris, it will not impact the performance of any upstream drainage structures.
- The PWSA recognizes two types of drainage structures: inlets and catch basins. Please note that both inlets and catch basins require a 20-inch sump for the collection of debris. The principal difference is that a catch basin requires a stench plate to prevent malodors from permeating out the drainage structure. Inlets are typically required on storm sewer connections, and catch basins are required on combined sewer and sanitary sewer connections.

### **Cured-in Place Pipe (CIPP) Requirements**

- The PWSA accepts CIPP as a suitable method to terminate active lateral connections. Typically, this methodology is useful when PWSA sewers are located under highly trafficked streets.
- The use of point lining shall be prohibited.
- Please be advised that not all sewers are adequate candidates for CIPP. The developer shall provide CCTV of the host sewer to confirm eligibility.

### **Water Main Requirements**

- The proposed water main shall be looped; dead end mains shall be prohibited.
- The main material shall be ductile iron pipe, class 52, zinc coated. The minimum diameter shall be 8-inches.
- The water main shall require a pressure test and bacteriological test prior to acceptance by the PWSA. The proposed design shall include gate valves at strategic locations to isolate the main to perform these tests.
- For services up to and including 1-inches, the PWSA owns the service from the water main to the curb stop and curb box.
- The developer shall be prohibited from reconnecting a private lead service line to a newly constructed water main. As such, the developer shall be required to replace the lead service line at their cost. The PWSA can assist with notification procedures, etc.

### **Fire Hydrant Requirements**

- The developer may be required to construct fire hydrants, as directed by the PWSA or City, depending on the proximity of the nearest hydrant and the length of the proposed extension.
- The hydrant gate valve shall be directly mounted onto the swivel tee.

### **Profile Requirements**

- Profiles shall be required for sewer mains, drainage structure laterals and water mains.



- Profiles shall indicate the location of crossed utilities, which shall be drawn per the outside diameter. Please note that the outside diameter can be significantly different than the nominal diameter. For instance, a 24” reinforced concrete pipe has an internal diameter of 24-inches and an outside diameter of 30-inches. Crossed utilities shall have a minimum vertical clearance of 18-inches from outer surface to outer surface.
- For sewer, the profile shall include lateral design information including the minimum depth to serve customer connections via gravity flow.
- For water, the crown of the main shall be 4-feet from the ground surface

### Tap-in Drawings

Separate tap-in drawings **are** required when the development includes **all** the following:

- Development of lots,
- Construction of public storm sewer and/or sanitary sewer and/or waterline,
- Construction of building(s),
- Construction of laterals and service lines from building(s) to the new sewer and/or water lines, and
- Change in use of an existing facility (Redevelopment).

Tap-in drawings **are not** required when the development is **limited to** the following:

- Development of lots, and
- Construction of public storm sewer and/or sanitary sewer and/or waterline.

Under the second scenario where the developer only develops the lots and constructs the PWSA facilities, the responsibility of applying for sewer and water taps falls on the future property owner whenever that owner decides to connect to the PWSA facilities.

Tap-in drawings for storm sewers, sanitary sewers, and waterlines can be submitted at any time but cannot be approved until the private construction drawings have been approved by PWSA. Please refer to the [Tap-in Procedures](#) of this manual.

