

April 28th, 2020

Effective May 1st, 2020

RE: PWSA COVID-19 Response – Updated Construction Project Permitting Policies

In response Governor Wolf's amended "Stay-at-Home" order permitting limited construction beginning May 1st, 2020, PWSA has enacted updated temporary policies and procedures for permit reviews, tap and meter installations, and other development services operations.

PWSA is considered a life-sustaining business and will continue to operate with limited staff in our Field Operations Division. The administrative office will remain closed to the public.

PWSA Temporary Water and Sewer Service Permit Guidelines for Construction Projects effective May 1st, 2020:

1. Permit applications i.e. Water and Sewer Use, Sewage Facility Planning Modules, Tap-in Plans, and Land Operations will continue to be reviewed.
 - a. Existing projects can use their e-Builder folder to upload any documents and correspond with their project manager.
 - b. New projects are to submit a pre-development meeting request. Once the meeting request is received, a PWSA representative will reach out to the applicant to discuss the project. We have suspended the requirement to schedule an in-person pre-development meeting until further notice. If the project requires a more detailed discussion, a conference call with our engineers will be scheduled. If the project is less complicated, an e-Builder Project Folder will be provided to the applicant for document submissions.
 - c. Review fee checks can be mailed to the attention of Permits at 1200 Penn Avenue, Pittsburgh, PA 15222.
 - d. The applicant will be contacted when the permit is approved.

2. Tap installations, meter installations and fire hydrant flow tests will resume.
 - a. Permit applications are to be emailed to permitinfo@pgh2o.com. The applicant will be contacted via email once approved. Permits are not

- considered issued and work will not be scheduled until payment is processed.
- b. Installations and tests are to be scheduled using the contact info provided with the permit.
 - c. PWSA field operations division is still operating with limited staff and administrative staff are working from home. Applicants may experience a delay in permit approval and scheduling. Appointments will be scheduled on a first come, first serve basis.
 - d. All jobsites are to comply with [the guidelines outlined by the State](#). PWSA employees will reschedule any installations or tests for a jobsite that is not adhering to the guidelines.
 - e. PWSA must be notified of any jobsite exposure to a person with probable or confirmed case of COVID-19. Notifications should be emailed to Rick Obermeier at robermeier@pgh2o.com.
3. Waterline shut permit applications will be evaluated on a case-by-case basis to determine the impact to nearby properties.
 4. No PWSA permits will be issued until the permit fee payment is processed. All payments are to be mailed to the attention of Permits at 1200 Penn Avenue Pittsburgh, PA 15222. No electronic payment options are available at this time.
 5. Mylar submissions are suspended. Applicants shall upload their final tap-in plan in PDF format to the e-Builder project folder. PWSA will provide an electronic approval.
 6. PWSA will continue to execute development agreements and approve private construction plans.
 - a. All jobsites are to follow [the guidelines outlined by the State](#).
 - b. PWSA third-party inspectors may reschedule any inspections for jobsites that are not following protocol.
 7. PWSA will continue to clean catch basins and sewer lines.

Maintaining water service to protect the health and safety for all PWSA customers is a priority. Projects that might put others at an unnecessary risk may be asked to delay work. Information, policies, and guidelines are subject to change based on Federal, State and Local policies.



PWSA strives for positive and transparent customer relations. Should any questions or comments remain, please reach out to Julie Ascioffa at jasciolla@pgh2o.com.