

March 27, 2020

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

In response to [Governor Wolf's "Stay at Home" order and the closure of non-life sustaining businesses](#), PWSA has enacted 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 at our administrative office in the Strip District and our Field Operations Division. The administrative office is closed to the public.

PWSA Temporary Water and Sewer Service Permit Guidelines for Construction Projects

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.

2. Tap and meter installations, fire hydrant flow tests and waterline shut offs are suspended. Three exceptions to this policy are:
 - a. Emergency Repairs

Applicants with projects that meet the requirements for the emergency repair exception must provide documentation from the City of Pittsburgh Department of Permits, Licenses, and Inspections (PLI) stating that they have received an exception to continue

construction operations. For more information on PLI's temporary policies, review their [Guidelines for Construction](#).

b. Healthcare Facilities

Applicants with projects that meet the requirements for the healthcare facility exception must provide documentation from the City of Pittsburgh Department of Permits, Licenses, and Inspections (PLI) stating that they have received an exception to continue construction operations. For more information on PLI's temporary policies, review their [Guidelines for Construction](#).

c. Projects that are granted a DCED COVID-19 Waiver

Applicants with projects that receive a PA Department of Community and Economic Development (DCED) waiver must submit the waiver application and the DCED waiver approval. The waiver application must include the project-specific site address. More information on DCED waivers can be found on their website at <https://expressforms.pa.gov/apps/pa/DCED/Waiver-process-keeping-physical-locations-open>.

Applicants with projects that meet the exceptions should contact Julie Ascioffa at jascioffa@pgh2o.com to be granted an exemption from PWSA. Written documentation shall be provided by PWSA's Chief of Operations to verify PWSA has granted an exception. Note all authorized emergency work shall follow CDC guidelines, including social distancing during the construction work and the tap and meter installations.

3. No PWSA permits will be issued unless granted an exception as described in Section 2 above. We will provide a fee sheet and approval letter, but no work is to occur until a permit is issued when restrictions are lifted.
4. 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.

5. PWSA will continue to execute development agreements. Final approvals for construction will not be approved until restrictions are lifted unless granted an exception as described in Section 2 above.
6. PWSA will continue to clean catch basins and sewer lines. Waterline and sewer repairs will occur in emergency circumstances. PWSA leadership is working with the Governor's Office to determine if proactive maintenance projects can continue.

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 me directly.



Julie Ascioffa
Industry Relations Manager