

## Information Sheet: Pre-requisite Approval Process in eCLIPSE for Philadelphia Water Department (PWD)

### Does my project require pre-approvals from the Water Department?

Refer to the individual Licenses and Inspections website services at [www.phila.gov/li](http://www.phila.gov/li) to determine what PWD pre-approvals are required for your permit. It is critical that the project information entered with your eCLIPSE application is accurate so that the correct PWD reviews are triggered.

### Will PWD perform their review through eCLIPSE?

PWD will not perform their review through the online eCLIPSE portal, however PWD will use eCLIPSE to affirm their approval.

### When should I submit the documents/plans for PWD approval?

You must apply for PWD review and submit your completed documents/forms directly to PWD before you submit your L&I permit application online through eCLIPSE

### What documents do I need for PWD review?

- **Sewage Facilities (Act 537)** – refer to [Act 537 Sewage Facilities Planning Module Application Mailer](#).
- **PWD Utilities (Utility Plan Review)** - refer to [PWD Utility Plan checklist](#) and [Sample Utility Plan](#).
- **Stormwater Management** - refer to [Stormwater Sign-off Factsheet](#).
- **Water Records (Flow Test Data)** – refer to [Water Transport Records](#) and [Flow Test Data Form](#).
- **Water / Sewer Connections and Water Meter** - refer to [Water and Sewer Connections](#) and [PWD COVID-19 website](#).
- **PWD Water Discontinuance** - refer to [PWD COVID-19 website](#).
- **PWD Green Infrastructure** – contact [GSINotifications@phila.gov](mailto:GSINotifications@phila.gov) for required information.

### How do I submit documents/plans for PWD approval of my project?

You must submit the required documents directly to PWD (outside of eCLIPSE) as follows:

- **Sewage Facilities (Act 537)** – Submit the Sewage Facilities Planning Module Application Mailer to [Eric.Ponert@phila.gov](mailto:Eric.Ponert@phila.gov).
- **PWD Utilities (Utility Plan Review)** – Submit the Utility Plan to [PWDur@phila.gov](mailto:PWDur@phila.gov).
- **Stormwater Management** – Submit an ERSA application online at [pwdplanreview.org](http://pwdplanreview.org).
- **Water Records (Flow Test Data)** - Submit [Flow Test Data Form](#) to [wtr@phila.gov](mailto:wtr@phila.gov)
- **Water/Sewer Connections and Water Meter** – refer to [PWD COVID-19 website](#).
- **PWD Water Discontinuance** – refer to [PWD COVID-19 website](#).
- **PWD Green Infrastructure** – contact [GSINotifications@phila.gov](mailto:GSINotifications@phila.gov) to resolve any green infrastructure impacts.

#### L&I Permit and License Center

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### What is PWD’s timeframe to affirm their approval? And who do I contact if the PWD affirmation is past due?

The timeframe for PWD to affirm their approval should take no more than 5 business days. Larger projects can take longer.

PWD will affirm their approval through eCLIPSE. The review results will either be ‘Accepted or ‘Revisions Required’. When ‘Revisions Required’ is indicated, please refer to any comments provided by PWD found on the review tab of the permit or applicant revisions resubmission screen.

If the PWD review is past due and the results are still pending, you can contact the applicable email / phone numbers listed in the above question “*How do I submit document/plans for PWD approval*”.

### I received a request for additional information from PWD. How do I submit the requested information?

Additional requested information must be submitted directly to PWD (outside of eCLIPSE). Refer to the above question “*How do I submit document/plans for PWD approval*” for applicable email / phone numbers.

### Why can’t I upload requested revisions in eCLIPSE?

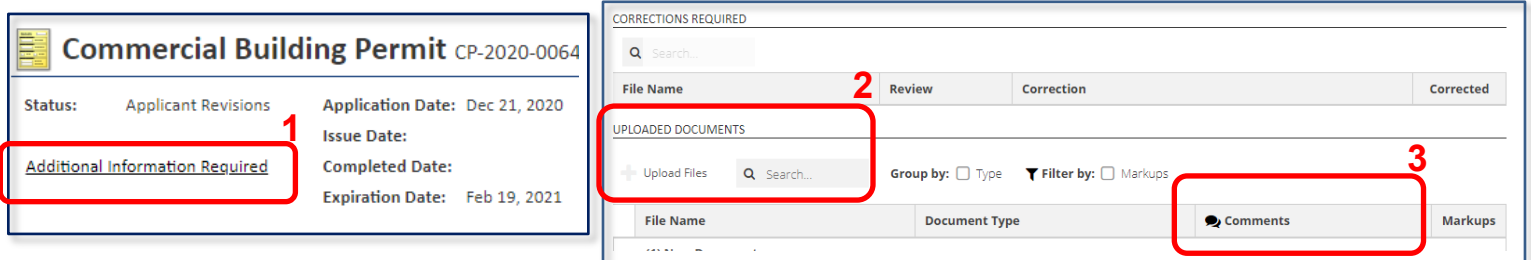
You may see review results of ‘Revisions Required’ in your eCLIPSE account. However, if your application contains reviews by different departments / units, the eCLIPSE system will only allow you to upload the requested information once all department reviews are complete.

### I received approval from PWD via email, what are my next steps?

Certain approvals are reviewed and granted by PWD outside of eCLIPSE. Since PWD is still required to affirm approval within eCLIPSE before the L&I permit can be advanced to final approval, you must ‘return’ the application to the L&I permitting queue. To return the application to the City, you must:

1. Click on the ‘Additional Information Required’ link from the permit application.
2. Upload a copy of the PWD approval email or letter.
3. Indicate in the comments the approval from PWD was granted.
4. Click ‘Submit’.

**Note:** PWD must issue their approval in eCLIPSE before the permit can advance. If PWD is the last remaining approval required, the permit will advance to final L&I approval once PWD affirms their approval in eCLIPSE.



The image shows two screenshots from the eCLIPSE system. The left screenshot displays the 'Commercial Building Permit CP-2020-0064' details, with a red box and the number '1' highlighting the 'Additional Information Required' link. The right screenshot shows the 'CORRECTIONS REQUIRED' section, with a red box and the number '2' highlighting the 'UPLOADED DOCUMENTS' section and another red box with the number '3' highlighting the 'Comments' field.

**Questions? Need Assistance?** Visit [www.phila.gov/LI](http://www.phila.gov/LI) or call 311 (215-686-8686, if outside Philadelphia).

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