APPENDIX A
ADMINISTRATIVE CHECKLIST

THE PITTSBURGH WATER AND SEWER AUTHORITY
ENGINEERING AND CONSTRUCTION DIVISION
Administrative Checklist

The following is a list of items that are to be completed or included with the submittal of any sewer or water application to the PWSA. Place a checkmark in the column provided for all items completed and/or attached. Provide a reason why any item is not included with the submittal. The checklist **must be** enclosed with **all** materials submitted to the PWSA. Failure to include a properly completed checklist will result in the submittal materials being returned to the applicant.

Applicant Name:	
Name of Land Development and Address:	
Applicant Phone Number:	

PWSA Water and Sewer Use Application		**Yes**	**No**	**Explanation**	**PWSA Use Only**
1.	Sections A through C are completed.	☐	☐	If No, explain why.	
2.	Technical Checklist is attached.	☐	☐	If No, explain why.	
3.	Site Plan (or Tap-in Drawing) is attached.	☐	☐	If No, explain why.	
4.	Plumbing floor plans are attached.	☐	☐	If No, explain why.	
5.	Review fee submitted with this Checklist.	☐	☐	If No, explain why.	

Water and/or Sewer Tap-in Drawings		**Yes**	**No**	**Explanation**	**PWSA Use Only**
1.	PWSA Water and Sewer Use Application has been submitted.	☐	☐	If No, explain why.	
2.	PWSA Water and Sewer Use Application has been approved by PWSA.	☐	☐	If No, explain why.	
3.	Appropriate Technical Checklist(s) is (are) attached.	☐	☐	If No, explain why.	
4.	Tap-in drawings are attached.	☐	☐	If No, explain why.	
5.	Review fee submitted with this Checklist.	☐	☐	If No, explain why.	

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Applicant Signature

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Date