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## PROCEDURES MANUAL FOR DEVELOPERS

### CHAPTER 4 –SANITARY SEWER TAP-IN

#### *4.1 Single Family Residential Development*

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As per current DEP regulations, a single family residential development is considered a development equal to or less than one single family residential unit. A single family residential unit involving new sewer taps or changes in sewer flow does not require tap-in drawings. However, the applicant will need to fill out several forms documenting the proposed changes. Contact the PWSA permit counter at (412) 255-2443 to arrange for completion of these forms.

#### *4.2 Tap-in Drawing Basic Guidelines*

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Sewer tap-in drawings are required for proposed developments and/or redevelopments if the:

- Development and/or redevelopment is greater than one single family residential unit (i.e., proposed flows are greater than 799 gallons per day) with new sanitary sewer connection and/or relocation.

OR

- Development and/or redevelopment is greater than one single family residential unit (i.e., proposed flows are greater than 799 gallons per day) with an increase in flow at existing combination sanitary sewer lateral or storm sewer lateral tap(s).

Any combination, sanitary sewer or storm sewer taps that are being terminated by the customer must be shown on the tap-in drawings (located and/or stationed as directed). However, if terminating a tap is the only proposed change and no new taps are proposed, then the applicant must complete the Form TERM–Termination Permit and may also have to prepare termination drawings (if directed). Information on the termination-only application can be found in Chapter 3. Instructions for preparing the tap-in drawings are provided below.

In addition to following the application procedure described above, the applicant must also obtain an Allegheny County Plumbing Permit. This can be accomplished by calling the Allegheny County Health Department (412) 578-8393. The office is located at 3901 Penn Avenue, Building No. 5, Pittsburgh, PA 15224.

Tap-in drawings must comply with the following basic requirements.

- Drawing size shall be 24 inches x 36 inches (Landscape).

- Plan views shall be drawn to engineers scale only (typically 1"=20' or 1"=30'), unless otherwise directed.
- Plan view shall be set to City monumentation and City datum unless otherwise directed.
- Drawing shall be readable and scalable 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(s) footprint(s) shall be displayed and shall show the address, type of building, number of floors, the square footage of each floor and the total square footage of the building.
- Existing manholes and wyes must be shown by survey stationing. Certain sewer related stationing information can be obtained from most PWSA records.
- Existing sewer mains that will be tapped shall be displayed.
- Proposed location of size of the service line(s) shall be shown. Proposed sewer 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 are included in Appendix E of this Manual.
- Tapping detail(s) and termination detail(s) (if applicable) shall be displayed.
- The summary table entitled "Water and Sewer Flow Data" (see Table 4-1) must be completed by the applicant and shown on each drawing.

**Table 4-1  
Water and Sewer Flow Data**

<b><u>WATER AND SEWER FLOW DATA</u></b>	
WATER CONSUMPTION	gpd
SANITARY FLOW	gpd
STORM FLOW	cfs
APPLICATION NUMBER (ASSIGNED BY PWSA)	
DEP APPROVAL DATE (ASSIGNED BY PWSA)	

*On tap-in drawing display table at 4 inches wide by 3 inches tall.*

**The tap-in drawing shall show all existing private water and sewer lines connected to the existing building or servicing the site including abandoned facilities (as directed). Any existing service line(s) that will not be reused by the proposed project must be terminated by the owner. The service line(s) must be terminated at the main as per PWSA Specification and in a manner acceptable to the PWSA.** 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.

PWSA reserves the right to monitor the flows of new facilities. PWSA may compare the actual flows to the estimated flows provided in the PWSA Water and Sewer Use Application (Application) and related tap-in drawings. PWSA reserves the right to charge additional tapping fees if the actual flows differ from the projected estimated flows.

Each tap-in drawing must also include an appropriate title block in the lower right-hand corner of the drawing (see Figure 4-1).

**Figure 4-1  
Sample Tap-in Drawing Title Block**

ABC DEVELOPERS, INC.			
FIRST AVENUE CONDOMINIUMS			
123 FIRST AVENUE PITTSBURGH, PA 15222			
SCALE:	SHEET	ACCESSION No.	_____
DATE:	_____ OF _____	CASE No.	_____

*On tap-in drawing display table at 6 inches wide by 4 inches tall.*

Each tap-in drawing must also include the PWSA approval block (see Figure 4-2) to the left of the title block (see sample drawing in Appendix E). The approval block provides the PWSA staff with a space to track the review process.

**Figure 4-2  
PWSA Approval Block**

<b><u>THE PITTSBURGH WATER AND SEWER AUTHORITY</u></b>	
<b>* APPROVAL FOR:</b>	
_____	NEW WATER TAP, BACKFLOW PREVENTOR, AND METER INSTALLATION
_____	NEW SANITARY AND/OR STORM SEWER TAP
_____	INCREASE IN FLOW AT EXISTING SEWER AND/OR WATER CONNECTION
_____	SEWER TAP TERMINATION
_____	WATER TAP TERMINATION
<b>* DISCLAIMER:</b>	
Signatures / Approval by PWSA are for the physical connection(s) to the water and/or sewer system only.	
Responsibility for the design and work depicted by the drawings, including the flow design for the facilities, is by the project Professional Engineer shown by the seal and signature affixed to the drawing. The PWSA does not represent or warrant that the water supply to the facilities is sufficient to support the design demands.	
PWSA Project Reviewer certifies that he/she has reviewed the above noted document(s) in accordance with the Authority's established rules and regulations. Based on this review, approval is hereby recommended	<u>Date</u>
_____	_____
PWSA Project Reviewer	
<u>Approval</u>	<u>Date</u>
_____	_____
Manager of Development Services	
_____	_____
Deputy Director of Engineering	

***On tap-in drawing display table at 6 inches wide by 8 inches tall.***

The approval block contains several options for the type of development proposed by the applicant. The applicant **does not** complete any sections of the approval block. Once PWSA begins review of the tap-in drawings, PWSA will mark and indicate which types of development are applicable.

#### ***4.3 Tap-in Drawing Specific Guidelines***

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Included in Appendix E of this Manual are PWSA standard details relating to sewer tap-ins. The applicant should refer to these details when preparing tap-in drawings and should use only those details that apply to the proposed development. When reviewing the standard details, the applicant is reminded of the following requirements.

- 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, one for sanitary flows and one for storm flows.
- Construction of private sanitary sewer laterals to tap PWSA manholes and catch basins or storm inlets is not permitted.
- Connection(s) to PWSA sewer mains can be made through an existing wye and/or through a new approved connection into the PWSA sewer system. If 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. 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 stationed on the sewer tap drawing(s). New tap connections must follow current PWSA guidelines and standards.

#### ***4.4 Administrative Checklist***

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The applicant is required to submit the Administrative Checklist with the Application Form. Submittals received without a completed and signed checklist will be returned to the applicant. A copy of the Administrative Checklist is included in Appendix A.

#### ***4.5 Technical Checklist***

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The applicant is required to submit the sewer tap-in drawings Technical Checklist along with the drawings. Submittals received without a completed and signed checklist will be returned to the applicant. A copy of the Technical Checklist is included in Appendix F.

**All submittal items except for the review fee must be submitted electronically as outlined in the Introduction of this Manual.** The review fee and any original signed documents can be delivered to the PWSA office or mailed to the following address:

Pittsburgh Water and Sewer Authority  
Penn Liberty Plaza I  
1200 Penn Avenue  
Pittsburgh, PA 15222  
Attn: Engineering and Construction

#### ***4.6 Review of Tap-in Drawings***

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Before the PWSA will review the tap-in drawings, the following prerequisite conditions must be satisfied:

- The applicant shall have submitted a PWSA Request Form for Water and Sewer Availability (see Chapter 1).
- The applicant shall have submitted a complete PWSA Water and Sewer Use Application (see Chapter 2).
- If applicable, DEP Sewage Facilities Planning Module must be under review and/or approved by DEP.
- The PWSA Water and Sewer Use Application has been approved by all agencies listed on the Application.
- The applicant has submitted an Administrative Checklist and a Technical Checklist.

The sewer tap-in drawings will initially undergo an administrative review. If the drawings are determined by PWSA to be administratively complete, then the PWSA will conduct a technical review of the drawings and related information.

Refer to the Introduction of the Manual for a description of the review process and discussion of review fees.

Once PWSA grants final approval of the tap-in drawings, PWSA will contact the applicant in writing stating that the final review of the tap-in drawings is complete. The letter will request that the applicant submit one set of 24 inches x 36 inches (Landscape) four mil thick, double-matte, archival quality, permanent, reproducible Mylar drawings. PWSA will review the Mylars submitted by the applicant. Once PWSA approves the Mylars, PWSA will contact the applicant with the calculated amount owed for any tapping, connection, or customer facilities fees. PWSA can provide an electronic and/or hard **copy** of the approved Mylars for the applicant's records, when the permit is picked up.

The applicant has several forms to complete in order to finalize the approval process. Contact the PWSA permit counter at (412) 255-2443 to arrange for completing these forms and paying the required fees. The additional forms are as follows:

- Form GEN–Customer Application.
- Form SWR–Sewer Lateral Connection.
- Form TERM–Termination Permit (if applicable).

Samples of the forms are provided in Appendix D.

#### 4.7 Tapping, Connection, and Customer Facilities Fees

PWSA will calculate the appropriate fees based upon current tapping regulations and the related project information submitted by the applicant. The tapping and/or connection fee(s) will be charged to new applicants of the PWSA sewer system(s) to recover the cost of constructing the public sewer(s) and related facilities. The sewer tapping fee(s) includes a capacity part and a collection part. The capacity part covers the PWSA trunk sewers and sewage pumping stations and the collection part includes the collector sewers. **The current PWSA sewer tapping fees are set at \$1277 for capacity and \$1701 for collection per equivalent dwelling unit (EDU). The PWSA considers 300 gallons per day (GPD) of peak daily flow to be one (PWSA) EDU.** See Chapter 6 regarding fees for water taps.

PWSA’s current policy on sewer connections is that the customer is responsible for excavating, connecting the service lateral (including the wye if directed) 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. PWSA must be notified at least three working days in advance for inspection of tap installation on the sewer main. (See 4.8 below)

A connection fee is currently not charged by the PWSA for connecting to the public sewer because the customer makes the physical connection. Currently, a customer facilities fee can be charged by the PWSA for inspecting the installation of the new service lateral connections. All fees must be paid before sewer service is established.

The above capacity and conveyance fees apply to all new structures/facilities and modifications **creating an increased demand** at existing structures/facilities. The PWSA **may** accept requests to credit past/existing usage against the proposed new capacity and conveyance fees **at their discretion** provided **all** of the following conditions are met:

- The past/existing structure/facility has not been removed or condemned and has **maintained an active connection** to PWSA infrastructure as determined by the PWSA. Also under certain conditions where the existing structure has been removed because of natural disaster such as fire, earth/foundation movement, etc. and is being replaced by the original owner with a building of the same size and footprint.

- Both past/existing and proposed usages and peak flows can be satisfactorily documented and calculated by the applicant. The PWSA reserves the right to determine whether said information is acceptable.
- The past/existing structure/facility and the proposed structure/facility are both located on the same single existing lot/parcel of land and there are no proposed subdivisions, consolidations, or any other significant modifications (as determined by the PWSA) to the legal boundaries of said existing lot/parcel.

No credit will be granted to existing vacant lots including previously demolished structures/facilities, or reconfigured lots/parcels.

If credit is granted for past/existing usage, the peak daily flow calculated for the past/existing structures/facilities is subtracted from the calculated peak daily flow for the proposed structure/facility. **The applicant will be required to pay for any additional new capacity and conveyance fees.**

#### ***4.8 Tap-in Procedure***

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Be advised that for obvious reasons, PWSA cannot allow the tap to be made until the Application (see Chapter 2) is signed by PWSA, DEP approval has been granted and all other required parties and the sewer tap-in drawings are approved by PWSA. After final PWSA approvals, the applicant must notify PWSA Operations Division three working days in advance of the proposed actual connection date. **A PWSA inspector must be on site during the connection procedure and backfilling of pipe sewer zone.** Notification point of contact is the Sewer/Service Section at (412) 231-0891 or (412) 231-0892.