

APPENDIX A

ADMINISTRATIVE CHECKLIST

Project No.

(PWSA USE ONLY)

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
6.	PWSA Water and Sewer Use Application has been submitted.			If No, explain why.	
7.	PWSA Water and Sewer Use Application has been approved by PWSA.			If No, explain why.	
8.	Appropriate Technical Checklist(s) is (are) attached.			If No, explain why.	
9.	Tap-in drawings are attached.			If No, explain why.	
10.	Review fee submitted with this Checklist.			If No, explain why.	

Applicant Signature _____

Date _____