



BUILDING INDUSTRY ASSOCIATION  
of Philadelphia

**Philadelphia Water Department and Streets Department Provide  
Details on Services**

**PWD COVID19 Response**

**In response to COVID19, all non-essential city services will halt until at least March 27, 2020, and Private Development Services will be switching to limited operations.**

During this time applicants will have access to resources and be able to set up new accounts and submit reviews at [www.pwdplanreview.org](http://www.pwdplanreview.org). Applicants are encouraged to email any questions to [pwd.planreview@phila.gov](mailto:pwd.planreview@phila.gov) as not all staff will be working during this period. We will not be answering phone calls to our office line (215-685-6387) nor will visitors be permitted to hand-deliver fees or documents. All on-site meetings are being suspended including Walk-In Hours.

Due to staffing limitations, please expect delays in review times and responses.

Concerning other PWD development reviews, including Utility Plan Review, Private Cost Review, Water Transport Records, and Sewage Facilities Planning, please contact those units directly with any questions.

Private Development Services is continuing to learn more about our work capacity as the City of Philadelphia responds to the COVID-19 pandemic. Please check [www.pwdplanreview.org](http://www.pwdplanreview.org) for the latest information and stay subscribed or join this [mailing list](#).

**Streets COVID19 Response**

Due to the City's COVID-19 Pandemic response, the Municipal Services Building (MSB) has been closed to the public until further notice, including the 9th Floor ROW Unit Counter in

Suite 960. Since in-person applications/submissions cannot be made for permits/plan review, the following remote-work contingency procedures have been implemented:

- Temporary No Parking Permits and Street Closure Permits may be submitted online and will be processed as normal.
- Block Party Permits and Special Events Permits may be submitted online, but will not be processed or issued for the duration of the current declaration.
- GPIS Projects and Street Opening Permits may be submitted online and will be processed as normal.
- Plan Review Counter Submissions (Checklist #1) may only be submitted online through the L&I eCLIPSE system at this time.
- Plan Review Intake Submissions (Checklist #2/3/4 & Sidewalk Cafes/News Stands) must all be submitted electronically via email to [StreetsROW.PlanReview@phila.gov](mailto:StreetsROW.PlanReview@phila.gov) -- for large files, FTP/Dropbox/other file share links will be accepted if possible, based on the computer equipment limitations of staff working remotely.
- Be advised that our office does not anticipate being able to support the following functions at this time: addressing interim memos, answering phone calls, code/comment clarification requests, etc. outside of the formal review process. We will also generally attempt to limit the number of Developer Services Meetings and will be attempting to resolve questions via email. Any Developer Services Meetings deemed necessary by staff will be held remotely using the free Microsoft Teams application.
- For Temporary No Parking Permits, the customary cardboard signs will not be available. Permit holders may use substitute no parking signs for the duration of the emergency, but must display an attached copy of the permit.

Please be patient with our ROW Unit Staff while we all continue to work through this emergency. There may be slight delays, but we hope to provide you with a comparable level of service for the duration of the current declaration.

Thank you for your assistance as we work through this together.

Harry P. Wilson, PE  
Assistant Chief Highway Engineer  
Right of Way Unit Manager

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***Streets Department Applications, Standards and Details:***

[www.philadelphiastreet.com/customer-service/downloads-and-links/](http://www.philadelphiastreet.com/customer-service/downloads-and-links/)

Sincerely,

Building Industry Association of Philadelphia

[www.biaofphiladelphia.com](http://www.biaofphiladelphia.com)

215.242.7445