

**City of Philadelphia  
Philadelphia Water Department  
Industrial Waste & Backflow Compliance**

Sewer Rental Factor Application Checklist

Company Information

Legal Name: \_\_\_\_\_ Facility Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Facility Contact (provide the name and title of a designated person to contact if additional information is necessary).

\_\_\_\_\_

Name of Notary: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Application **must** include all of the following items:

\_\_\_ Application fee of \$415 enclosed (checks should be made out to “City of Philadelphia”)

\_\_\_ All City Water Meters listed (used in plant processes as well as all others)

A guide to reading the numbers on your water meter can be found at

<https://www.phila.gov/documents/water-meter-diagram/>

\_\_\_ All forms of water loss listed annually and in gallons

\_\_\_ Any supporting documentation needed to verify annual water loss analysis data  
(meter readings, calculations, etc.)

\_\_\_ Copy of last water bill enclosed

This checklist must accompany the Sewer Rental Factor Application.

Mail to: PWD – Industrial Waste & Backflow Compliance  
1101 Market Street, 6<sup>th</sup> Floor  
Philadelphia, PA 19107

**SEWER RENTAL FACTOR APPLICATION**

<b>NAME</b>		
<b>LOCATION</b>		
<b>TYPE OF INDUSTRY</b>	<b>NO. OF EMPLOYEES</b>	<b>PLANT OPERATION</b>
<b>SEWER RENTAL CREDIT</b> Sewer rental credit is effective from the submission date of the approved application		
Where possible, information below should include data for the previous three years and <b>MUST</b> show any year in which operational changes could have substantially altered the sewer rental factor.  Be sure to complete fully all sections on <b>ALL SHEETS</b> of this form. If extra space is needed, attach additional sheets and number answers to conform with applicable sections.		
<b>1. List all City Water Meters used in plant processes with meter size, and number, account number, and control day; show total use per year from each meter.</b>		

**SEWER RENTAL FACTOR APPLICATION**

- 2. List all other City Water Meters not used in plant processes with meter size and number, account number, and control day.**

- 3. Specify the annual amount of water used in plant processes from artesian wells, river supply, or other sources other than city water supply and state method of disposal. Write "None" if city water is used exclusively.**

**SEWER RENTAL FACTOR APPLICATION**

**ANALYSIS OF WATER LOSSES**

Complete the following sections where pertinent to your claim. Be SURE to show ALL calculations.

**1. AIR CONDITIONING EQUIPMENT**

Specify make and model, tonnage, any bleed off (continuous, cycle, etc.), and consultant firm.

**2. BOILER OPERATION**

Specify make, model, quantity of boilers, operating pressure, percentage of make-up water, yearly fuel use, fuel type and grade, pressure in condensate receivers, and consultant firm.

Indicate use of steam atomizing burners or boiler tube soot blowing.

**3. WATER IN PRODUCT**

Specify annual amount of water consumed in manufacture process, as well as any water remaining in the product(s) leaving plant (i.e. absorption) that does not return to the sewer system. List each water-retaining product separately and give yearly production rates of each. Show all calculations.

**SEWER RENTAL FACTOR APPLICATION**

**4. OTHER LOSSES**

Specify annual amount of water lost in methods not pertaining to the plant process (i.e. surface evaporation, discharge to ground, etc.) Show all calculations.

**5. Specify annual amount of water not discharge to city sewer. Show all calculations.**

Sworn to and subscribed before me this day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY SEAL

SIGNED: \_\_\_\_\_  
(NOTARY PUBLIC)

I do hereby subscribe that all of the attached statements made by me are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

COMPANY

SIGNATURE

TITLE

DATE