

M. PCSMP Project Closeout

At the conclusion of construction, the applicant is responsible for ensuring project closeout with the Philadelphia Water Department (PWD). To complete the project closeout process, the following criteria must be met:

1. Resolve all construction violations (Sections **5.1.3** water.phila.gov/development/stormwater-plan-review/manual/chapter-5/5-1-construction-inspection/#5.1.3 and **5.2** water.phila.gov/development/stormwater-plan-review/manual/chapter-5/5-2-common-construction-issues/).
2. Pay all review fees in full (**Section 2.3.1** water.phila.gov/development/stormwater-plan-review/manual/chapter-2/2-3-review-phases/#2.3.1).
3. Obtain a Post-Construction Stormwater Management (PCSM) Final Inspection Report indicating all stormwater management practice (SMP) construction as complete (**Section 5.1.4** water.phila.gov/development/stormwater-plan-review/manual/chapter-5/5-1-construction-inspection/#5.1.4).
4. Execute and record an Operations and Maintenance (O&M) Agreement reflecting the constructed conditions (**Section 6.1** water.phila.gov/development/stormwater-plan-review/manual/chapter-6/6-1-property-owner-inspections-and-maintenance/).
5. Submit a compliant Record Drawing (**Section 5.3.2** water.phila.gov/development/stormwater-plan-review/manual/chapter-5/5-3-construction-documentation/#5.3.2).

Once the closeout process is complete, PWD will resolve the “Hold Permit Completion” on the “PWD Stormwater Mgmt. Review” for the associated Licenses and Inspections (L&I) building permit(s) in **eCLIPSE** www.phila.gov/departments/department-of-licenses-and-inspections/eclipse-faqs/. Applicants do not need to contact PWD to request resolution of the eCLIPSE permit(s) hold. At closeout, PWD will automatically resolve the hold in eCLIPSE for all associated permits on all eligible projects.

For phased projects, the applicant may choose to complete the closeout criteria in piecemeal and request that PWD resolve the hold on permits that are ready for occupancy even if the entire project is not yet complete.

In addition, once the project closeout is complete, non-residential projects may apply for Stormwater Credits on their monthly water bill (**Section 6.3** water.phila.gov/development/stormwater-plan-review/manual/chapter-6/6-3-stormwater-credits/).