



CITY OF PHILADELPHIA

DEPARTMENT OF STREETS

HIGHWAY DIVISION

940 Municipal Services Building

1401 John F. Kennedy Blvd.

Philadelphia, PA 19102-1676

MICHAEL A. CARROLL, P.E.

Acting Streets Commissioner

IMPORTANT GUIDELINES FOR ALL PLUMBERS

This is a reminder to all plumbers regarding the Philadelphia Streets Department procedural guidelines for all plumbers.

Backfill Notice – Plumbers must complete the backfill notice on the Street's website at <http://secure.phila.gov/Streets/BackFill/>

Excavation Material – Plumbers may bring clean excavated material to the Highway Yard for disposal. The plumber must check in at the yard office before dumping material. The plumber must have a valid permit and only excavated material from that permitted ditch may be brought to the yard. The material must be free of fixtures, lumber, pipes, trash, etc.

Make Safe – If the Highway Yard notifies the plumber that the plumber's ditch is unsafe, the plumber must make the ditch safe according to Streets Department Regulations by the end of that business day. If the ditch is left in an unsafe condition overnight, the Highway Yard will make the ditch safe. Failure to make the ditch safe will result in an invoice being billed to the plumber.

Oversized Ditches – Plumbers must notify the Highway Yard when an excavation is exceeding the two square yard base permit. Failure to do so will result in an invoice being billed to the plumber for an oversize ditch.

Permits - Plumbers must have a valid permit to break the street and excavate a ditch. Any plumber excavation without a valid permit is subject to cost, fines and penalties.

Permits for Large Parcels – Plumbers must provide the exact location(s) to the Highway Yard when a plumber permit is issued for a large parcel or a parcel with multiple addresses.

Proof of Ditch Size – If a plumber wishes to dispute the size of the ditch assessed by the Highway Yard, the plumber must have proof of the size of the ditch at the time of completion. Acceptable proof would be a photo of the ditch showing measurements of the ditch as well as enough background to prove its location.

Tunneling – Tunneling is strictly forbidden by the Streets Department. The plumber must buy a permit for the full size of the excavation.

Voids – When a plumber excavates a ditch and finds a void, cavity or undermining under the surface of the street, the plumber must immediately contact the District Highway Yard Supervisor. The Highway Yard will investigate and if there is a void present, the plumber will be issued a void verified report so that the plumber will not be billed for the extent of the void.

If you have any questions regarding the Street Opening Plumber's Guidelines, please contact the Streets Department at 215-686-5581, or email leigh.kohn@phila.gov for additional assistance.

We thank you for your continued cooperation.

Sincerely,

The Streets Department