



## ATTENTION

Water Availability Requests must be completed and signed by the Legal Parcel Owner/Developer. Missing/Incomplete Forms, Documentation or Analysis Charge will DELAY the processing of your request.

### Water Availability Request

A Water Availability Request is required for any parcel not currently served by Washington Water that is within our Retail Service Area (RSA) if you are: selling an undeveloped parcel, need an updated Certificate of Water Availability, Building or remodeling a home, building a duplex or accessory/auxiliary dwelling unit (ADU) on a parcel with a primary residence, and starting a new development project (residential plat/commercial). All Counties within Washington State will not grant/issue a building permit without a copy/original Certificate of Water Availability. However, Washington Water can issue a preliminary water availability letter for planning permitting purposes (development projects).

Washington Water Service will only provide information and documents to the Legal Parcel Owner(s); it is the responsibility of the parcel owner(s) to share information and documents with other interested parties (*Future Owner/Realtors/Builders/Designers/Septic Designers*).

### Required Information

Water Availability Request forms are available at our address listed above or can be downloaded from our website at <https://www.wawater.com>. We no longer accept emailed/faxed Water Availability Requests. Completed Water Availability Request Forms, documents and analysis charge must be **mailed** or **dropped** off at the address listed below:

#### Physical Address

14519 Peacock Hill Avenue NW  
Gig Harbor, WA 98332  
Monday-Friday 8:00 – 4:30

#### Mailing Address

P.O. Box 336  
Gig Harbor, WA 98335

#### Water Availability Request Form (See Next Page)

Effective July 12, 2019 **ALL** Water Availability Requests are charged a **Non-Refundable Water Availability Analysis Charge** see next page for the applicable charge that applies to your request (*Non-payment of the Analysis Charge will delay processing of your request*). Payment should be made payable to **Washington Water Service Company** and can be made with cash, cashier check, money order, or personal check.

Washington Water Service requires that the Water Availability Request forms be completed and signed by the Legal Parcel Owner/Developer as listed by the County Assessor's office; if this is a recently purchased property, please provide a closing statement or other dated legal documentation that lists you as the property owner. **Washington Water Service will only provide information and documents to the Legal Parcel Owner(s); it is the responsibility of the parcel owner(s) to share information and documents with other interested parties (Builders/Designers/Future Owner/Permit Agencies/Realtors).**

#### Attachment A

Applicants (Residential/Commercial/Developers) requesting Fire Flow (Hydrant/Fire-Sprinkler Service), 3 or more service connections, or Plat/Commercial Development; **MUST** complete this attachment providing fire flow requirements and any preliminary plans (Plat/Site).

When residential fire sprinkler service is required, the developer or applicant must submit fire flow calculations and requirements from the Fire Marshal's office or their fire sprinkler professional for review. For service requiring fire flow, the residential meter size shall be a minimum of ¾" x ¾". Additional charges may be required to upgrade an existing water service to accommodate residential fire sprinklers. Typical residential sprinkler systems will be a flow through system for water quality purposes. For any residential fire sprinkler system, the customer/applicant is required to install, test and maintain a backflow prevention device in accordance with Department of Health (DOH) regulations.

### Water Availability Analysis Charge. (Please be aware that all fees are Non-Refundable)

#### Residential Lender Letter: \$20.00

- A Non-Refundable Analysis charge of \$20.00 this letter is issued to the Legal Parcel Owner(s) for the purposes of a property sale. This letter simply states that the parcel is located within the Washington Water Service area and that the water system nearest to the parcel can potentially provide water service to that parcel. This letter **DOES NOT** include information as to the potential costs to provide service nor any fire flow information. If additional information is required, such as the Service Connection Charge and/or any other on-site/off-site charges that may be required to potentially provide service to the parcel.

□ [Residential Connection \(0-2 Connections\) Non-Refundable Analysis Charge: \\$100.00](#)

- A Non-Refundable Analysis Charge of \$100.00 applies to all Residential (0-2 Connections) Water Availability Analysis requests for Confirmation of Service, ADU (Additional/Auxiliary Dwelling Unit), Fire Flow and Water Availability Certificates (New/Reissue/Update).

□ [Developments/Commercial/Residential Connection \(+3 Connections\) Non-Refundable Analysis Charge: \\$500.00](#)

- A Non-Refundable Analysis Charge of \$500.00 applies to all Developments-Plat, Commercial and Residential (+3 Connections) Water Availability Analysis requests. If Washington Water is able to provide service to your project; the analysis charge will be applied toward the cost to develop the project. If we are unable to provide service to development, this fee is **non-refundable**.
- A Water Capacity Reservation (WCR) letter will be provided to the applicant indicating that we have an interest in serving the property and that your request is being sent to our Engineering Department to determine if we can provide service to your project in a timely and reasonable manner. The WCR is not a contract or a commitment to provide service; it is an acknowledgement that we have accepted a request and applicable charge from you and that the timeline to determine if service is available has started. The analysis charge fee will be used to offset the time and costs of having our engineering staff review your project.
- A Preliminary Certificate of Water Availability can only be issued after our engineers have reviewed the project and determined that our system(s) have enough capacity to provide service. Our Engineering Department will provide you with a projected project cost and Memorandum of Understanding (MOU) after they have reviewed the project requirements. A Preliminary Certificate of Water Availability can be issued in Pierce County to assist with the preliminary platting of your project once the MOU has been issued.
- A Final Plat Certificate of Water Availability can only be issued after the development has been completed, all applicable fees for the project have been paid and our engineers have made final submittal to the Washington State Department of Health and the local Fire Marshal, certifying that the project is installed and completed to Washington Water standards.

### [Request Processing](#)

Upon receipt of the Water Availability Request, Non-Refundable Water Availability Analysis Charge and required documents the Water Availability Request Department will review your request. Requests are processed in the order they are received; we will contact you once we have reviewed your request and provide periodic updates on the status by email to the address you provided on your Water Availability Request, unless otherwise noted. (*\*During the peak season of April – September additional time may be required to review and respond to requests*)

- 7-10 Business Days\* to review and respond to the Water Availability Request for a residential connection of 0-2 connection(s) that can be directly connected to an existing water main, lender letter and/or updating an existing Certificate of Water Availability.
- 45 Business Days\* if a direct connection is not available, requests for 3 or more residential connections, Fire Flow, Commercial/Plat Development projects require engineering review.

Washington Water Service will only provide information and documents to the Legal Parcel Owner(s); it is the responsibility of the parcel owner(s) to share information and documents with other interested parties (*Builders/Designers/Future Owner/Permit Agencies/Realtors*).

### [Water Availability Analysis Documents Issued to LEGAL Parcel Owner ONLY \(All Documents have a 30-Business Day Expiration\)](#)

**Lender Letter.** This letter is issued to the legal parcel owner(s) for a property sale stating that the parcel is located within the Washington Water Service area and that the water system can potentially provide water service to their parcel.

**Confirmation of Service Availability.** A response to the Water Availability request that can be verbal or in writing to the legal parcel owner(s) stating that we can potentially provide water service to their parcel, identifying the service connection (direct connection, service line tap/push or main extension), Service Connection Charge and/or a projected costs to establish water service to your parcel. Additional time may be required to respond to your request, if a direct connection to the water system is unavailable or other conditions that require engineering review.

**Certificate of Water Availability.** Certificate of Water Availability is only issued to the Legal Parcel Owner once a service connection has been installed on the property corner and an active billing account set up. Effective July 1, 2016 all Water Availability Certificates issued on or after July 1, 2016 are considered a binding contract with Washington Water Service Company and can only be voided by the Legal Parcel Owner by formally relinquishing the connection back to Washington Water in writing. All fees billed and payable will be charged to the owner are **Non-Refundable**. *Certificates of Water Availability are NOT issued for Property Sales.*

## Service Connection Charge - Residential Service

A Service Connection Charge is required to be paid to move forward to install water service to your parcel. Once the Service Connection Charge and Application for Water Service have been received installation of service can be scheduled to install service and a meter. Service(s) for your parcel **must** be installed prior to issuance of a Certificate of Water Availability.

### Residential Service Connection Charge for a standard ¾" meter.

- \$654 – If a service line, angle stop and meter box have been previously installed to provide adequate service to the requested parcel has been confirmed.
- \$5,016.50 – If a service connection will require the installation of a new service line, angle stop and meter box.
- Service connections requiring a larger service line/meter, water main extensions, or fire flow, will require a design review by our engineering department. Our engineers will provide you with projected costs via a Memorandum of Understanding (MOU) identifying the improvements necessary to provide the service requested. If you accept the costs outlined in the MOU, then a formal contract will be drafted for the service installation and you will be required to pay any applicable fees outlined in the contract to complete your service installation. All contracted installations are subject to approval by the UTC (Utilities and Transportation Commission) under WAC 480-110-435. Generally, installation can be completed within 30-business days of receipt of the signed contract and payment of applicable fees, however water system emergencies or other variables may cause delays in completion of the installation; we do our best to provide notification when delays occur.
- Installation of a backflow assembly (Double Check Valve-DCVA/Reduced Pressure Backflow-RPBA/Pressure Vacuum Breaker-PVB) is required whenever there is a possibility of a cross connection between the public water system and a non-portable water source. Examples include, but are not limited to, irrigation systems, fire sprinkler systems or other water-using equipment. A backflow assembly device must be installed on the customer side of the meter; a licensed plumber can install this device. Annual testing and repair of the device is the responsibility of the parcel owner
- Certificate of Water Availability will only be issued after the service installation has been completed, payment of Service Connection Charge/applicable fees or other charges for service installation.

## Service Installation

The payment of the Service Connection Charge will initiate the water service installation process for your parcel. Once the Service Connection Charge and Application for Water Service have been verified, a service person will be scheduled to install service and a meter. Service(s) for your parcel will be set at a parcel corner, unless otherwise specified. We do recommend that whenever new construction is in progress that the area identified for the service is to grade, to avoid additional fees. Generally, service installation can be completed within 30-business days of the receipt of Service Connection Charge/Application for Service. However, water system emergencies or other variables may cause delays in completion of the installation; we do our best to provide notification when delays occur.

## Ready To Serve

Once the Parcel Owner has paid the Service Connection Charge, and submitted a Water Service Application the Parcel Owner(s) will be billed a monthly Ready-To-Serve fee (see Washington Water Rate Information-UTC Approved Tariff) until the service connection has been converted to an active metered service. The Ready-To-Serve fee can only be stopped if the Parcel Owner(s) decides not to connect service and formally (in writing) relinquishes the connection back to Washington Water. If the Parcel Owner(s) fails to pay the monthly Ready-To-Serve fee, Washington Water reserves the right to disconnect and remove the service permanently, thus returning the service connection to Washington Water. Once a service connection has been relinquished/removed the Parcel Owner(s) will be required to resubmit a Water Availability Request and pay the applicable Analysis Charge/Service Connection Charge to set a new service connection. Any fees paid prior to the relinquishment of service are **non-refundable**.

## Certificate of Water Availability

Certificates of Water Availability are **ONLY** issued to the Legal Parcel Owner(s) within 10-15 business days after service has been installed, any/all applicable fee(s) have been paid and an active billing account established. Effective July 1, 2016 all Water Availability Certificates issued on or after July 1, 2016 are considered a binding contract with Washington Water Service Company.



# WASHINGTON WATER SERVICE

## Water Availability Request

Washington Water Service requires that the Water Availability Request forms be completed and signed by the Legal Parcel Owner/Developer as listed by the County Assessor's office. If this is a recently purchased property, please provide a closing statement or other dated legal documentation that lists you as the property owner. Missing/incomplete information, documentation and/or applicable Analysis Charge will **NOT** be processed until all required documents have been received. **Washington Water Service will only provide information and documents to the Legal Parcel Owner(s); it is the responsibility of the parcel owner(s) to share information and documents with other interested parties (Builders/Designers/Future Owner/Permit Agencies/Realtors).**

**Service Requesting**

- Residential (0-2 Connections)       Residential (+3 Connections)\*       Commercial/Plat Development\*       Irrigation\*
- \* Engineering Review Required, please complete next page (Attachment A)

**Information Requesting**

<input type="checkbox"/> Lender Letter (Property Sale) <input type="checkbox"/> Confirmation of Service <input type="checkbox"/> Service Availability <input type="checkbox"/> FireFlow * <input type="checkbox"/> Release Letter*	<input type="checkbox"/> Certificate of Water Availability (Building Permit) <input type="checkbox"/> New Construction <input type="checkbox"/> Remodel <input type="checkbox"/> Garage <input type="checkbox"/> Fire Flow Requirement *
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\* Engineering Required. Fire flow requirements can be provided by the licensed specialist installing service

**Service Connection**

_____ # Connection(s) Requesting (+3 Residential Connections, Commercial/Plat Development Projects Require Engineering Review)* <input type="checkbox"/> Larger Meter Required * (Standard Meter Size 3/4")	
<input type="checkbox"/> Single Family (Primary) <input type="checkbox"/> Multi-Family/Duplex _____ # Units. Meter for each unit? <input type="checkbox"/> Yes/ <input type="checkbox"/> No	<input type="checkbox"/> ADU (Additional/Auxiliary Dwelling Unit) <input type="checkbox"/> Fire Flow Only (If known)* _____ GPM/ _____ Duration (Minutes)

\* Engineering Required, your fire flow requirements can be provided by the licensed specialist installing service

**Parcel Information** (Pierce County Requires a Parcel Address be assigned before a Water Availability Certificate can be issued)

- Well on Property (A Backflow Assembly Device is required to be installed prior to activation of a service connection)

Parcel Address	City	State	ZIP
Parcel Number & Legal Description			

**Parcel Owner(s)** (Please Print)

Legal Parcel Owner Name			
Mailing Address	City	State	ZIP
<input type="checkbox"/> Phone1 (Cellphone/Other)	<input type="checkbox"/> Phone2 (Cellphone/Other)	<input type="checkbox"/> Email	

\_\_\_\_\_  
Parcel Owner Signature

\_\_\_\_\_  
Date



# WASHINGTON WATER SERVICE

## Water Availability Request - Attachment A

Applicants (*Residential/Commercial/Developers*) requesting Fire Flow (*Hydrant/Fire Sprinkler Service*), 3 or more service connections, Plat and/or Commercial Development are REQUIRED to provide the information listed below. A cost estimate will be issued to you within 45\* days after the date that all information has been received by our Engineering Department. Missing or incomplete information may result in a delay of our response to your request. (\*During the peak season of April – September additional time may be required to respond to your request)

**Plat/Development Information**

Project Name	
Engineering Firm <i>(If Contracted)</i>	
Phone <input type="checkbox"/> Cellphone <input type="checkbox"/> Other	Email

Will you be using an outside contractor?  Yes  No

Contact Name	
Company Name	
Phone <input type="checkbox"/> Cellphone <input type="checkbox"/> Other	Email

**Plans** (*Development*)

If available, please provide the following:

- 2-Sets of Conceptual Improvement Plans - Including Grading Plans, Sanitary Sewer, Storm Drain Elevation and Parcel/Tract Map. If plans are available on AutoCAD software, please provide a CD with the drawings in .dwg format.

**Fire Flow Requirements**

Residential/Commercial/Development requiring fire flow must provide the following:

- Fire flow calculations and requirements from the Fire Marshal’s Office or fire sprinkler professional
- Preliminary Plat/Site Plan indicating fire flow requirements
- Residential/Commercial Fire Flow Requirement

#Fire Hydrants	Required ( <i>GPM</i> )	Duration ( <i>Minutes</i> )	Pressure ( <i>psi</i> )

**Fire Sprinkler System Installer** (*Must be a licensed specialist installing system*)

Contact Name	
Company Name	
Phone <input type="checkbox"/> Cellphone <input type="checkbox"/> Other	Email

**Parcel Owner/Developer Signature**

\_\_\_\_\_  
Owner/Developer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name