



Water Availability requests must be signed by the Legal Parcel Owner(s) listed on the County Assessor/Auditor's Office. It is the responsibility of the parcel owner(s) to share information and documents with other interested parties (builders, realtors, etc.).

Washington Water Service Water Availability Request

A Water Availability Request is required for any parcel located within Washington Water's Retail Service Area. ALL counties within the state of Washington require a copy of the Certificate of Water Availability to apply for a building permit. Some examples would be: building on a parcel (new construction or remodeling), adding an Auxiliary Dwelling Unit, needing fire sprinklers/hydrant (fire flow), subdividing a parcel.

Water Availability Contact

Email – WaterAvailability@wawater.com

Phone – (253) 851-4060 Ext. 72150

Address

Gig Harbor Office

14519 Peacock Hill Avenue NW

Gig Harbor, WA 98332

East Pierce Office

P.O. Box 44168

Tacoma, WA 98448

Or drop off at 5410 189th Street E, Puyallup, WA 98373

Required Forms

Water Availability Request forms can be downloaded from our website at <https://www.wawater.com>. A completed application includes the following:

- ✓ A Water Availability Request form – filled out and signed
- ✓ Analysis Charge – the application may be **mailed** or **dropped** off.

Water Availability Request Form and Analysis Charge

Please be aware that that Analysis Charges are Non-Refundable. Payment should be made payable to **Washington Water Service**. We accept personal or cashier checks, money order or cash.

Please note: The Water Availability Request form must be signed by the Legal Parcel Owner as listed by the County Assessor's office. If the property was recently purchased, please provide a closing statement or other dated legal documentation that lists you as the current legal parcel owner.

Water Availability Analysis Charge (Non-Refundable)

Residential Lender Letter - \$20.00

- A Lender Letter is issued to the legal parcel owner. This letter states that the parcel is located within Washington Water's retail service area and that the water system nearest to the parcel can potentially provide water service to that parcel. The information provided in a Lender Letter is **NOT** a guarantee of a water service connection and is valid for 30-days from the date of issuance. If you require detailed information such as service availability, cost to establish service, fire flow information, etc.



Water Availability Analysis Charge (Non-Refundable) - continued

Reissue Certificate of Water Availability - \$20.00

- A Certificate of Water Availability can be reissued if: 1) the Service Connection Charge has been paid, 2) a water meter has been installed and 3) and you are a current customer.

Residential Domestic Water Service (0-2 meters) - \$100.00

- All inquiries for residential domestic water service (0-2 meters) for parcels not currently/currently served by Washington Water. This is required if you are planning to sell an undeveloped parcel, building on a parcel (new construction or remodeling current home), adding an Accessory/Additional/Auxiliary Dwelling Unit (ADU), need fire flow* (fire sprinkler/hydrant), subdividing a parcel*, filing for a Boundary Line Adjustment* (BLA), and issuance of a new Certificate of Water Availability.
*Engineering Department review required
- **Confirmation of Service** (letter/email) is sent to the legal parcel owner(s) once the analysis of the Water Availability Request has been completed. The information provided discloses service availability, meter installation charge, water system facilities charge (if applicable), service conditions and water service installation. (See www.wawater.com for current rates.)
- **Certificate of Water Availability** will be issued upon receipt of all applicable fee(s), an active billing account, and meter installation.
- **Release Letter** after an in-depth review, Washington Water may deem that water service cannot be provided to the parcel, allowing the parcel owner(s) to pursue an alternative source of water. These factors include, but are not limited to: a) water system does not have the capacity to serve additional parcels, and b) the cost to provide service would be not be reasonable or timely. This letter is issued at the discretion of the utility.

Development Projects - Commercial/Residential (3 or more meters) - \$500.00

- All Plat Developmental Projects Commercial and Residential (3 or meters) require our Engineering Department review to determine if Washington Water is able to provide water service to your project.
- **Preliminary Certificate of Water Availability** will 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.
- **Final Plat Certificate of Water Availability** is only issued after the development has been completed, all applicable fees for the project have been paid and 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. The Water Availability Department will contact the legal parcel owner(s) via email (unless otherwise noted) with periodic updates on the status of their request and what the next steps are to establish a water service connection for their parcel. *(During the peak season of April – September additional time may be required to review and respond to requests)*

- **2 Weeks** to review and respond to the Water Availability Request for residential domestic water service for 0-2 meters that can be directly connected to an existing water main.
- **6-10 Weeks** for Engineering Department review and response. Engineering review maybe required dependent on type meter, service location, fire flow requirements, and plat development projects (residential/commercial).



Service Connection Charges – Residential Service

A Service Connection Charge and if applicable, a Water System Facilities Charge, is required to be paid to move forward with the installation of water service to your parcel. The Certificate of Water Availability will **NOT** be issued until any/all applicable fee(s) have been paid, an active billing account established, and a water service connection has been installed.

Standard Residential Service Connection *(Per Schedule 8 of the Washington Water-UTC Approved Tariff)*

- **\$651.90** – If a service line, angle stop and meter box have been previously installed to provide adequate service to the requested parcel has been confirmed.
- **\$5,000.00** – If a service connection will require the installation of a new 5/8” meter.
- **\$7,721.52** – If a service connection will require the installation of a new 1” meter.
- **Water System Facilities Charge** – A facility charge is assessed for service connections within certain service areas. This charge is an additional charge. *(Per Schedule 3 of the Washington Water-UTC Approved Tariff)*

Non-Standard Residential Service Connection *(Per Rules 7 & 8 and Schedule 8 of the Washington Water-UTC Approved Tariff)*

- The service connection charge for service connections requiring a larger meter, water main extensions, or fire flow, will require a design review by our Engineering Department. They will issue the parcel owner(s) a Memorandum of Understanding (MOU). This MOU is the Engineer’s projected costs for the improvements necessary to provide the service requested. If the parcel owner accepts the costs outlined in the MOU, a formal contracted service agreement will be sent outlining the terms and conditions for the service installation and applicable fees. Once payment and signed agreement is received, the service installation can proceed. All contracted installation are subject to approval by the UTC (Utilities and Transportation Commission) under WAC 480-110-435.

Standard Residential Service Installation

Upon receipt of the service connection charge, water system facility charge (if applicable) and the Application for Water Service, a service person will be scheduled to install a standard 5/8” meter (unless otherwise specified). The meter will be set at a parcel corner. Whenever new construction is in progress, we recommend that the area identified for the service is to grade, to avoid any additional fees. Generally, service installation can be completed within 30-business days (4-6 weeks).

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-potable water source. Examples include, but are not limited to: well on parcel, 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.

Active Billing Account – Metered Service / Ready to Serve

Metered Service *(Per Schedule 2 of the Washington Water-UTC Approved Tariff)*

- Once a meter is installed, the parcel owner(s) will be billed the monthly minimum bill (base rate) and any usage.

Ready to Serve *(Per Schedule 4 of the Washington Water-UTC Approved Tariff)*

- Once a 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 until the service connection has been converted to an active meter. The Ready-to-Serve fee can only be stopped if the parcel owner(s) formally (in writing) relinquishes the connection back to Washington Water or 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 current and/or future parcel owner(s) will be required to submit a new 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

A Certificate of Water Availability is issued to the Legal Parcel Owner(s) within 10-15 business day after a water service connection has been installed, any/all applicable fee(s) have been paid, and an active billing account established.



Washington Water Service requires that Water Availability Request forms be completed and signed by the Legal Parcel Owner as listed by the County Assessor's office. If the parcel is recently purchased, please provide a closing statement or other dated legal documentation that lists you as the property owner. Applications will not be processed until all required documents and Analysis charges have been received.

I understand my application will not be processed until all required documents and the correct Analysis Charge have been received.

_____ (please initial)

Service Status

- New Service Connection Current Customer

Service Type

- Residential (0-2 Connections) Residential (3 or more Connections)* Commercial/Plat Development*

Service Documents/Information Requesting (*Engineering Review Required)

<input type="checkbox"/> Lender Letter	<input type="checkbox"/> Certificate of Water Availability (New/Expired)
<input type="checkbox"/> Reissue Certificate of Water Availability	<input type="checkbox"/> Confirmation of Service
<input type="checkbox"/> Release Letter*	<input type="checkbox"/> ADU Connection
<input type="checkbox"/> Fire Flow* (fire flow rate/sprinkler service installation/hydrant)	<input type="checkbox"/> Adult Family Home
<input type="checkbox"/> Fire hydrant Installation	<input type="checkbox"/> Sewer Service Availability (Orcas Island only)
<input type="checkbox"/> Remodel (include details in project description below)	<input type="checkbox"/> Preliminary Certificate of Water Availability*

Parcel Owner(s) (Please print)

Legal parcel owner name			
Mailing Address	City	State	Zip
Phone		Email	

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 must be installed prior to activation of a meter)

Parcel Address	City	State	Zip
Parcel number			
Legal description			



Service Connection (*Engineering Review Required)

_____ # of Connection(s) requesting (3 or more residential connections, commercial/plat development projects require Engineering review)	
<input type="checkbox"/> Larger meter* (Standard meter size 5/8". Larger meters are installed at the discretion of the utility.)	
<input type="checkbox"/> Single Family (Primary)	<input type="checkbox"/> ADU (additional/auxiliary dwelling unit)
<input type="checkbox"/> Multi-Family/Duplex*	<input type="checkbox"/> Fire Flow Only*

Project Summary

Remodel details, number of connections, intended use, etc.:

Plat/Development Information

Contact name			
Installing Company Name			
Mailing Address	City	State	Zip
Phone	Email		

Will you be using an outside contractor?

Contact name			
Installing Company Name			
Mailing Address	City	State	Zip
Phone	Email		

Development Plans

If available, please provide the following:

- Digital Conceptual Improvement Plans – Including Grading Plans, Sanitary Sewer, Storm Drain Elevation and Parcel/Tract Map. *(If plans are available on AutoCAD software, please provide drawings in .dwg format)*
- Boundary Line Adjustment – provide a proposed plan for boundary line adjustment
- Subdividing a Parcel – provide a proposed plan



Fire Protection Requirements

If in-home fire sprinklers will be required by the Fire Marshal’s office, a larger meter will be needed to accommodate the sprinkler flow. If fire sprinklers are required, please provide a copy of sprinkler requirements from the Fire Marshal’s office or the sprinkler flow calculations from your fire sprinkler professional. Residential, commercial, development requiring fire protection 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 protection requirements
Residential/commercial fire protection requirement

Table with 4 columns: # Fire Hydrants, Required (GPM), Duration (Minutes), Pressure (psi)

Note: The licensed specialist installing service must provide the flow rate (gallons/minute + duration) for your parcel/project.

I understand if the above fire prevention information is not provided, Washington Water Service will install a standard meter.

(please initial)

Fire Sprinkler System Installer (A licensed specialist MUST be installing system)

Form fields for Fire Sprinkler System Installer: Contact name, Installing Company Name, Mailing Address, City, State, Zip, Phone, Email

Parcel Owner(s) / Developer Signature

Form field for Parcel owner / Developer Name

Parcel Owner/Developer Signature

Date