



*Washington Water Service requires that a Water Availability Request be signed by the Legal Parcel Owner(s) as listed by 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/Designers/Future Owners/Permit Agencies/Realtors).*

### Washington Water Service Water Availability Request

A Water Availability Request is required for any parcel(s) located within Washington Water's Retail Service Area (RSA) not currently/currently served by Washington Water, 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 service/hydrant), subdividing a parcel, filing a Boundary Line Adjustment (BLA) or a plat development project (residential/commercial). ALL counties within the state of Washington will not grant/issue a building permit without a copy/original Certificate of Water Availability.

### Required Forms

Water Availability Request forms are available at any office listed below or can be downloaded from our website at <https://www.wawater.com>. The completed Water Availability Request form, Analysis Charge, and Attachment A with required documentation (if applicable) must be **mailed** or **dropped** off.

#### Mailing Address

P.O. Box 336  
Gig Harbor, WA 98335

#### Physical Address

*Gig Harbor Office*  
14519 Peacock Hill Avenue NW  
Gig Harbor, WA 98332

*East Pierce Office*  
5410 189<sup>th</sup> Street E.  
Puyallup, WA 98375

### 1. Water Availability Request Form & Analysis Charge

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 a check (personal/cashier), money order or cash.

Washington Water Service requires that the Water Availability Request form be signed by the Legal Parcel Owner(s) 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 current legal parcel owner(s).

### 2. Attachment A

Parcel owner(s) requesting 3 or more service connections, new development projects (Plat/Commercial), filing a Boundary Line Adjustment (BLA), subdividing a Parcel, and Fire Flow (Hydrant/Fire-Sprinkler Service) **MUST** complete Attachment A. See Attachment A for information and documentation requirements.

When a residential fire sprinkler service is required, Washington Water will only accept fire flow calculations and requirements submitted by the County Fire Marshal's office or the installing fire sprinkler professional. For service requiring fire flow, the residential meter size shall be at a minimum of ¾" x ¾". Washington Water's Engineering Department will determine if a larger size service is required to accommodate the larger flow rates, additional charges will apply to upgrade to a larger service. Typical residential sprinkler systems will be a flow through system for water quality purposes. For any residential fire sprinkler system, the parcel owner(s) are required to install, test and maintain a backflow prevention device in accordance with Department of Health (DOH) regulations.

### Water Availability Analysis Charge (Non-Refundable)

#### **Residential Lender Letter - \$20.00**

- A Lender Letter is only issued to the legal parcel owner(s), 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 only valid for 30-days from the date of issuance. If you require detailed information such as service availability, cost to establish



service (service connection charge/facility charge/other), fire flow information or need a Certificate of Water Availability, a non-refundable analysis fee of \$100 is applicable for residential domestic water service (0-2 service connections).

### **Reissue Certificate of Water Availability - \$20.00**

- A Certificate of Water Availability can be reissued under the following conditions: 1) the Service Connection Charge has been paid, a water service connection has been installed and an active billing account (Metered or Ready to Service) is established; and 2) the previously issued Certificate of Water Availability is no more than 3-years old from the date of issuance. A remodel also qualifies under this charge as long as the previous 2 conditions are met and the fire flow requirements have not changed. The reissued Certificate of Water Availability is issued to the **current Legal Parcel Owner(s)**. If the previous 2 conditions are not met a non-refundable analysis fee of \$100 is applicable.

### **Residential Domestic Water Service (0-2 Services) - \$100.00**

- All inquiries for residential domestic water service (0-2 connections) for parcels not currently/currently served by Washington Water 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 service/hydrant), subdividing a parcel\*, filing for a Boundary Line Adjustment\* (BLA), and issuance of a Certificate of Water Availability. *\*Engineering Department Review Required – Complete Attachment A*
- **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, service connection charge, water system facilities charge (if applicable), service conditions, fire flow, water service installation, and monthly billing charges (Metered/Ready to Serve).
- **Certificate of Water Availability** is **NOT** issued until any/all applicable fee(s) have been paid, an active billing account established, and a water service connection has been installed.
- **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 unreasonable or timely. This letter is issued at the discretion of the utility and **NOT** at the request of the legal parcel owner(s).

### **Development Projects - Commercial/Residential (+3 Services) - \$500.00**

- All Plat Developmental Projects Commercial and Residential (+3 Connections) 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 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. 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 service connection(s) that can be directly connected to an existing water main.
- **45 Business Days** for Engineering Department review and response. Engineering review maybe required dependent on type service connection, 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 service line, angle stop and meter box.
- **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 service line/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(s) accept the costs outlined in the MOU, a formal contracted service agreement will be sent to the parcel owner(s) 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 ¾" service and a meter (unless otherwise specified). The service 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 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 metered service 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 metered service. 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 **ONLY** 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/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. *It is the responsibility of the parcel owner(s) to share information with other interested parties (Builders/Designers/Future Owner/Permit Agencies/Realtors).*

**Service Status**     New Service Connection     Current Customer

### Service Type

Residential (0-2 Connections)     Residential (+3 Connections)\*     Commercial/Plat Development\*     Fire Flow\*

### Service Documents/Information Requesting

|  |  |
|--|--|
| <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"/> Service Installed & Issued Certificate is less than 3-Years Old | <input type="checkbox"/> Service Availability                              |
| <input type="checkbox"/> Remodel (Please explain below)                                  | <input type="checkbox"/> ADU Connection                                    |
| <input type="checkbox"/> Fire Flow* (Remodel/Fire Sprinkler Service)                     | <input type="checkbox"/> Release Letter                                    |
| Other: (i.e. Garage, Remodel Description, etc.)  |  |

### Service Connection

|   |  |
|---|--|
| # Connection(s) Requesting (+3 Residential Connections, Commercial/Plat Development Projects Require Engineering Review)              |  |
| <input type="checkbox"/> Larger Meter* (Standard Meter Size ¾". Larger meters are installed at the <i>discretion of the utility</i> ) |  |
| <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* (Attachment A Required) |

### 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

\* Engineering Department Review Required – complete Attachment A.

\*\* A Certificate of Water Availability is **NOT** issued until any/all applicable fee(s) have been paid, an active billing account established, and a water service connection has been installed.



- Residential (3+ Connections)    
  Commercial    
  Fire Flow    
  Boundary Line Adjustment    
  Subdividing Parcel

Service connections requiring a larger service lines, main extensions, county fire flow requirements, residential services of 3 or more service, plat development projects (residential/commercial), boundary line adjustments, and parcel subdividing. These require a design review by our engineering department and they will provide the parcel owner(s) a Memorandum of Understanding (MOU). The MOU provided by our engineers projects the costs for the improvements necessary to provide the service requested. If the parcel owner(s) accepts the costs outlined in the MOU, then a formal contracted service agreement will be sent to the parcel owner(s) 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.

Missing or incomplete information may result in a delay of our response to your request. Engineering review may take up to 45-business days (*During the peak season of April – September additional time may be required to review and respond to requests*)

**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 |       |     |

**Project Description**

|   |
|---|
| Parcel Number _____<br>(i.e. Single Family Residence, Duplex/Multi-family, # Connections, Intended Use) |
|---|

**Plat/Development Information**

|   |   |                                |       |     |
|---|---|--------------------------------|-------|-----|
| Project Name                                      |   |                                |       |     |
| Engineering Firm (If Contracted)                  |   |                                |       |     |
| Mailing Address                                   |   | City                           | State | ZIP |
| <input type="checkbox"/> Phone1 (Cellphone/Other) | <input type="checkbox"/> Phone2 (Cellphone/Other) | <input type="checkbox"/> Email |       |     |

**Will you be using an outside contractor?**  Yes  No

|   |   |                                |       |     |
|---|---|--------------------------------|-------|-----|
| Contact Name                                      |   |                                |       |     |
| Contractor Company Name                           |   |                                |       |     |
| Mailing Address                                   |   | City                           | State | ZIP |
| <input type="checkbox"/> Phone1 (Cellphone/Other) | <input type="checkbox"/> Phone2 (Cellphone/Other) | <input type="checkbox"/> Email |       |     |



**Development Plans**

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)*
- Boundary Line Adjustment (BLA) – provide a proposed plan for boundary line adjustment
- Subdividing a Parcel – provide a proposed plan

**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 (GPM) | Duration (Minutes) | Pressure (psi) |
|----------------|----------------|--------------------|----------------|
|----------------|----------------|--------------------|----------------|

*NOTE: The licensed specialist installing service MUST provide the flow rate for your parcel/project. Fire Flow rates guessed by the Parcel Owner(s) are **NOT** acceptable and will delay the processing of your Water Availability Request.*

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

|   |   |                                |           |
|---|---|--------------------------------|-----------|
| Contact Name                                      |   |                                |           |
| Installing Company Name                           |   |                                |           |
| Mailing Address                                   |   | City                           | State ZIP |
| <input type="checkbox"/> Phone1 (Cellphone/Other) | <input type="checkbox"/> Phone2 (Cellphone/Other) | <input type="checkbox"/> Email |           |

**Parcel Owner/Developer Signature**

|                             |
|-----------------------------|
| Parcel Owner/Developer Name |
|-----------------------------|

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

\_\_\_\_\_  
Date