



Request for Water Availability Document Guidelines

Final Certificates of Water Availability required for building permits will not be issued until a water service connection has been installed, all applicable fees have been paid and an active billing account has been established.

For rate information, see <https://www.wawater.com/customer-care/rates/>.

Before submitting a Request for Water Availability Document:

Confirm your parcel is within Washington Water's retail service area. You can find this here: <https://www.wawater.com/find-your-system/> We are unable to provide Water Availability Documents to parcels that are outside of our retail service area.

Please provide the following:

- Completed Request for Water Availability Document (Next page. Also available at <https://www.wawater.com/customer-care/availability/>)
- Water Availability analysis charge (**nonrefundable**)
 - Accepted methods: personal or cashier's check, money order or cash.
 - Checks should be payable to **Washington Water Service**

Analysis Charge	Use
\$20.00	• Reissue of Certificate of Water Availability for an existing connection.
\$100.00	• Requests for 1-2 residential meters. • Release Letters
\$500.00	• Requests for 3 or more residential meters. • All Commercial, Industrial requests for 3 or more ERUs.

Note: 1 Equivalent Residential Unit (ERU) generally equates to 3/4 inch or smaller connection.
A standard residential meter is 5/8 inch by 3/4 inch.

Mailing Address/Drop Box

The completed Request for Water Availability Document and nonrefundable analysis charge can be mailed or dropped off below:

Gig Harbor

Mail

Water Availability
P.O. Box 336
Gig Harbor, WA 98335

Drop Box

14519 Peacock Hill Avenue NW
Gig Harbor, WA 98332

East Pierce

Mail

Water Availability
P.O. Box 44168
Tacoma, WA 98448

Drop Box

5410 189th Street E,
Puyallup, WA 98373

Timeline *Requests for 1-2 meters that do not require engineering review:*

Processing Time	Sample timeline	Action
Up to 10 days	<ul style="list-style-type: none"> February 1 February 11 	<ul style="list-style-type: none"> Water Availability Department receives completed request and analysis charge. Water Availability Department will review your request and respond with next steps regarding establishing a water service. This will include information regarding the service connection charge, the water system facilities charge (if applicable), cross connection survey, application to start service. <p>Standard residential service connection charge (Includes meter at no additional cost.)</p> <ul style="list-style-type: none"> * \$651.90 — If a service line and angle stop was previously installed. * \$5,000.00 — Service connection and installation of new standard 5/8" meter. * \$7,721.52 — Service connection and installation of new 1" meter. * Water System Facilities Charge: An additional facilities charge may be required.
Up to 30 days upon receipt of charges and application.	<ul style="list-style-type: none"> February 13 (check received) 	<ul style="list-style-type: none"> Service installation: Upon receipt of the service connection charge, water system facilities charge (if applicable), and application to start service, we will schedule an installation of the service connection and meter. Installation will be completed within 30 days.
Up to 10 days	<ul style="list-style-type: none"> March 24 	<ul style="list-style-type: none"> Issuance of Certificate of Water Availability: Water Availability Department will issue a signed Final Certificate of Water Availability.

Questions? Contact us at WaterAvailability@wawater.com or (253)-851-4060 ext 72150.



Request for Water Availability Document

[This document must be signed by the Legal Parcel Owner\(s\) listed on the County Assessor/Auditor's Office.](#) If the parcel is recently purchased, please provide a closing statement or other dated legal documentation that lists the applicant as the parcel owner. *Requests will not be processed until all required documents and analysis charges have been received.*

Parcel Owner(s) Information

Legal Parcel Owner Name(s):

Phone Number:

Email:

Mailing Address:

City:

State:

Zip:

Parcel Number:

Parcel Address:

City:

State:

Zip:

Is there currently a well on the parcel?

☐ YES / ☐ NO **If you are currently on a Group B well, you will need to provide documentation from both the water system and the County that you have permission to leave the system.*

What is the water service status at the parcel?

☐ No service.
☐ Existing water service connection.
☐ Current Washington Water Service Customer. Requesting additional connection.

Project Information **Engineering Review required for 3+ connections, release letters and boundary line adjustments.**

Number of new water service connections (meters) needed: Residential _____ Commercial _____ Irrigation _____

☐ Single Family (Primary) ☐ ADU (Additional Dwelling Unit) ☐ Multi-Family/Duplex ☐ Fire flow only

This project is for:

☐ New construction ☐ Remodel/ replace existing ☐ ADU ☐ New garage (no water needed) ☐ New garage (water needed)
☐ Continued use of well (Release letter request) ☐ Boundary line adjustment/Subdividing parcel (*Proposed plan required.*)
☐ Plat/ commercial development (*Preliminary plan sets required.*) ☐ (Orcas Island Only) Sewer service availability

Project description:

-Total Square footage of the building is ☐ under 3,600 sq ft ☐ over 3,600 sq ft.

-Does any structure require in-home fire sprinklers?

☐ NO ☐ UNSURE ☐ YES (Required in-home fire suppression GPM: _____ Duration: _____ minutes Pressure: _____ PSI)

-Number of new fire hydrants required: _____ ☐ NONE ☐ TO BE DETERMINED

Required fire hydrant flow (GPM: _____ Duration: _____ minutes)

-Additional Information: (e.g. Remodeling details; intended use for water service; Meter requests over 5/8")

Have you started the permit process with the county? ☐ YES ☐ NO

(Optional) Contact Authorization:

I _____, give consent for the person listed below to work with Washington Water Service regarding water availability on my behalf. The single point of contact for this application is:

Contact Name:

Relationship:

Phone Number:

Email:

I am confirming that I am the legal parcel owner. I understand that a final Certificate of Water Availability needed for occupancy will not be issued until the water service installation is complete and accepted by Washington Water Service.

Parcel owner(s) signature(s): _____

Date: _____

**If using a digital signature service, please also provide an audit log or confirmation from your digital signature service as evidence that the Parcel Owners signed the documents.*