



WASHINGTON WATER SERVICE

Water Availability Request

14519 Peacock Hill Avenue • P.O. Box 336
Gig Harbor, WA 98335 Tel: (877) 408-4060

FOR OFFICE USE ONLY:

<input type="checkbox"/>	LEGAL PROPERTY OWNER SIGNED
<input type="checkbox"/>	FORM COMPLETED
<input type="checkbox"/>	BASE MAP WITH PARCEL(S) LOCATION
<input type="checkbox"/>	FORM DATE STAMPED
<input type="checkbox"/>	ATTACHMENT A –PLAT OR COMMERCIAL PROPERTY
CHOOSE ONE:	
<input type="checkbox"/>	REMODEL PROJECT (UPDATED CERTIFICATE)
<input type="checkbox"/>	NEW SERVICE REQUEST

Washington Water Service proudly services more than 16,500 customers in Clallam, Jefferson, King, Kitsap, Mason, Pierce, San Juan and Thurston Counties. We strive to provide Quality, Service and Value at all times and look forward to working with you.

ATTENTION *Incomplete forms will NOT be accepted until all information is provided*
 Residential Customers Include Up to 2 Connections
 APPLICANTS requesting 3 or more Connections, Commercial and/or Plat Development MUST
 Complete Attachment A

Water Availability Request - Application Process

Water Availability Request form must be completed in full (*front and back*) and must be completed by the **legal property owner/developer** to develop, hook up, or remodel your existing property\home. Forms that are incomplete will not be processed until the information that is requested is provided. Certificates are only issued to the legal property owner once all fees have been paid, and we have committed to providing service for your home or development.

Your completed application can be mailed, dropped off, or emailed to any of the addresses 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

Email Address

WaterAvailability@wawater.com

Water Availability Request forms are processed in the order they are received, and we will contact you once we have reviewed your request. During non-peak season, requests will be responded to no later than the following:

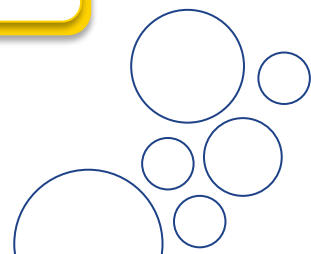
- 15 Business Days to review and approve Water Availability Requests for a direct connection to an existing water main and/or updating an existing water letter due to remodeling.
- 45 Business Days if a direct connection is not available and/or engineering is required.

Note: During peak season (Spring/Summer), response times may vary

If you have questions, please call us toll-free at (877) 408-4060.

Important Billing Information

If a certificate of water availability is issued, a service connection will be placed on the property corner if one does not already exist an active billing account will be set up in the Owner's name. The property owner will be billed monthly for a ready-to serve fee of \$21.75 until the meter fee is paid and the metered service is connected. The Ready-to-Serve fee can only be stopped, if the owner decides not to hook up and formally relinquishes the connection back to Washington Water. Washington Water does not have temporary or seasonal rates. *\$21.75 ready-to-serve fee may vary, please see our current tariff rate sheet for the current fee.*



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Water Availability Request - Application

1. TYPE OF SERVICE

Residential Multi-Family Commercial Industrial Development Plats

2. THE LETTER IS BEING USED FOR

Property Sale Additional Dwelling Unit (ADU) Building Permit Application
 Confirmation of Service Availability (*Check One*) Current Customer (Remodeling Home)
 Verbal Only Lender Letter

3. PROPERTY INFORMATION (*Before a Certificate can be issued in Pierce County an Address be must be Assigned*)

SITE ADDRESS	CITY	STATE	ZIP
LEGAL DESCRIPTION & PARCEL NUMBER:			
# CONNECTIONS REQUESTED	Fire Sprinkler/Flow Requirements (<i>If Known</i>)	GPM	(PSI) Req.
Is there a well in use on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No			

For a Preliminary Cost Estimate for 3 or more Residential Service or any Commercial Property, you are required to complete Attachment A.

4. PROPERTY OWNER(S) INFORMATION (*Must be completed for processing and should be the legal owner of record*)

PROPERTY OWNER(S) NAME			
MAILING ADDRESS			
CITY		STATE	ZIP
PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Fax	PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Fax	EMAIL	

5. SEND COPY TO:

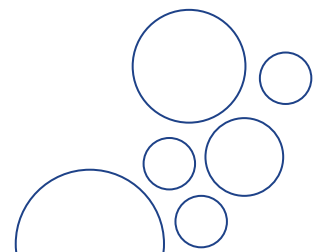
Realtor Builder Future Property Owner Septic Designer

NAME			
MAILING ADDRESS			
CITY		STATE	ZIP
PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Fax	PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Fax	EMAIL	

PROPERTY OWNER(S) SIGNATURE

OWNER SIGNATURE _____ DATE _____

W:\CUSTOMER SERVICE\CERTIFICATES OF WATER AVAILABILITY\O-MASTER DOCUMENTS\WATER AVAILABILITY REQUEST_FORM.DOCX





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Attachment A

All Applicants submitting a Water Availability Request for more than 3 connections, a Plat and/or Commercial Development are REQUIRED to provide the information listed below. A cost estimate will be issued to you no later than 45-days after the date that all information has been received. Missing or incomplete information may result in a delay our response to your request.

PROJECT NAME	
ENGINEERING FIRM (If Contracted)	
PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Fax	EMAIL
PROJECT MANAGER (If Other than Applicant)	
PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Fax	EMAIL
WILL YOU be using an outside contractor? If yes, please provide the following information	
CONTRACTOR BUSINESS NAME	
CONTRACTOR CONTACT NAME	
PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Fax	EMAIL

PLANS AVAILABLE (ATTACHED)

If available, please provide the following:

- Two sets of Conceptual Improvement Plans (Including Grading Plans, Sanitary Sewer, Storm Drain Elevations and Parcel/Tract Map). *If plans are available on AutoCAD software, please provide a CD with the drawings in .dwg format.*

FIRE FLOW REQUIRED

- Preliminary Plat/Site Plan with Fire Flow Requirements signed by the authorized fire department agent; noting approved location of all fire hydrants, and indicating fire flow requirements.

# FIRE HYDRANTS	
FLOW REQUIREMENT (GPM)	
PRESSURE REQUIRMENT (psi)	

WATER SERVICE REQUIREMENTS

# DOMESTIC SERVICE (s)	
# IRRIGATION SERVICE(s)	
# FIRE SERVICE(s)	

SIGNATURE

APPLICANT SIGNATURE _____

DATE _____

