



WATER AVAILABILITY - CERTIFICATE

APPLICATION PROCESS & FEES

Washington Water Service Company (Washington Water) proudly serves more than 16,500 customers in Clallam, Jefferson, King, Kitsap, Mason, Pierce, San Juan and Thurston counties. We provide more than just water to our customers — we provide Quality, Service and Value.

A Water Availability Request Form and application for service must be completed by the **legal property owner\developer** to develop, hook up, or remodel your existing property\home. Washington Water will review your request to determine if water service is available for your project. A Certificate of Water Availability (WAL) will only be issued to the legal property owner\developer once all fees have been paid, and we have committed to providing service for your home or development.

Please note that water availability requests for direct connections to existing mainline and/or the updating of existing water letters for remodeling take **10 business days** to review and approve.

If main extensions, taps, or pushes are required and if you are applying for **more than 2** residential connections, your request must be submitted for engineering review, evaluation and permitting requirements to install the services. The engineering process **may take up to 45 business days to complete**.

All applications must include the processing fee to be reviewed. During peak seasons, estimated times of completion may vary or need to be extended. If your letter will not be ready within the time constraints listed above, we will give you a call to let you know why the process is taking longer than expected. **Washington Water processes requests in order of receipt** and also installs approved service on a scheduled basis. During peak seasons, estimated times of completion may vary. Please be sure to get your requests in early to allow for processing time.

All payments should be made payable to **Washington Water Service Company** and must accompany your paperwork. Your paperwork and payment can be dropped off at one of our local offices listed below or mailed to us at P.O. Box 336, Gig Harbor, WA. 98335:

Gig Harbor Office:

Washington Water Service Company
14519 Peacock Hill Avenue NW
Gig Harbor, WA 98332
(877) 408-4060

Olympia Office:

Washington Water Service Company
6800 Meridian Road S.E.
Olympia, WA. 98513
(877) 408-4060

We will notify you directly when we have completed your request.

Important notice for residential connections: If a certificate of water availability is granted, a service connection will be placed on the property corner if one does not already exist and 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 per month until the meter fee is paid and the metered service is connected. Ready-to-serve fees 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 for its customers.

Please see back for class of service requirements and application fees.

Class of Service:

Residential Connections – (Up to 2 connections) - Non-Refundable Application Fee: \$75.00

- Requests for a Certificate of Water Availability or confirmation of service availability must be completed by the **legal property owner**. Realtors, permit agencies, engineers, septic designers and future buyers should work directly with the property owner to determine if water is available or can be made available to the property of interest. All paperwork and applications must be signed by the owners. If approved, an active billing account will be established when the Certificate of Water Availability is issued in the owner's name.
- A non-refundable application fee in the amount of \$75.00 must accompany the water availability request form and application for processing. Payments can be made with a money order, cashier check, cash or a personal check. Credit card payment is not accepted for applicants who are not an existing customer.
- If you are an existing customer of Washington Water and you are remodeling and required to provide an updated Certificate of Water Availability to the County – the application fee of \$75.00 **does apply** and must accompany your completed Water Availability Request form for processing.
- Effective July 1, 2016 – all Certificates of Water Availability issued on or after July 1, 2016 are considered to be a binding contract with Washington Water Service Company and can only be voided by the legal property owner by formally relinquishing the connection back to Washington Water in writing. All fees billed and payable will be charged to the owner and are non-refundable.

Developments\Commercial - (3 or more connections) - Non-Refundable Application Fee \$1,000.00

- Applicants interested in developing or subdividing a piece of property are required to complete a water availability request form and an application for service.
- A non-refundable application fee in the amount of \$1,000.00 must accompany the water availability request form and application for processing. Payments can be made with a money order, cashier check, cash or a personal check. Credit card payment is not accepted for applicants who are not an existing customer. If Washington Water is able to provide service for your project – the application fee will be put towards the cost to develop the project. If we are not able to provide service the 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 the project in a timely and reasonable manner. The WCR is not a contract or commitment to provide service – it is an acknowledgement that we have accepted a request and application fee from you and that the timeline to determine if service is available has started. The application fee will be used to offset the time and costs of having our engineering staff review your project.
- For new developments or commercial classes of service – the applicant must provide a written request for service – separate from the (WAL) and application for service – detailing what they are intending to build on the property, how many connections are being requested, the type of use (residential, strip mall, commercial building, etc.), what the fire flow requirements will be for the project and must also provide a preliminary drawing or site plan showing the design of the project.
- The applicant should include in their written request any contact information that they have for their planners or engineering firm helping them develop the project.
- A preliminary Certificate of Water Availability can only be issued after our engineers have reviewed the project and determined if we have the capacity to provide service. Our engineers will provide you with a projected project cost and memorandum of understanding (MOU) after they have reviewed the project needs and have determined that we can provide service.
- If the MOU is accepted by you, then a formal contract will be drafted for service and you will be required to pay any applicable fees outlined in the contract to complete your project. A timeline will then be provided for submittals and approvals to the Washington State Department of Health, our construction schedule and any outstanding 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 signed by all parties.
- Final Plat Certificates 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 local Fire Marshal – certifying that the project is installed and completed to Washington Water's standards.

Water Availability Request Form

Please complete the front of this form and return both sides to our office for processing. Forms must be mailed or hand delivered and the application fee must be attached for processing. A service address must be assigned prior to submitting this form if you reside in Pierce County.

1. I am the: Property Owner Realtor Builder Future Property Owner Septic Designer _____
2. Type of Use: Residential Rural Residential Multi-Family Commercial Industrial
3. The letter is being used for: Property Sale Apply for an Additional Dwelling Unit (ADU) Apply for Mother-in-law
 Confirmation of Service Availability only Building Permit Application

4. Property Information:

Service Address: Address must be assigned by county prior to applying:					
City				State	Zip
Legal Description & Parcel Number:					
Fire Flow Requirements	<small>(CHECKK WITH YOUR LOCAL PLANNING AGENCY - PRIOR TO APPLYING FOR WATER)</small>				
Number of Conn's being Requested	Map must be attached if this is a proposed short plat or project for multiple lots.				
Fire Flow Requirements:	You must confirm with your local county what your fire flow requirement will be and list it here:				

5. Property Owners Information: Must be completed for processing and should be legal owner of record

Property Owner's Name:				
Mailing Address:				
City			State	Zip
Phone Number:			Cell Number	
Email Address:			Fax Number:	

6. Requesting Party Information: I am the Realtor Builder Future Buyer Septic Designer:

Realtor/Builder/Buyer Name:				
Mailing Address:				
City			State:	Zip
Phone Number:			Cell Number	
Email Address:			Fax Number:	

7. Send Completed Form to: Property Owner Realtor Builder Future Buyer Septic Designer

Owners Signature: _____

Date: _____



Application Process

This application must be completed in full and returned to Washington Water Service Company. Your application can be mailed to: P.O. Box 336, Gig Harbor, WA 98335, dropped off at one of our local offices nearest you or emailed to: customerservice@wawater.com. If you have questions, please call us toll-free at: (877) 408-4060.

Our Offices are located at:

- Gig Harbor Office** 14519 Peacock Hill Avenue NW, Gig Harbor WA 98332
- Olympia Office** 6800 Meridian Road SE, Olympia WA 98513
- Rosario Office** 107 Firehouse Lane, Eastsound WA 98245

GENERAL INFORMATION

APPLICANT CONTACT

NAME				
SERVICE ADDRESS		CITY	STATE	ZIP
MAILING ADDRESS <input type="checkbox"/> Same as Service Address		CITY	STATE	ZIP
PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	EMAIL	

Check here if you are the: Owner Tenant Property Manager or Developer.

PROPERTY OWNER INFORMATION Same as Applicant

OWNER NAME <i>(If Renting/Leasing use Property Management Company Name)</i>				
OWNERS MAILING ADDRESS:		CITY	STATE	ZIP
PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	PHONE <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	EMAIL	

PROPERTY INFORMATION Residential Commercial Commercial with Fire Flow

LOT No:	TRACT/SUBDIVISION	SHORT PLAT No:	PARCEL No:
Number OF UNITS:			
SINGLE FAMILY	DUPLEX	COMMERCIAL	COMMERCIAL SQ.FT
Is there an irrigation system (in-ground sprinklers)? <input type="checkbox"/> Yes <input type="checkbox"/> No. <i>(If YES, per WAC 246.290.490, all residential irrigation systems are required to install an approved backflow prevention device and have it tested annually by a certified Backflow Assembly Tester). Please provide an as-built of the system (if available) and a current backflow test.</i>			
Do you need fire sprinklers? <input type="checkbox"/> Yes <input type="checkbox"/> No. <i>If YES, please list the type and model number of your approved Backflow Prevention Device:</i>			
Do you have a well or other water source on your property? <input type="checkbox"/> Yes <input type="checkbox"/> No. <i>If YES - are you planning on keeping the source or abandoning it? (Please note: If a well remains in service, a Reduced Pressure Backflow Assembly [RPBA] must be installed and tested annually)</i>			

CUSTOMER IDENTIFICATION VERIFICATION (Required)

To establish a customer's identity, the following information must be collected: Customer name, service address, telephone number, and email address, last four digits of social security number, date of birth or an account specific password. If the customer does not want to provide the last four digits of their social security number, an account password can be used in its place. Please provide at least two non-public identifiers (i.e. DOB, Last 4 SSN or Password).	
Identifier1	Identifier2

TERMS & CONDITIONS OF WATER SERVICE

Please initial in the space provided indicating you have read and understand the service requirements below:

- _____ 1. A. Unless otherwise agreed upon in writing, only one single-family unit may use a water service. Any outbuilding, trailer or mobile unit housing a separate family or tenant shall be considered a single-family unit.
- B. Unless otherwise agreed upon in writing, the owner of the property being served shall be and remain responsible for all proper charges. This shall apply even in the event Washington Water Service Company bills a tenant direct. **Per Tariff Schedule 2, the basic charge for this service is not subject to cancellation or reduction for seasonal or temporary periods of time unless seasonal rates apply per our tariff. If customer elects to discontinue service the meter will be removed from the property and a new meter hook up fee will be required to reinstate service if a connection is available at the time of the request. Landlord Reversion Agreements are available to maintain service to the owner between tenants if requested.**
- _____ 2. Owner will provide Washington Water Service Company a copy of any irrigation system planned, which must show maximum instantaneous demand of system and hours per day and number of days per week system will be used. Washington Water reserves the right to control or regulate irrigation or other uses of water, which affects the performance of the water system.
- _____ 3. Owners who have residential irrigation systems are required to install an approved backflow prevention device and have it inspected by a certified Backflow Assembly Tester at their expense on an annual basis per **WAC 246.290.490**. Washington Water must be provided a copy of the inspection report on an annual basis. Service is subject to disconnection if a device is not installed and tested annually. **At the time the system is installed, owners are also required to provide an as-built of the irrigation system for their file and to design their system to use no more than 15 GPM (gallons per minute) per zone.**
- _____ 4. Washington Water is responsible for services to, and including, the meter and any check valve where a check valve is installed by the utility. It is the customer's responsibility to check for excess pressure and if needed, install and maintain a pressure reducer. Customers are responsible for the installation, maintenance and repairs of their private service line (downstream of the utility's meter) on their property.
- _____ 5. Washington Water will not be responsible for connecting a customer's service line to the meter.
- _____ 6. Washington Water is not responsible for pressure loss beyond the meter, and recommends nothing smaller than a 1" water line with 160 psi rating. Lines should be buried at least 18" deep for freeze protection.
- _____ 7. These rules and regulations set forth the duties and obligation of both customer and Washington Water Service Company. A copy of the rules and regulations are available on our web site at www.wawater.com or in our office for review. A copy is also provided to the customer at the time the application is completed and service is activated.
- _____ 8. Monthly water charges will be assessed according to our approved Tariff. These charges begin the day the meter is installed for new services. For existing services the charges will begin the day of legal possession or the taking of water from the meter. Any hook-up fees applicable must be paid prior to the meter installation.

Please check all boxes that apply: Chlorine Sensitivity Raise Fish Dialysis Patient in home

DATED THIS _____ DAY OF _____, 20____

APPLICANTS SIGNATURE

CO-APPLICANTS SIGNATURE

CUSTOMER SERVICE DEPARTMENT USE ONLY

DATED THIS _____ DAY OF _____, 20____

COMPANY REPRESENTATIVE'S SIGNATURE

Account No:	Water System
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