Who can enter into a Water Sub-metering Agreement?

Only commercial customers that use water for irrigation, cooling, heating, or processing purposes which does not enter the public sewer system can enter into a Water Sub-metering Agreement with the County. In such cases, the customer can sub-meter the uncontaminated water flow that is not discharged into the public sewer system and have the metered water usage to the property adjusted so that he/she may be charged only for water flow actually discharged into the public sewer system.

How do I start the process?

The customer must submit a Water Sub-metering Plan Review Application. The following items must be included with the application to the Wastewater Utility Representative at the Pierce County Development Center, 2401 S 35th St, Tacoma WA, 98409:

a. Three (3) sets of engineered water system plans,
b. meter specifications,
c. recommendations for installation including calculations on sizing of the sub-meter and expected flows along with the average, maximum and minimum water flows expected through the sub-meter, and
d. a copy of the Sub-metering Agreement signed by the property owner and notarized.

The engineered water system plans (22” x 34”) must be stamped by a State of Washington registered Professional Engineer and include the following minimum information:

a. a site plan with all water and wastewater lines shown,
b. a diagram of the metering device,
c. location of proposed sub-meter and all pertinent water meters, and
d. a vicinity map, street address, property owner info, and sewer account of the property

Plan review fees ($435.00) must be paid at the time of submittal.
Are there any other Sub-metering Program policies I should know about?

- The sub-metering system cannot be installed until the plans are approved by Public Works and Utilities.

- Public Works and Utilities will inspect the completed installation upon notice from the Applicant. Upon inspection, Public Works and Utilities will respond to the Applicant in writing noting specifically whether the installation is preliminarily approved. If the installation is not approved, Public Works and Utilities will detail in writing to the Property Owner specifically what must be done prior to Public Works and Utilities’ re-inspection of the installation.

- Upon successful installation of the sub-metering system, preliminary approval of the installation by Public Works and Utilities, up to a six month trial period shall begin to ensure the sub-metering system is accurately estimating the amount of water flow entering the sewerage system.
  
  o The length of the trial period shall be determined by the Director or his/her designee. At the end of the trial period, the Director shall review the sub-metering system, the water flows recorded during the trial period, and any other evidence available relating to the sub-metering system and issue either a final approval of the installation or request that the system be modified to provide more accurate water flow information.
  
  o The Property Owner shall be notified in writing of the Director’s final approval or request that the system be modified.

- If a final approval is given to the system, the Property Owner will enter into a written sub-metering agreement with the Utility.

- If the Director requires that modifications be made to the system, a new trial period of up to six months will begin after the modifications are complete.
  
  o After completion of this extended trial period, the Director will again review the system and issue either an approval of the installation or request that the system be modified to provide more accurate water flow information.
  
  o This cycle of trial periods will continue until the sub-metering system is either approved or the Property Owner no longer wishes to continue with attempts to sub-meter.

- While the sub-metering system is considered in its trial period, monthly billings will be based on the sub-metered flows submitted by the Customer.
  
  o If the Director determines during the trial period that the system is not accurately metering water flows and requires that modifications be made to the sub-metering system to correct the inaccuracies, the monthly billings will be based on actual water flows as supplied by water utility master meter(s) with no benefit of the sub-metering facilities until such time as the required modifications are completed and a new trial period has begun.
  
  o No credit will be given for months where the actual water flows from the water utility master meter(s) are used as a basis for billing after the new trial period is begun and new sub-meter readings are available.
## What type of sub-metering systems can I install?

- The customer may use the following options as they apply to individual sub-metering situations.
  - Sub-meter to fixtures that do not drain to waste plumbing and subtract it from the total water flow entering the property through water utility master meter(s) to estimate the net water flow entering the sewerage system.
  - Sub-meter water supply to fixtures that drain to waste plumbing to estimate the net water flow entering the sewerage system.
  - Effluent meter systems which measure the sewage flow into the sewer system is specifically prohibited without express written approval by the Department.

## How long will the review take to be approved?

Generally speaking, the number of reviews or resubmittals that are required before a Water Sub-Meter Plan Review can be approved depends on the completeness of the submittals. Partial submittals only slow down the process. Our review engineers and permit technicians are available to answer any questions that you may have to ensure that your applications are as complete as possible prior to submittal.

## What other permits do I need?

For sites within unincorporated Pierce County, the applicant must contact a Pierce County Permit Technician at the Pierce County Development Center regarding other permits required for the project.

For sites within a City (Tacoma, DuPont, Edgewood, Fife, Fircrest, Lakewood, Milton, Steilacoom, or University Place), the applicant must contact the appropriate city building department regarding other permits required for the project.
Where can I get the forms that I need?

Sewer Utility Division Standard Plans and Forms can be downloaded in PDF format from the following webpage: [www.piercecountywa.org/sewer](http://www.piercecountywa.org/sewer)

Completed applications and fees (make checks out to Pierce County) must be delivered in person to:
Pierce County Sewer Utility – Permits
2401 South 35th Street, Room 150
Tacoma, WA 98409-7494

Or mailed to:
Pierce County Sewer Utility – Engineering
9850 - 64th Street West
University Place, WA 98467-1078

If you have any questions, please contact either:

A Sewer Utility Permit Technician at (253) 798-2737, or
A Sewer Utility Engineer at (253) 798-4050