Applicants that are proposing to enter into a Sub-metering Agreement for a commercial property must complete and submit this original signed Commercial Sub-metering Agreement Application form to a Sewer Utility Representative at the Pierce County Development Center, 2401 S 35th St, Room 150, Tacoma, WA 98409.

Pierce County Public Works and Utilities’ Sub-metering Policy provides businesses the opportunity to submit monthly wastewater flow data for determining their monthly sewer bill. Commercial customers may choose to sub-meter either water flows for (1) non-sewerage use (i.e. irrigation systems) or (2) sewerage uses (i.e. restroom facilities, process wastewater, etc.).

The sub-metering plan must be approved and the agreement executed prior to installation. The following items are to be included with the application:

a) Three (3) sets of Water Sub-meter system plans stamped by a State of Washington registered Professional Engineer. The submittal must include engineered drawings, meter specifications, and recommendation for installation. The plans must include (1) a site location map with water/ wastewater lines shown, (2) a diagram of the metering device, (3) location of proposed sub-meter and all pertinent water meters and (4) a vicinity map. Calculations on sizing of the sub-meter and expected flows must accompany the plans.

b) Plan review fees ($435.00) must be paid at the time of submittal.

c) A signed and notarized copy of the Sub-metering Agreement.

See Bulletin #B21 Water Sub-metering Program for more information.

Sewer Utility Division Standard Plans and Forms can be downloaded in PDF format from the following webpage:

www.piercecountywa.org/sewer.

If you have further questions concerning the Sub-metering Agreement, please contact Customer Billing Services at 253-798-4020. If you have any questions regarding this form, please contact our office at (253) 798-4050.

A. PROPERTY INFORMATION

1. Parcel No(s): ________________________________________________

2. Site Address(es): ____________________________________________

   STREET  BUILDING/SUITE/TENANT SPACE  CITY  ZIP

3. Property Owner Name: _______________________________________

   Mailing Address: ____________________________________________

   STREET  SUITE/TENANT SPACE  CITY  ZIP

   Office or Cell Phone: ___________ Fax Number or E-mail: ________

4. Master Meter Numbers: ______________________________________

   ____________________________________________________________

   ____________________________________________________________
B. APPLICANT INFORMATION (☐ Check here if same as Property Owner information listed above)

1. Applicant Name: ____________________________
   Mailing Address: ___________________________________________
   STREET    SUITE/TENANT SPACE    CITY    ZIP
   Office or Cell Phone:_________ Fax Number or E-mail: ____________________________

C. CUSTOMER INFORMATION (☐ Check here if same as Applicant Information listed above)

1. Customer Name: ____________________________
   Mailing Address: ___________________________________________
   STREET    SUITE/TENANT SPACE    CITY    ZIP
   Office or Cell Phone:_________ Fax Number or E-mail: ____________________________

2. Customer Number: ____________________________

3. Account Number: ____________________________

D. SEWER DEVELOPMENT REVIEW FEES (must be paid at time of application):

1. Water Sub-metering Plan Review Application Fee: .................................................................$435.00

E. AFFIDAVIT

As the Applicant for the permit described above, I/we hereby state that all the information provided herein and stated above is true and correct.

I/We further state that we are either the legal owner of the property described above, an authorized agent of the owner, a tenant that has entered into a lease agreement with the property owner to operate the business and/or facility described herein on the owner’s property and have received the property owner’s consent to make the repairs or improvements described above, or a licensed contractor that has entered into an agreement with the property owner to perform the work described herein.

I/We agree to perform all the work described herein in accordance with the most current Pierce County Sewer Utility Standards.

APPLICANT’S SIGNATURE ____________________________
DATE __________

COMPANY NAME (IF OWNER IS A COMPANY) ____________________________
TITLE ____________________________

FOR PIERCE COUNTY SEWER UTILITY USE ONLY

Accepted by: Initials ______ Date ________ SWDR Permit No.: ____________