

**PIERCE COUNTY
PUBLIC WORKS & UTILITIES**

Environmental Services Building
9850 – 64th Street West
University Place, WA 98467-1078
(253) 798-4050

Pretreatment Review Applications

The most recent Pretreatment Review Application must be used to start the Pretreatment Application process. Sewer Utility Standard Forms and Details can be downloaded in PDF format from the following webpage: www.piercecountywa.org/sewer

The following items must be addressed in writing prior to the application being started.

- All items must be completed on pages 1 and 2 of the form.
- **Page 2 of the form must be signed by the property owner.**
- Page 2 of the form must be notarized.
- A completed, signed (by the current property owner) and notarized Time and Materials Account Information form must be submitted at the time of the application. Please note if the current property owner will not sign the Time and Materials Account Information form an Assignment of Funds (Time and Materials Account) in the amount of \$5,000.00 may be submitted by the applicant and the applicant may sign and notarize the Time and Materials Account Information form.
- Two sets of site plans, floor plans, plumbing plans and sanitary sewer plans must be submitted at the time of the application. Establishments with cooking and /or eating on site must provide a sample menu and detailed kitchen and cooking practices at the time of application (Note this requirement also applies to coffee shops, meeting halls and churches with warming kitchens).
- Documented water flow data for one (1) full year for a similar type establishment (copies of water bills) for any use, OR an estimate of anticipated water flows with the following applicable information: a) seating capacity (churches, restaurants, theaters); b) number of chairs (dentist's office); c) number of examination rooms (doctor's office); d) number of existing/proposed students and staff (school); e) number of employees (other offices with minimal discharge to sewer) must be submitted at the time of application.
- When required under item B.4 of the Pretreatment Review Application, submit two sets of Material Safety Data Sheets.

The items above must be submitted to the Sewer Utility Division representative at the Pierce County Development Center (2401 South 35th Street, Suite 150, Tacoma, WA 98409) with a \$50.00 non-refundable deposit to start the application.

