



This bulletin is designed to assist you in preparing a WaterSub-Metering Program application. It contains information on the steps, requirements and resources available to you through your application process.

This document is only a guide and is not a replacement or revision of the Pierce County Code and associated Sewer Division design and construction standards.

How do I find and submit the forms I need?

- Download Standard Plans and Forms at piercecountywawa.gov/sewerformsandplans.
- Submit copies of the plans, engineering reports, and specifications with this application to: <https://pals.piercecountywawa.gov/palsonline/#/dashboard>. All documents must be in PDF format.

If you have questions, please contact us at (253) 798-2737.

Is a Water Sub-metering Agreement for me?

Your sewer bill is based on water flow recorded by your water company. Commercial customers using uncontaminated water for irrigation, cooling, heating, or processing purposes not discharged into sewer can enter into a Water Sub-Metering Agreement with the County. With a sub-meter agreement you only pay for water discharged into the sewer system.

Contact your water company to find out whether they will install an irrigation meter before you decide to enter into a Sub-meter agreement with the County.

If you decide to install a sub-meter system remember:

- You will pay the sub-metering costs. These costs include design, installation and maintenance.
- You will be required to submit water meter readings monthly to Customer Billing Services (CBS).

What type of sub-metering systems can I install?

The following options may be used:

- Sub-meter the water supply fixtures that do not discharge to sewer system. Subtract sub-meter amount from the total water flow through your main meter(s) to estimate the discharge to the sewer system.
- Sub-meter the water supply to fixtures that do discharge to sewer system.
- Effluent meter systems measuring sewage flow into the sewer must be approved by the Sewer Division prior to application.

What other permits do I need?

If your site is in unincorporated Pierce County, contact the Pierce County Development Center for information on other required permits.

If your site is in a City (DuPont, Edgewood, Fife, Fircrest, Lakewood, Milton, Steilacoom, Tacoma, or University Place), contact your city building department for information on other required permits.

What is the Process?

1. Hire a professional Engineer licensed in Washington State. Your engineer must prepare stamped plans, calculations, specification and supporting documents.
The engineered water system plans must include:
 - site plan with all water and wastewater lines shown and,
 - location of proposed sub-meter and all pertinent water meters and,
 - vicinity map, street address, property owner information, and sewer account of the property,
 - diagram of the sub-metering device with calculations on sizing of the sub-meter and expected flows (maximum, minimum and average flows through sub-meter).
2. Submit an application online at pals.piercecountywa.gov/palsonline/#/dashboard.
Include the following items:
 - Water Sub-Metering Plan Review application (A7),
 - Engineered water system plans (outline above),
 - Proposed sub-meter specifications (including proposed options and units for readings) and recommendations for installation and maintenance,
 - Copy of signed and notarized Sub-metering Agreement.
3. Submit sub-metering agreement with original signature and notary stamp to the following address. This document must be received prior to review of the application.
Pierce County Annex Planning Lobby Rm. 175
Development Engineering – Sewer Division
2401 South 35th Street, Tacoma WA 98409-7490
4. Pay plan review fee \$435.00 once documents are accepted.
5. The Sewer Division reviews the application and information submitted.

Once plans are approved.

6. Get your sub-meter system installed.
7. Notify Pierce County Customer Billing Services (CBS) at pcsewerbilling@piercecountywa.gov when your installation is complete.
You must provide CBS the following:
 - Parcel Number and Facility Name.
 - A picture of meter(s) (face and serial numbers).
 - The contact number and email of the person responsible for reading the meter each month.
8. Submit water readings for a trial period of 6 months.
 - CBS will give you a monthly sub-meter reporting form.
 - After 6 months, CBS will evaluate the water use information. Your sub-meter system will be approved, or modifications may be required.
 - If modifications are needed, another 6-month trial period is required. Modification/trial period will continue until the sub-meter system meets requirements.
 - Once a new trial period begins and sub-meter readings are available, no billing credit is given for months the actual water flows from the water utility master meter(s) are used.

Don't Forget!

- If you fail to submit your monthly meter readings, you will be billed for the entire water flow to your site.
- Leaking water fixtures and lines cost you money. Fix leaks.
- If you have questions about the sub-metering agreement application call (253) 798-7210.