



This bulletin is designed to assist you in submitting documented water use data in support of a Sewer Service permit Application, Pretreatment Review Application or Site Specific Sewer Information Letter Request for Pierce County. 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 piercecountywa.gov/sewerformsandplans.
- Submit copies of the plans, engineering reports, and specifications with this application to: <https://pals.piercecountywa.gov/palsonline/#/dashboard>. All documents must be in PDF format.

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

When am I required to submit Water Use Data?

For most commercial customers, the Sewer Division uses documented water use data to estimate the development's average daily sewage discharge rate and Sewer Connection Charge.

Whether you are constructing a new commercial building or tenant space, or occupying an existing one, you will be required to submit water use data to estimate your sewer capacity needs.

What kind of documentation should I submit?

Documented Water Use Data submitted for estimation of Connection Charges must be provided in one of, or a combination of, the following formats:

- a. Actual water use bills for the applicant's existing business at the existing site. The best way to estimate connection charges is by using actual water use bills for the existing business. The water meter readings and reading dates must be legible. The actual water meter readings for 12 consecutive months must be provided (Please note that bar graphs normally do not have enough detail for us to complete our review). The units of the water meter readings in cubic feet (CF), hundred cubic feet (CCF), or gallons must be provided for each billing period. The name and phone number of the water company reading the meter must also be provided.
- b. Actual water use bills from a similar business. If it is a new business, or if the water use for the existing business is not metered separately, you can submit actual water use data from a similar business. In addition to the requirements listed above, the "size" of the proposed business and the similar business (or same business at a different site) for which actual water use bills are being submitted must be provided for comparison purposes. See "How do I estimate water usage?" below for required sizing criteria.
- c. Estimated water use for the proposed business. If water use bills from a similar business are not available, or if the water use for your existing business is not metered separately from other businesses on your site, you can provide estimated water usage in gallons per day (GPD).

How do I estimate water usage?

If you are unable to estimate the proposed water usage by other means (e.g., actual water usage from a similar business) you may submit the following estimate table for different types of users.

Please note that one (1) Residential Equivalent (RE) equals 220 gallons per day (GPD).

If your business does not fall into one of the categories listed below, please contact a Sewer Division Engineer at (253) 798-4050 for assistance.

Category	Estimated use		
Single Family Residences, Condos, Townhomes, Townhouses and Mobile Homes	1.00	RE	per Dwelling Unit
Duplexes, ADU's and Apartment Buildings	0.83	RE	per Dwelling Unit
Hotels and Resorts	0.25	RE	per Room
Motels	0.50	RE	per Room
Dorms, Rest Homes, and Rooming Houses	0.25	RE	per Resident
Restaurants, Cafeterias and Cafes	0.09	RE	per Seating Capacity
Taverns, Lounges, and Bars	0.08	RE	per Seating Capacity
Churches, Lodges, Clubs and Banquet Rooms	0.005	RE	per Seating Capacity
Schools and Daycare Centers	0.04	RE	per Student Capacity
Indoor Theaters	0.003	RE	per Seating Capacity
Hospitals	0.81	RE	per Bed
Commercial Building (minimum per tenant space)	0.40	RE	per Tenant Space
Commercial Building (minimum per building)	1.00	RE	per Building
Supermarket	8.08	RE	per Market
Commercial Business	0.08	RE	per Employee per Shift
Barber/Beauty Shop	0.37	RE	per Station or Chair
Self-Serve Carwash	1.90	RE	per Staff
Automated Carwash	12.80	RE	per Facility
Commercial Laundry	8.20	RE	per Facility
Self-Serve Laundry	1.15	RE	per Washing Machine
Recreation Facility	0.68	RE	per Restroom Equiv.
Service Stations	1.40	RE	per Facility
Community Swimming Pool	2.74	RE	per Facility
Doctor/Dentist Office	0.41	RE	per Exam Room

Not all my water goes down the drain. Can I submit something other than water use data?

Estimated water use values and monthly service charges are developed with the understanding that every commercial property has some irrigation water included in their water use bills.

If you have an unusually large irrigation system, or a business that uses a large quantity of process water that evaporates or goes into a product rather than being discharged into the sewer system, we strongly recommend that the owner have a separate water meter installed and a separate water service account initiated with the local water purveyor for irrigation water and any other water supply that does not enter the sanitary sewer system.

If a separate water meter and account is not feasible, the owner may choose to enter into a Sub-metering Agreement with the County and install a sub-meter that measures only the irrigation water (or process water if applicable) so it may be subtracted from the main water meter readings. For more information on this program, please see [Bulletin B21, Water Sub-metering Program](#).

Connection Charge requirements will not be recalculated based on sub-metered usage until the sub-meter has been installed according to approved plans, the Sub-metering Agreement has been approved by the County, and at least 12 months of sub-metered water readings have been submitted to our office for review.