

Use this form if you are proposing to enter into a Sub-meter Agreement with Pierce County Sewer Division. More information on sub-metering can be found on Bulletin B21, [Water Sub-metering Program](#).

Complete and submit this form and plans and supplemental information to: <https://pals.piercecountywa.gov/palsonline/#/dashboard>. All documents must be uploaded in PDF format.

The following items must be included with this application:

1. Water sub-metering plan review application (A7)
2. Water system plans stamped by a State of Washington registered Professional Engineer that must include:
 - site location map with water and wastewater lines shown,
 - location of proposed sub-meter and all pertinent water meters,
 - vicinity map, street address, and property owner information
 - diagram of the metering device with calculations on sizing of the sub-meter and expected flows (maximum, minimum and average flows through sub-meter.
3. Proposed sub-meter specifications (including all proposed options and units for readings) and recommendations for installation and maintenance.
4. [Sub-meter agreement \(T1\)](#) signed and notarized. The original document must be submitted to the following address:

Pierce County Annex Planning Lobby Rm. 175
Development Engineering—Sewer Division
2401 South 35th Street, Tacoma WA 98409-7490

The original must be received or the application will not be reviewed.

The plan review fee of \$750.00 must be paid prior to review of plans.

Download Standard Plans and Forms at piercecountywa.gov/sewerformsandplans

If you have further questions concerning the Sub-metering Agreement, please contact Customer Billing Services at (253) 798-4020. For other questions, please contact our office at (253) 798-2737.

A. Property/Project Information

1. Project Name: _____

2. Parcel No(s): _____

3. Site Address(es): _____
Street Suite/Tenant Space City Zip

4. Property Owner Name(s): _____

Mailing Address: _____
Street Suite/Tenant Space City Zip

Office or Cell Phone: _____ Alternate Number: _____

Email Address: _____

Master Meter Serial 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: _____ Alternate Number: _____

Email Address: _____

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: _____ Alternate Number: _____

Email Address: _____

Customer Number: _____

Account Number: _____

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 Division Standards.

Applicant’s Signature Date

Applicant’s Name (printed) Title

Company Name (if Applicant is a company)