



**Development Services Office**  
 700 Fifth Ave, Suite 2748 | PO Box 34018  
 Seattle, WA 98124  
 (206) 684-3333 • [SPU\\_DSO@seattle.gov](mailto:SPU_DSO@seattle.gov)

# Water Service Application and Agreement

Any Property Owner seeking a new connection to Seattle’s water supply system or to change an existing water service must fill out a Water Service Application and Agreement. Personal information entered on this form is subject to the Washington Public Records Act and may be subject to disclosure to a third-party requestor. The City of Seattle is committed to protecting your privacy and will ensure that any disclosures follow the law. To learn more about how your information is managed, please see our [Privacy Statement](#).

## PREPARE A COMPLETE APPLICATION

- Obtain a valid Water Availability Certificate (WAC). See [Client Assistance Memo \(CAM\) 1201](#).
- Complete this Water Service Application and Agreement. To request multiple services, or to retire or reuse an existing water service, complete a [Request for Additional Water Services](#) form.
- Provide a water service site plan that meets the requirements of [CAM 1202](#).
- A certificate of additional insurance naming the City of Seattle. **Only name the City of Seattle and do not add specific City Departments.** See Page 3 for more information.
- In the City of Seattle, accept responsibility to pay all fees as the Financially Responsible Party (FRP) and perform the permanent restoration by signing the “Acknowledgement” section of this form.
- If outside of the City of Seattle, provide a copy of the local jurisdiction’s restoration permit.

## SUBMIT YOUR APPLICATION – Use one of the following options:

- Email the **signed** pdf application and site plan to: [SPU\\_DSO@seattle.gov](mailto:SPU_DSO@seattle.gov)
- Mail the **signed** application and site plan to:

Development Services Office, Seattle Public Utilities, PO Box 34018, Seattle, WA 98124

## WHAT HAPPENS NEXT

After you submit your application, the DSO will contact you with next steps. You will receive an invoice once the Project Coordinator approves the application. For more information, please visit the [SPU Water Service page](#).

## APPLICANT & PROJECT INFORMATION

Applicant info:	FINANCIALLY RESPONSIBLE PARTY <i>(FRP)</i>	PROPERTY OWNER <i>(If different from FRP)</i>	PROJECT CONTACT <i>(If different from FRP)</i>
Company			
Name			
Mailing Address			
Telephone			
Email			

Project Address (Per WAC)

King County Parcel #

WAC #

Building Permit #

Land Use Permit # (required for platting action only)

Onsite Contact Name

Onsite Contact Email

Onsite Contact Phone

Assigned Address:

Service Type:      New Service                  Existing Service                  Public Hydrant Work

Development Type:      Single Family                  Townhouses                  Apartments                  Condos

                                 Commercial                  Mixed Use                  Live/Work                  Other (Describe)

Request Type:      Installation                  Retirement                  Re-Use      [Backflow Required?](#)

Select Type	3/4"	1"	1 1/2"	2"	2" High Flow	4"	6"	8"	Other
Domestic									
Fire	N/A	N/A	N/A		N/A				
Combination (Fire/Domestic)	N/A								

Complete a "[Request for Additional Water Services](#)" for each assigned water service parcel address.

### DISCLOSURE OF ENVIRONMENTAL CONDITIONS

Does the Property Owner or Authorized Agent have knowledge of any hazardous substance used, generated, stored, released and/or present at, on, about or under the Property or right-of-way? Visit [Cleanup sites - Washington State Department of Ecology](#) for information about your parcel.

**Check Appropriate Box:**

**YES** – If yes, complete the "[Disclosure of Environmental Conditions Addendum](#)"

**NO** – If no, **review and initial below:**

\_\_\_\_\_ Property Owner or Authorized Agent has no knowledge of use, generation, storage, or release at, on, about or under the property or right-of-way, of any hazardous substance (as defined in [WAC 173-340-200](#)) or allowed any other entity to do so.

**ADDITIONAL INSURANCE REQUIREMENT**

Prior to SPU undertaking any work, the Financially Responsible Party (FRP) shall obtain and maintain in full force and effect, at its own expense, additional insurance coverage for the City.

No work by SPU shall occur until a certificate of additional insurance naming “the City of Seattle, its elected and appointed officers, officials, employees, and agents” as additional insureds for primary and non-contributory limits of liability is provided to the City. The City shall be a primary additional insured regardless of self-insurance or any excess insurance that the City may carry; and obligate the insurance company to give notice to both the authorizing official and the City’s Risk Manager at least 30-calendar days before any cancellation of the policy. The required minimum liability insurance is \$1,000,000 for each occurrence Combined Single Limit Bodily Injury and Property Damage, and \$2,000,000 aggregate.

The City requires insurance coverage to be placed with an insurer admitted and licensed to conduct business in Washington State or with a surplus lines carrier according to RCW Chapter 48.15, except that if it is infeasible to obtain coverage with the required insurer, the City may approve an alternative insurer.

In order to initiate a new connection to Seattle’s water supply system or to change an existing water service, the FRP is required to submit an insurance certificate commensurate with the above requirements, along with this executed water service application and agreement.

The City shall be an additional insured in any matter involving the sole or combined negligence of the FRP or the FRP’s agents, including but not limited to any failure to restore any temporary pavement restoration within the time expressly required by any applicable law or rules or within a reasonable time if no law or rules expressly require restoration within a particular time. The FRP is responsible for determining when any temporary restoration has occurred and when any permanent restoration must be accomplished. In the City of Seattle, temporary restorations must be permanently restored within 60 days on arterials or in commercial and industrial zones, or 180 days on other streets.

**OBLIGATION TO RESTORE STREET UNDER SDOT PERMIT (Within Seattle City Limits)**

Upon SPU’s completion of its work in the right-of-way to connect service to the property, including all related system improvements, the FRP will assume responsibility to perform the permanent restoration required by the SDOT Street Use permit per the requirements in the most current version of the ROW Opening and Restoration Rules.

The FRP is responsible for updating the Street Use permit related to the permanent restoration work per SDOT’s requirements. This may require a new Traffic Control Plan (TCP) to be submitted if the traffic control limits to perform the permanent restoration vary from the approved TCP issued to SPU for the installation and temporary restoration work.

**ACKNOWLEDGEMENT**

I, the undersigned Financially Responsible Party, or their designated agent, agree to comply with all rules and regulations of Seattle Public Utilities and Seattle Department of Transportation relating to this water service and street restoration and to leave unobstructed access to all Seattle Public Utilities owned assets.

Signature

Date

Printed Name

Relationship to Financially Responsible Party