



**The Washington-East Washington Joint Authority**  
**Application to Perform Work on an Existing or Proposed Connection to the Public Sewer System**

Purpose of This Application

This Application is required for any property owner or contractor proposing to perform work on an existing or proposed connection to the public sewer system. Examples include, but are not limited to, the following:

- Repairs to an existing sewer lateral already connected to the public sewer system
- Construction of a new sewer lateral and connection to the public sewer system

Applications must be reviewed by the Authority prior to determining the required fees. Current fee structure includes:

- Inspection Fee: \$100
  - Includes a site visit by Authority staff to ensure the work complies with Authority specifications and standard details.
  - Excavated areas must remain open and accessible for inspection; backfilling may occur only after inspection is complete
  - Requests for inspection must be submitted at least 24 hours before the inspection work begins
- Tap-in Fee: \$1,100 per equivalent dwelling unit (EDU)
  - Represents the Authority's commitment to collect, convey and treat wastewater flows from the customer for the full service life of the connection
  - Applicable to new connections or changes of use that result in increased wastewater discharges through an existing sewer lateral
  - Please be advised that the municipality may have their own tap-in fees

The calculated fees shall be paid prior to permit issuance. The Authority shall provide all relevant construction details and specifications with permit issuance.



**The Washington-East Washington Joint Authority**  
**Application to Perform Work on an Existing or Proposed Connection to the Public**  
**Sewer System**

Submission of this Application ensures the Authority can review your project for compliance with applicable regulations, process the associated fees, set-up customer accounts for billing purposes and schedule necessary inspections.



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Section A: General Information (to be completed by Applicant)

**Property Owner Information**

Applicant?  Yes  No

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contractor Information**

Applicant?  Yes  No

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

License Number: \_\_\_\_\_

**Payment Information**

Fee Amount: \_\_\_\_\_

Payment Method:  Credit Card  Check  Cash

If Check, Check No.: \_\_\_\_\_



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**Property Details**

Service Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Municipality: \_\_\_\_\_

Is this Application associated with a larger development?  Yes  No

If Yes:

Name of Development: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

**Connection Details**

Type of Service Connection:  Existing  Proposed

Lateral Type:  Gravity Sewer Pipe  Grinder Pump Forcemain

Proposed Date of Work: \_\_\_\_\_

**User Information**

Type of Use:  Residential  Commercial  Industrial  Municipal

Description of Use: \_\_\_\_\_

**Certifications**



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I certify that the information provided in this application and any accompanying documents is true, accurate, and complete to the best of my knowledge. I understand that the Washington–East Washington Joint Authority will make determinations based on the information submitted and assumes that all information provided by me or on my behalf is accurate and complete. I acknowledge that any omissions or inaccuracies may result in delays, additional requirements, or revocation of approval.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section B: Application Review (to be completed by Authority)**

**Collection System Superintendent**

Sewer Permit No.: \_\_\_\_\_

Grinder Pump?       Yes     No

If Yes, Grinder Pump Owner?                       Authority     Private

Pump Station Downstream?                       Yes, Name: \_\_\_\_\_       No

Included Details and Specifications?     Yes     No

Indicated Non-Transferrable?     Yes     No

Updated Tracking Spreadsheet?                       Yes     No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Executive Director**



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Sewer Permit Tracking Spreadsheet Updated?  Yes  No

Sewer Permit Completed Correctly?  Yes  No

Special Purpose Fee Applicable?  Yes  No

Peak Daily Wastewater Discharge, gpd: \_\_\_\_\_

Equivalent Dwelling Units: \_\_\_\_\_

Associated w/ Sewage Planning Approval?  Yes  No

If yes, does development remain below approval thresholds?  Yes  No

If yes, SFPM Tracking Spreadsheet updated?  Yes  No  N/A

Determination:  Satisfactory  Not Satisfactory

Notes: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_