

Water Service Installation Process FAQs

1. What is the process for installing a water service?

Step 1 – The builder or utility contractor schedules a preconstruction meeting with the City inspector via www.mybuildingpermit.com or the inspection line (206-275-7730). Your utility contractor must attend the meeting. These meetings are held on Tuesday or Thursday and will be scheduled for the next available time on the City inspector's calendar AFTER you request the meeting.

Step 2 – The utility contractor meets with the City inspector at the pre-construction meeting to discuss requirements for construction and explains the scope for contractor work and scope for City work.

Step 3 – The City inspector will need to verify that the contractor has all the necessary water service parts before scheduling the water main tap. This also includes potholing and exposing the water main.

Step 4 – City inspector schedules water tap. This is typically approximately two weeks following the parts inspection. Taps are only scheduled for Wednesdays. The City inspector will inform the contractor of the tap date once it has been scheduled.

Step 5 – The City will tap the water main and abandon existing water service at the main. The contractor must perform all necessary excavation in advance to accommodate the tap and abandonment.

Step 6 – The contractor installs the water service from the tap to the meter setter/meter box. The City inspector must inspect this work before backfilling the trench and the inspector prepares an as-built drawing.

Step 7 – Contractor restores the pavement removed associated with step 5 & 6.

Step 8 – After the City inspector is satisfied with the service installation *and the pavement restoration*, the contractor may request a water meter via www.mybuildingpermit.com or the inspection line (206-275-7730).

Step 9 – The City inspector will order the meter. Once the meter is obtained, the inspector will inform the contractor that the meter is available and that a utility contractor or plumber must install it.

Step 10 – The meter installation is inspected by the City inspector then the water service is activated.

2. How do I get my new water meter installed?

-See step 8 above.

3. Who installs the water meter?

-See step 9 above.

4. Can you recommend a contractor that I should use to install my water service?

-As a public agency, we cannot make any recommendations, but you should hire a utility contractor with experience installing water services.

5. How much will it cost me to hire a contractor install my water service?

-The City does not have a role in this. It is a good practice to get a few bids from contractors.

6. What does my water service fee cover?

-Permitting fee, water main connection charges, and deposit for estimated water meter and City water tap and abandonment related costs.

7. Don't my water service fees cover the water meter installation?

-No. It includes the cost of the meter but not the installation.

8. Why do I have to upsize my water service and meter?

-There are different factors that determine whether an upsize is required. The minimum water service and meter size is 1". An upsize is based on the plumbing fixture count and requirements of the International Plumbing Code. Fire sprinkler requirements often necessitate an upsize too.

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