KENT WASHINGTON
ECONOMIC & COMMUNITY DEVELOPMENT

Permit Center
Location: 400 W. Gowe
Mail to: 220 4th Avenue S. • Kent, WA 98032
(253) 856-5300 FAX: (253) 856-6412
www.ci.kent.wa.us/permitcenter

Rtg. Type	Tracking Number
Project Name	
Date Submitted	
Projected Review Date	
Application received by	

Water Permit Application

Please Print in Black Ink Only

Business/Residence/Project Name: _____ Parcel No.: _____

Project Address: _____

Description of Project: _____

Contractor

Name:

Address:

City: Zip:

Phone:

Contractor ID#: Expiration:

E-mail:

Type of Occupancy

☐ Residential ☐ Commercial ☐ Industrial

☐ Mult. Dwelling ☐ School ☐ City of Kent

☐ Other (list): _____

Type of Connection

☐ Domestic Meter, Size Requested: _____

☐ Deduct Meter (Size:_____) (*Sewer Exempt, Attach Plan*)

☐ Irrigation Meter (direct from the main) Size:_____

No field adjustment to sewer charge will occur until field installation is approved by the Engineering Department.

Backflow Prevention Device:

☐ Irrigation (**DCVA**) Size: _____
Brand: _____ Model No.: _____

☐ Premise Isolation (**RPBA**) Size: _____
Brand: _____ Model No.: _____

☐ Fixture Isolation (**RPBA**) Size: _____
Brand: _____ Model No.: _____

☐ Fireline (**DCDA**) Size: _____
Brand: _____ Model No.: _____

☐ Fire Hydrant_____

☐ Blow-offs:_____ ☐ Airvacs: _____

☐ Purities x2 per device _____

☐ Other: _____

Tap Required? ☐ Yes ☐ No

*If tap is required, size of main:*_____

Does the work intrude in Public Right-of-Way?

☐ Yes ☐ No Street Use Permit No.: _____

Applicant/Contact

Name:

Address:

City: Zip:

Phone(s): Fax:

E-mail:

Building Owner

Name:

Address:

City: Zip:

Phone:

E-mail:

Engineering Use Only

Inside City Limits?	☐ Yes ☐ No
If No, Covenant to Annex Required?	☐ Yes ☐ No
Within Kent Sewer Service Area?	☐ Yes ☐ No
EMA Covenant Recorded?	☐ Yes ☐ No
Late Comers Contract Exists?	☐ Yes ☐ No
Charge in Lieu of Assessment?	☐ Yes ☐ No

Total Late Comers and/or Assessment Charges:

Date/Figured by:

Reimburse Late Comer or Assessment Charges to:

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I am either the owner of the property described or I represent the owner or contractor as signified above and am acting with the owner/contractor's full knowledge and consent.

Name (please print)_____ Signature_____ Date _____

Instructions and Checklist for Water Permit Applications

IN ORDER TO REVIEW A PERMIT APPLICATION FOR INSTALLING NEW WATER SERVICE OR MAKING CHANGES TO EXISTING WATER SERVICE, THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION:

- ❑ **Completed Application Form (required for all applications)**
- ❑ **Site Plans (may be required depending on the scope of work) (Two (2) Copies)**

Residential:

A site plan is not required for single family residences in a plat/short plat with an existing meter box installed as part of the plat construction.

A site plan prepared per the City of Kent Design and Construction standards (KDCS) is required for a single family house constructed on an individual lot that does not have an existing meter box to serve the lot. The applicant must stake or mark the location of the proposed meter box for pre-approval by the Utility Billing Field Services Department (253-856-5200) prior to tapping the main and setting the meter box.

A site plan is required for single family residences installing a backflow preventor for irrigation system showing the location of the backflow preventor.

Commercial:

A site plan prepared per KDCS is required for new commercial development. A copy of the approved engineering plans for the commercial development will be acceptable for the site plan.

A site plan prepared per KDCS is required for commercial developments installing a deduct meter and/or backflow preventor for irrigation systems behind an existing domestic meter.

A site plan may not be required for retail or commercial installations of a backflow prevention device for a soda pop machine or other installations of backflow prevention devices inside the building. A detailed description of the equipment, fixtures and areas to be isolated by the backflow device may be provided instead of a site plan. A site plan may be required if it will clarify the installation and location of the backflow devices.

- ❑ **Separate Street Use Permit Required**

  See instructions and checklist for Street Use Permit Application if the work will extend into the City's Right-of-Way. Traffic Control Plans will be required showing how traffic will move safely through the construction area.

Water Availability Certificate Instructions

- ❑ Completed Water Permit Application Form
- ❑ Applicant to complete top portion of the Certificate of Water Availability Form
- ❑ Site plan or map showing property
- ❑ If property to be served with City water is outside the City of Kent city limits, a "No Protest of Annexation and Declaration of Covenant" agreement may be required to be signed by the property owner and notarized.