

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

You must submit a **Floor Plan** ([See Bulletin B4](#)) and **Commercial Site Map** ([See Bulletin B24](#)) with this form.

Use this form if:

1. You are proposing to operate a business/commercial facility, AND
2. The building is, or will be, connected to Pierce County Sanitary Sewers, AND
3. The business/commercial facility is designated as an **Minor Industrial User**  
([see the Handout H1, What Type of Industrial User Are You?](#))

Sewer Division approvals must be obtained prior to issuance of building permits, business licenses, and/or occupying the structure or tenant space. If you have any questions, contact our office at (253) 798-2737.

**A. Minimum Submittal Requirements**

1. All Minor Industrial Users must SUBMIT all the Minimum Submittal Documents listed below:
  - a. A detailed Floor Plan of your facility. Please see [Bulletin B4](#) for specific details that must be shown on the Floor Plan
  - b. An existing/proposed Plumbing Plan. Please see [Bulletin B4](#) for specific details that must be shown on the Plumbing Plan.
  - c. An existing/proposed Commercial Site Map. Please see [Bulletin B24](#) for specific details that must be shown on the Commercial Site Map.
  - d. An estimate of your water usage. Please see [Bulletin B5](#) for specifics on how to estimate your water use.

**B. Applicant Information**

1. Project/Business/Tenant Name: \_\_\_\_\_
2. Is the applicant the Property Owner or the Tenant/Business Owner? (choose one)
 

Property Owner	Tenant/Business Owner
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**Note: The Applicant must be the property owner or tenant/business owner.** Engineers, architects, contractors, or other agents of the Applicant are not allowed to sign this form without submittal of documented approval from the Applicant.

**C. Property/Project Information**

1. Property Owners(s) Name(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  

Street	Suite/Tenant Space	City	Zip
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 Office or Cell Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_
2. Parcel No(s): \_\_\_\_\_
3. Site Address: \_\_\_\_\_  

Street	Suite/Tenant Space	City	Zip
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**C. Property/Project Information (cont.):**

4. Property Jurisdiction:                      Unincorporated Pierce County      Dupont      Edgewood      Fife  
   Lakewood                      Milton                      Steilacoom                      Tacoma                      University Place
5. Description of Building/Tenant Space (check all that apply):      New Building                      Existing Building  
   Addition to Ex. Building                      New Tenant Space                      Ex. Tenant Space                      Expanding Ex. Tenant Space

**D. Tenant/Business Information**

1. Type of Tenant/Business (Check one):      New Tenant/Business                      Existing Tenant/Business
2. Tenant/Business Name: \_\_\_\_\_  
Tenant/Business Owner’s Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
   Street                      Suite/Tenant Space                      City                      Zip  
Office or Cell Phone: \_\_\_\_\_      Alternate Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
3. Description of Tenant/Business/Project:

\_\_\_\_\_

**E. Project or Business Change Information**

1. Type of Project or Business Change (check all that apply):  
   New Tenant/Owner Improvements                      Existing Tenant/Owner Remodel  
   New Business Activities (e.g., cooking, car repair/maintenance, x-ray/photo development)  
   Change in Business Activities (e.g., new menu, process change, more seating)  
   Increase in Staff                      Expansion of existing Business                      Cosmetic changes only
2. Description of Project or Business Change:

\_\_\_\_\_

**F. Building Sewer Construction**

*(The sewer pipe outside the building connecting the structure(s) from the plumbing outlets to a sewer main)*

1. Are you constructing a new connection to the sewer system outside the building?  
   Yes                      No
2. Are you rerouting or modifying the building sewer system on the site outside the building?  
   Yes                      No

If you answered “Yes” to question F1 or F2 above, you must submit a [Commercial Sewer Service Permit Application](#) (including all required supporting documents)

## G. Accidental Spill Control

1. Will your facility have floor drains, catch basins, sumps or any other outlet to the sewer system located in the same area/room where chemicals, paints, dyes, solvents, cleaners, or fuels are stored or used without spill containment measures (submit an electronic copy of the spill containment measures)?

Yes      No

If you answered "Yes" you must submit an [Accidental Spill Prevention Plan \(ASPP\)](#) (additional \$400.00 Review Fee) for review by the Sewer Division. If your facility already has an approved Accidental Spill Prevention Plan and your proposed project/business activities will not affect that plan, then a new ASPP review will not be required.

## H. Supplemental Submittal Requirements

Please check ALL the business activities listed in the table below that apply to the Tenant/Business, complete the appropriate Supplemental Information Checklist(s) and submit it (along with the necessary Supplemental Information for each type of business activity) to this application.

Business Activities	Checklist	Bulletin(s)
Food/beverage service (e.g., restaurants, schools, convenience stores, coffee stands)	<a href="#">A16</a>	<a href="#">B11</a> , <a href="#">B12</a> , <a href="#">B13</a>
Food/beverage production, processing, and/or packaging (e.g., bakeries, beverage bottling, butchers, grocery stores)	<a href="#">A17</a>	<a href="#">B11</a> , <a href="#">B12</a> , <a href="#">B13</a>
Dentist office	<a href="#">A18</a> , <a href="#">A29</a>	<a href="#">B9</a> , <a href="#">B25</a>
Orthodontist Office		
Medical office	<a href="#">A19</a>	<a href="#">B6</a> , <a href="#">B7</a>
Veterinary office		
Mortuary		
Commercial-grade laundry facility (e.g., assisted living facilities, dry cleaners, laundromats, hospitals)	<a href="#">A20</a>	<a href="#">B6</a> , <a href="#">B15</a>
Community laundry facility (e.g., hotels, apartment complexes, dormitories)		
Residential-grade laundry machines used in commercial businesses (e.g., athletic clubs, spas, salons, pet grooming, medical offices)		
Laboratory (e.g., schools, lab services, manufacturing)	<a href="#">A21</a>	<a href="#">B6</a> , <a href="#">B18</a>
Hair salon/barber	<a href="#">A22</a>	<a href="#">B6</a> , <a href="#">B8</a>
Pet grooming		
Non-digital x-ray and photo developing	<a href="#">A23</a>	<a href="#">B7</a>
Vehicle/engine repair and maintenance	<a href="#">A24</a>	<a href="#">B10</a>
Vehicle washing	<a href="#">A25</a>	<a href="#">B10</a>
Tattoo parlor	<a href="#">A26</a>	<a href="#">B16</a>
Nail salon and spas	<a href="#">A27</a>	<a href="#">B14</a>
Manufacturing w/ process wastewater	Contact a Sewer Engineer: (253) 798-2737	

## I. Application Fees

The Minor Industrial User Pretreatment Application Fee is \$830.00.

If you answered "Yes" to question G, then there is an additional review fee (\$400.00) for the Accidental Spill Prevention Plan.

During the review process a \$125 resubmittal fee may be required.

**J. Affidavit**

As the Applicant, 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, or 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.

**Initial Here**

- a. \_\_\_\_ Our facility’s average process wastewater discharge will not be greater than 25,000 gallons per day, and
- b. \_\_\_\_ Our facility’s average total wastewater discharge will not be greater than 1.4 million gallons per day, and
- c. \_\_\_\_ I/We will not be performing any of the business activities covered under the EPA’s Categorical Pretreatment Standards (e.g., dairy product processing, grain mills, canned and preserved fruits and vegetables processing, canned and preserved seafood processing, sugar processing, textile mills, cement manufacturing, concentrated animal feeding operations, electroplating, organic chemicals, plastics, and synthetic fibers, inorganic chemicals manufacturing, soap and detergent manufacturing, fertilizer manufacturing, petroleum refining, iron and steel manufacturing, nonferrous metals manufacturing, phosphate manufacturing, steam electric power generating, or ferroalloy manufacturing)

I/We acknowledge that I/we, as a User of the public sewer system, will be responsible for all wastewater discharges from the facilities of the above-described business, and shall not contribute, cause, or allow to be discharged directly or indirectly, into the wastewater facilities of the County any Prohibited Discharges as described in Pierce County Code Chapter 13.06 “Industrial Pretreatment Regulations”.

I/We further acknowledge that I/we, as a User of the public sewer system, may be subject to criminal and civil penalties up \$1,000 per occurrence, as prescribed in Pierce County Code Chapter 13.04 if found to have violated said regulations.

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Applicant’s Signature

Date

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Applicant’s Name (printed)

Title

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Company Name (printed)

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