




Title Changes to Existing Water Services	Number WTR-450	Rev. no. 0
Responsibility Development Services Office	Supersedes CS-102	Pages 3
General Manager/CEO Signature  <small>Mami Hara (Jun 22, 2021 08:35 PDT)</small>	Approval Date Jun 22, 2021	Effective Date June 23, 2021

I. Purpose

This Director's Rule establishes SPU business practices when existing water services are modified, relocated, or disconnected.

II. General Requirements

Water service connections to SPU distribution system must meet City of Seattle, King County Health Department, Washington State, and federal drinking water standards. This procedure specifies SPU's requirements for changes to existing water service connections. For new connections to the distribution system, see Director's Rule WTR-440, Requirements for Water Service. Standards for other water system features or water infrastructure requirements are found in the most current SPU Design Standards and Guidelines (DSG Chapter 5); CS-105, Cross-Connection Control Program; and the City of Seattle Standard Specifications and Plans.

III. Definitions

Conversion. The existing water service type only is changed. The water service size remains the same.

Relocate. The existing water service is moved more than two-feet parallel to the water main, including the tap, water service, and meter. The service size and type is not changed.

Retirement. The existing asset is removed. The water service is shut off at the corporation stop, the valve is removed at the water main, and the meter and meter box are removed.

Transfer. The existing water service is moved to a new main without change to service type or size.

See Director's Rule WTR-440, Requirements for Water Service for additional definitions.

IV. Water Service Transfers Initiated by SPU

When a new standard distribution water main is installed, extending to abut properties not formerly served by an abutting water main, or to serve properties not formerly served by a water main designed to serve that property, the existing water services may be transferred to receive service from the new distribution water main, as initiated by SPU.

- A. The property owner is not responsible for SPU's cost to retire the existing water service and to relocate the existing water service to a location designated for service from the new distribution water main.
 - 1. The property owner is responsible for connecting the private water line to the relocated meter, as needed, at the owner's cost.
 - 2. If the property owner declines to have the water service transferred during the water main construction project, any future retirement of the existing water service and new water tap is at the owners' expense and discretion.
- B. Existing water services transferred to new water mains shall meet the current standards for water services whenever feasible.

V. Water Service Changes Initiated by Property Owner

- A. Existing Water Service Size
 - 1. A property owner may request a change in the size of an existing water service. Charges are outlined in Director's Rule FIN-220.2, Development Charges.
 - 2. These requests shall be treated as a new service request and require a Water Availability Certificate (WAC) pursuant to WTR-440.
- B. Existing Water Service Type
 - 1. A property owner may request conversion of an existing domestic, combination, or irrigation water service to any other type of the same size by SPU. Services consisting entirely of copper pipe or entirely of ductile iron pipe shall only be modified to the extent needed to accommodate any new metering device required for the change in service type. Charges are outlined in Director's Rule FIN-220.2, Development Charges.
 - 2. A property owner may request conversion of an existing fire-only water service to another use only through the WAC review and approval process by SPU and the Fire Marshal. The WAC review will determine any requirements necessary to facilitate the converted water service and shall be evaluated as a new water service. When the former fire-only service consists entirely of copper pipe or entirely of ductile iron pipe, installation charges shall be limited to the actual cost of installing the new metering device and the standard meter enclosure for that size and type of new meter. Charges are outlined in Director's Rule FIN-220.2, Development Charges.
- C. Existing Water Service Location
 - 1. A property owner may request an in-line adjustment of an existing service to accommodate changes to the street right-of-way occupied by the existing service, accommodate changes in SPU access to the service, or avoid other conflicts impacting the operation and maintenance of the water service or the property owner's access to water provided by the existing service. Charges are outlined in Director's Rule FIN-220.2, Development Charges.

2. Relocating an existing water service involving a lateral move of more than 24 inches shall be treated as a new water service request through the WAC review process. Charges are outlined in Director's Rule FIN-220.2, Development Charges.

D. Seattle Plumbing Code and City of Seattle Standards Specifications

1. SPU has administrative authority to administer and enforce the provisions of Seattle Plumbing Code relating to the inspection and approval of building-supply piping and ensure that connections to the public water system meet requirements.
2. The property owner shall notify SPU whenever buried/underground water-supply piping is newly installed, renewed, or repaired. The property owner shall ensure that SPU's Utility Service Inspections has completed all required inspections before covering the pipe.
3. The property owner shall ensure that SPU's water-supply piping from the water meter to the City's union, remains intact, unaltered, and undamaged. The property owner shall notify SPU whenever the private water line is connected or reconnected to the union. The property owner shall ensure that SPU's Utility Service Inspections has completed all required inspections before covering the pipe.

VI. Damages to a Water Service

A property owner shall be charged for SPU's repair of damage to a water service that is caused by the property owner, or owner's agent, or representative.

VII. Shutoff of Existing Water Service

- A. Domestic water service, including irrigation, may be shut off by SPU due to nonpayment of utility charges; noncompliance with state cross-connection control regulations; at the request of the property owner; or to effect maintenance, repair, or changes to the water system.
- B. Fire service, whether fire-only or combination domestic and fire, shall not be terminated by SPU without a written request by the property owner and a written acknowledgement and concurrence by the local fire department or fire district.

VIII. Authority/References

- SMC 21.04, Water Rates and Regulations
- Director's Rule WTR-440, Requirements for Water Service
- Director's Rule FIN-220.2, Development Charges
- Directors Rule WTR-436.1, Connection Charges
- Policy/procedure CS-105, Cross-Connection Control Program
- SPU Design Standards and Guidelines
- City of Seattle Standard Specifications and Plans