

**Whidbey West Water Association (WWWA)**

**"The goal of Whidbey West Water Association is to provide clean water at a fair cost, good service to our members, and to conserve our water supply for future generations."**

State ID No. 363146 / Island County Franchise No.327 / <http://whidbeywestwater.org/>

**New Connection Checklist Rev Date: 12/12/2020**

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1. Property owner contacts WWWA President requesting a new water connection.
2. If WWWA has a new water connection available, owner fills out and submits the "**WWWA Membership Form and Application for Water Service**" and pays the current "New Water Connection Fee" as specified in the [WWWA Rules, Regulations and Procedures](#). WWWA verifies at that time that the owner has in fact paid the New Water Connection Fee.
3. When owner pays New Water Connection Fee they become a WWWA member.
4. New WWWA member begins making water bill payments to the WWWA as per the "**RATE SCHEDULE**" in the [WWWA Rules, Regulations and Procedures](#).
5. If / when member desires water available at their service address, member contacts the WWWA President with the size of the connection required. WWWA will contract with their water system operator to install a water meter. This should be done preferably 60 days in advance of when water is required on site. Typical connections are ½", ¾" or 1". The 1" connection is typically used for residences with fire protection systems while ¾" is more common. Non-standard connections will be billed to the member at the cost of labor and materials.
6. WWWA arranges with its water system operator to make the physical connection and install a water meter.
7. If / when member desires to build at their service address, member or member's agent (e.g. contractor) obtains a "[WATER AVAILABILITY VERIFICATION APPLICATION](#)" (WAVR) from the Island County Health Department and fills out the top of the section entitled "**PUBLIC WATER SYSTEMS (two or more connections)**".
8. The member and/or contractor submits the WAVR form to the WWWA President who completes the purveyor's section & returns it to the owner or contractor.
9. The owner or contractor submits the form to the county. Island County requires that the completed WAVR form be submitted to and approved by the County Department of Health before submitting an associated building permit.
10. The owner or contractor is responsible for connection from the water meter to the residence and the actual turn on of water to the residence. The owner or contractor is also responsible for the location of all electrical, gas and other underground utilities when connecting from the meter vault to the residence.

Notes:

- Contractors typically do not include the association's hookup fees in their cost estimates, or they underestimate them.