

**PIERCE COUNTY  
DEPARTMENT OF PUBLIC WORKS AND UTILITIES  
SEWER UTILITY DIVISION**

Application # _____
Staff Initials _____
Date _____
Customer # _____
FOR COUNTY USE ONLY

**TIME AND MATERIALS ACCOUNT INFORMATION FORM**

Please note that all applications that require the payment of a non-refundable deposit for plan review and inspection fees must be accompanied by this form. **This form must be completed and signed by the owner(s) of record of the parcel(s) listed below**, and the **original** signed and notarized form submitted with the payment of the appropriate non-refundable deposit. If the County's time and materials costs exceed the amount of the non-refundable deposit paid by the owner/applicant, the County will bill the undersigned on a monthly basis in accordance with Pierce County Sanitary Sewer Administrative Code Section 13.04.090.

**A. PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Parcel Number(s): \_\_\_\_\_

**B. REQUEST FOR OVERTIME REVIEW**

Would you like this project to be reviewed on overtime? Please check one: YES  NO

Please note that requests for overtime reviews of projects typically expedite the plan review process, but do not ensure it. Overtime reviews are billed at higher rates, which are typically one and a half times the normal hourly rate. Overtime work is not mandatory for employees.

**C. ACKNOWLEDGEMENT OF RESPONSIBILITY**

I(we) hereby certify that **I(we) am(are) the owner(s) of the subject parcel(s) listed above, who shall be responsible for payment** of all time and materials costs incurred by the County for services provided relative to the project listed in Section A above in accordance with the Pierce County Sanitary Sewer Administrative Code Section 13.04.090 as amended from time to time; **and I(we) acknowledge that failure to make payment within 30 days following the billing by the County will result in the County filing a lien against the subject real property parcel(s) for the unpaid balance.**

Signature X \_\_\_\_\_  
INDIVIDUAL OR AUTHORIZED COMPANY REPRESENTATIVE DATE

Name of Signatory Above (Printed) \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

**D. PROPERTY OWNER INFORMATION**

Owner's Billing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Owner's Street Address: \_\_\_\_\_  
(IF DIFFERENT THAN OWNER'S BILLING ADDRESS) STREET CITY STATE ZIP

Owner's Billing Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

**E. BILLING INFORMATION – Please complete this section if the owner(s) wish(es) the bills to be forwarded to a designated individual or company. Please note that if the individual or company listed below does not make payment of all outstanding bills, the County will file a lien against the owner’s property.**

Designated Company or Individual’s Name: \_\_\_\_\_

Designee’s Billing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Designee’s Street Address: \_\_\_\_\_  
(IF DIFFERENT THAN DESIGNEE’S BILLING ADDRESS) STREET CITY STATE ZIP

Designee’s Billing Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

**F. NOTARIZATION - Use either the corporate or individual notary block below, whichever applies.**

**Corporate Notary Block**

STATE OF WASHINGTON )  
 ) ss.  
 County of \_\_\_\_\_ )

I, the undersigned, a Notary Public, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, known to me to be the \_\_\_\_\_ of the (corporation/  
SIGNATORY’S NAME SIGNATORY’S TITLE  
 partnership/LLC) that executed the foregoing instrument as the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, personally appeared before me, and on oath stated that (he/she/they) (is/are) authorized to execute said instrument.

GIVEN UNDER MY HAND AND OFFICIAL SEAL THIS \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public in and for the State of Washington,  
 residing in \_\_\_\_\_.  
 My commission expires on \_\_\_\_\_.

**Individual Notary Block**

STATE OF WASHINGTON )  
 ) ss.  
 County of \_\_\_\_\_ )

I, the undersigned, a Notary Public, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, known to me to be the individual(s) described in and who executed the  
SIGNATORY’S NAME  
 foregoing instrument, personally appeared before me, and acknowledged that (he/she/they) signed the same as (his/her/their) free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND AND OFFICIAL SEAL THIS \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public in and for the State of Washington,  
 residing in \_\_\_\_\_.  
 My commission expires on \_\_\_\_\_.