



PLACER COUNTY WATER AGENCY  
SINCE 1857  
BUSINESS CENTER  
144 Ferguson Road  
MAIL  
P.O. Box 6570  
Auburn, CA 95604  
PHONE  
530.823.4850  
800.464.0030  
WWW.PCWA.NET

## Instructions for PCWA Tenant Improvements

### STEP 1

Applicant completes the top section and submits form to PCWA. Submittal can be the following methods:

- e-mail ([Engineering@pcwa.net](mailto:Engineering@pcwa.net))
- U.S. mail  
PCWA  
Engineering Department  
PO Box 6570  
Auburn CA 95604
- Drop off delivery at PCWA Business Center, 144 Ferguson Road, Auburn, CA 95603.  
Business hours: Monday – Friday 8:00 AM to 5:00 PM

### Step 2

PCWA fills out the bottom half of the Tenant Improvement form and determine the adequacy of existing services. If existing services are inadequate, requirements for any new services will be provided and if a Facilities Agreement is required.

**IF A FACILITIES AGREEMENT IS REQUIRED PROCEED TO STEP 3b, OTHERWISE PROCEED TO STEP 3a.**

### STEP 3a

- If no change is needed:  
Applicant can proceed with project without any special conditions.
- If no service size change ,but meter size change is needed:  
Through PCWA Customer Service, the applicant requests the meter size change, prior to setting the meter any applicable Water Connection Charges are required to be paid.

### STEP 3b

Facilities Agreement required: See Agency website for more information regarding Facilities Agreements:  
<http://pcwa.net/business/new-development>



MAIL: PO BOX 6570 AUBURN, CA 95604  
 PHYSICAL: 144 FERGUSON ROAD AUBURN, CA 95603  
 PH: 530.823.4850 FAX: 530.823.4897 WEB: WWW.PCWA.NET

## TENANT IMPROVEMENTS CONDITIONS OF APPROVAL FORM

### APPLICANT AND PROJECT SUMMARY – APPLICANT TO COMPLETE:

#### Applicant Information

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

#### Project Information

Project Title: \_\_\_\_\_ Land Jurisdiction: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_ Project Address: \_\_\_\_\_

APN(s): \_\_\_\_\_

Describe improvements (include use change): \_\_\_\_\_

\_\_\_\_\_

Secondary Water Source?  Yes  No Describe: \_\_\_\_\_

#### Anticipated Water Demand (if no change in use, write "NA" in appropriate fields below):

**Maximum** Day Demand (total gallons): \_\_\_\_\_ Gallons Per **Day** Fire sprinklers required?  Yes  No

**Peak** Consumption Rate: \_\_\_\_\_ Gallons Per **Minute** Required flow rate (gpm): \_\_\_\_\_

Landscape separately metered?  Yes  No Landscaping Area (sf): \_\_\_\_\_

Describe (attach WELO calcs for new landscape): \_\_\_\_\_

*If at any time it is determined that the actual maximum day demand in gallons per day is in excess of the estimated maximum day demand set forth in this application for such service, the customer will be charged the increased connection fees.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SERVICE SUMMARY AND CONDITIONS OF APPROVAL - PCWA TO COMPLETE:

#### Existing Services (include all domestic, landscape, and private fire services with their backflow devices)

LID/CID: \_\_\_\_\_ Meter or Service Size: \_\_\_\_\_ Compliant Backflow Device: Yes or No (include comments): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Backflow Survey Required?:  Yes  No Comments: \_\_\_\_\_

Existing service(s) sufficient for proposed demand:  Yes  No Comments: \_\_\_\_\_

#### Conditions of Approval

Backflow replacement/install?:  Yes  No Comments: \_\_\_\_\_

Meter upsize?:  Yes  No Comments: \_\_\_\_\_

Other (specify): \_\_\_\_\_

PCWA Staff: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_