



**FINANCE DEPARTMENT** City Hall ♦ 210 Lottie Street, Bellingham, WA 98225  
Telephone: (360) 778-8011 ♦ Fax: (360) 778-8001

**APPLICATION FOR ADJUSTMENT TO WATER AND/OR SEWER BILL**

I, \_\_\_\_\_, hereby apply to the Finance Director for an adjustment in my metered water [ ] and/or sewer [ ] bill in accordance with Bellingham Municipal Code (BMC) 15.04.095, (Ordinance 2002-03-016) for the following described property:

Service Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Date leak started (if known): \_\_\_\_\_ Date repaired: \_\_\_\_\_

Per BMC 15.04.095(3), "each metered service shall only be allowed one adjustment during the life of that metered service." Has a leak adjustment been made by the Finance Department for this account/property on any previous occasion?       **Yes**       **No**

Description of leak and repair:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach additional sheets as necessary along with documentation required by BMC 15.04.095(4).**

[Documentation shall include a licensed plumber's itemized invoice, repair order, City of Bellingham Public Works Department inspection documentation or other documentation as necessary to support the adjustment request and to document any repairs.]

**Note:** *Property owners performing repairs themselves are required to submit a copy of an approved Public Works permit for any leak adjustment to be authorized. This permit is obtained from the City of Bellingham's permit center located at 210 Lottie Street.*

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

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone \_\_\_\_\_

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

## Bellingham Municipal Code

### 15.04.095 Finance director's authority to adjust water and sewer bills.

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A. The finance director or the finance director's designee is authorized to adjust water and/or sewer bills for metered service customers in accordance with the following procedure:

1. When the customer has suffered a service break or leak in the portion of the service between the water meter and the external entrance to the premises or the first branch off of the service line, whichever occurs first.
2. No adjustment for water bills shall be allowed for any leaks or service breaks that occur after the external entrance to the premises. This shall include, by way of example and not limitation, leaks in toilets, faucets, water heaters, and spigots. An adjustment for the sewer bill may be made after the external entrance to the premises when it can be demonstrated that the excess water consumption did not enter the sanitary sewer system.
3. Each metered service shall only be allowed one administrative adjustment during the life of that metered service.
4. The break or leak in the service line and its repair must be documented in a manner that is acceptable to the finance director or the finance director's designee. Documentation shall include a licensed plumber's itemized invoice, repair order, city of Bellingham public works department inspection documentation or other documentation as necessary to support the adjustment request and to document any repairs.
5. A request for an adjustment shall be on form(s) provided by the finance department.
6. The finance director's designee shall determine the amount of the adjustment in his or her discretion. The adjustment amount shall not exceed 50 percent of the amount determined to be the excess usage charge for water and 100 percent of the excess usage charge for sewer; provided, that the excess water consumption did not enter the sewer system. No adjustment for sewer charges shall be allowed if the excess consumption entered the sewer. Historical records may be used to assist in the determination of the adjustment amount.

B. Any determination made under this section may be appealed in accordance with the procedures in BMC 15.04.120. [Ord. 2002-03-016].