

Registered Side Sewer Contractor (RSSC)

-- Registration Checklist --

If your company would like to become a Registered Side Sewer Contractor with the City of Seattle, you will need to have at least one Certified Individual (employee) who has passed the RSSC exam, and you will need to provide the documents/fees listed below to the Seattle Department of Construction and Inspections (SDCI) or as noted below. In order to obtain a Side Sewer permit for work in the right-of-way, you must be on the RSSC list.

Once all the documents/fee have been received and approved, your company will become an official Registered Side Sewer Contractor.

ALLOWED STATUS: If all documents/fees remain approved & current throughout the year, your company's status is "allowed" to obtain side sewer permits to perform work in the public right-of-way (ROW) and will be displayed for public information on SDCI's website.

NOT ALLOWED STATUS: If any documents/fees are not current (i.e., bond, insurance, registration fee or fees owed to SDCI, Seattle Department of Transportation (SDOT) and/or Seattle Public Utilities (SPU), your company's status will be "not allowed" to obtain side sewer permits for work in the ROW and your company's name will be hidden from the public on SDCI's website. The direct link to the RSSC List on DPD's website is as follows: <http://web1.seattle.gov/dpd/rssc>.

If you have any questions or need additional information, please contact us at:
206-684-3839 or DPD_RSSC_SideSewer@Seattle.gov

IF YOU HAVE HAD THIS PAPERWORK FOR OVER 30 DAYS...

Please call us to make sure you have the most up-to-date documents.

ALL DOCUMENTS MUST CONSISTENTLY REFLECT THE "FULL LEGAL NAME" OF THE COMPANY

THE ITEMS LISTED BELOW... will be verified by RSSC Program staff.

1) You must have a City of Seattle Business License (this expires annually on 12/31.) It is not necessary to provide a physical copy.

PLEASE NOTE: This should not be confused with the annual RSSC Registration Fee/Renewal (#5 below)

2) You must have a current WA State Contractor's (L & I) License. As above, it is not necessary to provide a physical copy.

THE ITEMS LISTED BELOW... must be mailed to the complete address noted below OR hand-delivered to SDCI (Seattle Municipal Tower, 5th & Columbia, RSSC Program, 20th Floor).

4) An original of the executed Bond in the amount of \$30,000 (*form attached*). **PLEASE FOLLOW THE ATTACHED SHEET "IMPORTANT INFO needed to complete and submit the bond correctly" for detailed instructions.**

5) A registration form with \$200 fee is required (*registration form attached*), with an annual renewal fee of \$150 due on 12/31 each year thereafter. Make checks payable to "City of Seattle". RSSC Certified Individual(s)* who are currently working for your company must be listed on your registration form. **PLEASE NOTE: It is important to notify us on company letterhead via fax at 206-386-4039 ATTN: RSSC Program, or by email to dori.leslie@seattle.gov when a new RSSC "Certified Individual" is hired OR leaves your company.** If we do not have the correct names on file, a former employee could pull a permit on behalf of your company. *RSSC CERTIFIED INDIVIDUALS can obtain permits for your company and perform the RSSC work in the ROW. "Authorized Agents" are employees who work for your company who have not passed the RSSC Exam, but are allowed to obtain side sewer permits on behalf of your company.

THE ITEM LISTED BELOW... must be faxed/mailed to Dori Leslie at 206-386-4039 or dori.leslie@seattle.gov.

(PLEASE DO NOT MAIL). Questions can be directed to Keith Ayling, City of Seattle Risk Management at 206-386-4531 or keith.ayling@seattle.gov.

6) A Certificate of Insurance (*Transmittal Coversheet – Sewer Permit Insurance is attached*)

PLEASE forward this document to your insurance agent for processing. This document was created to inform your agent of the insurance requirements to help expedite the approval process.

REMEMBER: PLEASE DO NOT MAIL – Fax or email is preferred w/RSSC company name in the subject line.



Department of Construction and Inspections

700 5th Avenue, Suite 2000 / PO Box 34019

ATTN: RSSC Program/20th Floor

Seattle, WA 98124-4019