



## BECOMING A REGISTERED PAVEMENT RESTORATION CONTRACTOR

*Last Revised 7/10/19*

New utility service connections usually involve restoration of roadway pavement, and ANY work in the right of way requires a permit from SDOT Street Use. Private contractors who expect to do several pavement restorations for utility service connections may apply to become a Registered Pavement Restoration Contractor (RPRC). RPRCs avoid having to provide copies of business licenses, proof of insurance and bonds each time they come in for a permit. This CAM explains the process to become a Registered Pavement Restoration Contractor.

A contractor who wants to become a RPRC must be licensed, bonded and insured. The following materials must be submitted by the contractor, and reviewed and approved by SDOT:

- Application Form included in this packet
- City of Seattle Business License (copy)
- Washington State Contractor License (copy)
- An original executed Bond for \$10,000 on the standard bond form provided by SDOT
- Certificate of Insurance for \$1,000,000 general liability insurance naming the City of Seattle as additional insured (see SDOT CAM 2102)
- List of all employees with authority to obtain pavement restoration permits on behalf of the company on company letterhead

Contractors who want to become registered should provide a complete packet of the required materials to SDOT at least two weeks before they plan to obtain a pavement restoration permit. Also note:

- All required documents must be resubmitted annually.
- Contractors are responsible for notifying SDOT when employees on their approved list should be removed due to termination or other reasons.
- A letter with names of new or additional employees on company letterhead is required when a contractor wants to authorize additional employees to obtain permits.
- Registered contractors will be notified at least 30 working days before any of their materials require renewal.
- A contractor may not obtain any pavement restoration permits if any of the required materials are not current.

---

### Access to Information

Client Assistance Memos are available online at: [www.seattle.gov/transportation/document-library/client-assistance-memos](http://www.seattle.gov/transportation/document-library/client-assistance-memos). Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

---

**LEGAL DISCLAIMER:** This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.



Official Use Only

# STREET USE PAVEMENT RESTORATION CONTRACTOR APPLICATION

## CONTRACTOR INFORMATION

Company Name \_\_\_\_\_

Applicant Name (If other than Owner) \_\_\_\_\_

Address \_\_\_\_\_

Phone (if different ) \_\_\_\_\_

City, State Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

SDOT Customer ID \_\_\_\_\_

Contractor License ID # \_\_\_\_\_

Phone (if different than above) \_\_\_\_\_

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

## APPLICATION SUBMITTAL REQUIREMENTS

- Copy of City of Seattle Business License
- Copy of State Contractor License
- Original executed bond (using required bond form)
- Certificate of Insurance with transmittal cover sheet
- Letter on company letterhead listing the RPRC certified individuals whom have authority to obtain a permit for the contractor with original signature of company owner

Official Use Only

APPLICATION ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# STREET USE AND OCCUPATION BOND

## Bond Instructions

### IMPORTANT INFO needed to complete and submit the bond correctly:

- We must receive an **original** bond on the attached current bond form (RCK 7-30-2007 in the bottom left corner); bonds on other forms **will not be accepted, including riders; copies and faxes will not be accepted**. If you are not sure if you have the current form, please call us. **ALSO, PLEASE** print the bond on two (2) pages (**NOT** back-to-back)
- The company name **must be consistent** with all other RPRC documentation we have on file (certificate of insurance, WA State Contractor's license, City of Seattle business license, company letter on letterhead);
- If your company is incorporated (Inc.) or formed as an Limited Liability Company (LLC), the bond should reflect the full legal name of the company, and the name needs to still be consistent with the remaining RPRC documents;
- If you are a sole proprietor or "doing business as", both your full legal name and the full legal name of the DBA company should be on the bond;
- Make sure all required signatures and notarizations are complete--**incomplete bonds will cause approval delay**;
- A Power of Attorney document must be attached to the bond form; and the executed date on the Power of Attorney document **must match** the date that the surety company signed the bond form (bottom of Page Two).
- **NOTE:** This bond will expire in the RPRC database every three (3) years from the date that the surety company signed the bond form (bottom of Page Two); at which time you will be required to submit another bond on our current bond form.

**QUESTIONS: Please contact the Street Use Permit Counter at 206-684-5283**

### PLEASE MAIL to our complete address as follows:

ATTN: RPRC Program/23rd Floor  
Seattle Department of  
Transportation  
700 5th Avenue, Suite 2300  
P.O. Box 34996  
Seattle, WA 98124-4996

### OR hand-deliver as follows:

ATTN: RPRC Program/23rd Floor  
Seattle Department of  
Transportation  
700 5th Avenue (5th and Columbia)

**SMC 15.04.044**  
**BOND – Pavement Restoration Contractor**  
**Registration**

Bond No. \_\_\_\_\_

Pavement Restoration Contractor Registration No. \_\_\_\_\_

We, \_\_\_\_\_, as Principal, and  
*[Insert legal name of contractor/applicant]*

\_\_\_\_\_, a \_\_\_\_\_,  
*[Insert legal name of Surety]* *[Insert state of incorporation of Surety]*

corporation authorized to transact surety business in the State of Washington, as Surety, are held and firmly bound unto **The City of Seattle** ("City"), as Obligee, in the amount of **Ten Thousand Dollars (\$ 10,000.00)**, lawful money of the United States of America, for the payment of which sum we bind ourselves, our heirs, legal representatives, successors and assigns, firmly by these presents.

WHEREAS, Pursuant to SMC15.04.044B, each contractor shall post a bond with the City Clerk for pavement restoration;

**THE CONDITION OF THIS OBLIGATION IS SUCH**, that if the applicant (Principal) shall indemnify and save harmless the City from all claims, actions, or damages of every kind or description which may accrue to or be suffered by any person by reason of any opening in any street, alley, avenue or other public place made by the contractor (Principal) or those in the contractor's employ, in making any connection with any public or private construction, or for any other purpose or object whatever, and that the contractor (Principal) shall also replace and restore any street, alley, sidewalk, planting strip or other public place to the standards and in the manner required by the Seattle Department of Transportation, and maintain the same in good order, and that the contractor (Principal) shall comply with all of the provisions of this subtitle and any other ordinance of the City, relating to the business of pavement restoration contracting, then this obligation shall be void; otherwise it shall remain in full force and effect.

**SURETY FURTHER ACKNOWLEDGES AND AGREES THAT:**

1. Whenever City has declared that Principal is not in compliance with the obligations of SMC 15.04.044 or the conditions above and has given Surety written notice of such declaration, Surety shall promptly (in no event more than thirty [30] days following receipt of such notice),
  - (a) pay to the City the amount it shall demand, up to the amount of this bond, to satisfy the obligation to indemnify and save harmless the City from all claims, actions, or damages of every kind or description as stated in the Condition of This Obligation above and as required by SMC 15.04.044A and
  - (b) if Principal has failed to comply with any other obligation of this bond, then Surety shall specify, in written notice to City, which of the following actions Surety intends to take to remedy such failure, and thereafter shall:
    - (i) Remedy, at no cost to City, the failure within fifteen (15) days after its notice to City, as stated in such notice; or
    - (ii) Reimburse, within thirty (30) days after its receipt of an invoice therefore together with reasonable supporting documentation thereof, all City costs incurred in connection with City's efforts to satisfy Principal's obligations under this Bond together with all other reasonable costs and expenses incurred by City as a result of Principal's default, making available upon demand by City as work progresses (even though there is a default or a succession of defaults under any agreement between City and a contractor for the completion of such work pursuant to this paragraph) sufficient funds up to and including the penal sum of this Bond to pay the cost of completion;
2. Nothing whatsoever that will not discharge Principal shall operate as a discharge or a release of liability of Surety, any law, rule of equity or usage relating to the liability of sureties to the contrary notwithstanding.
3. No right or action shall accrue on this Bond to or for the use of any person or corporation other than The City of Seattle.
4. No rider, amendment or other document modifies this Bond, unless such rider or amendment is in writing and is accepted by the City of Seattle.
5. Pursuant to this Bond, Surety is bound by the laws and subject to the jurisdiction of the courts of the State of Washington. The venue for any action hereunder shall be in King County Superior Court.
6. Surety shall give to Principal and to City not less than sixty (60) days' prior written notice to the **complete address** as follows: **City of Seattle, Seattle Department of Transportation, 700 5th Avenue, Suite 2300, P.O. Box 34996, Seattle, WA 98124-4996, ATTN: RPRC Program/23rd Floor**, by certified mail, return receipt requested, of the effective date of the expiration or cancellation of this bond.
7. Principal must provide City with a replacement bond, acceptable to City, not less than thirty (30) days before the effective date of this bond's expiration or cancellation as specified in the Surety's notice provided pursuant to Condition (6) above.
8. Termination of liability under this bond by notice to the City of Seattle Department of Transportation will not operate to release the surety of liability for permits issued prior to the termination date of this bond.



# SDOT PAVEMENT RESTORATION INSURANCE TRANSMITTAL COVERSHEET

## Instructions for Pavement Restoration Contractor Insurance Requirements

Email this form to your insurance agent/broker to comply with instructions below.

### INSTRUCTIONS AND CHECKLIST FOR INSURANCE AGENT/BROKER

1. Review **CHECKLIST OF CITY OF SEATTLE REQUIRED INSURANCE** below.
2. For insurance questions call Laura Devine at (206) 615-1507 or email to [laura.devine@seattle.gov](mailto:laura.devine@seattle.gov).
3. Prepare certificate and copy of Additional Insured endorsement/blanket wording.
4. **COMPLETE THE INFORMATION AT THE BOTTOM OF THIS FORM.**
5. Attach certificate and additional insured endorsement/blanket policy wording to this Transmittal Coversheet and fax or email only (**DO NOT MAIL ORIGINAL HARD COPY**) to:

**SEND TO:** As an attachment in an email to:  
[SDOTPermits@seattle.gov](mailto:SDOTPermits@seattle.gov)

### CHECKLIST OF CITY OF SEATTLE REQUIRED INSURANCE

- ATTACH** Certificate of insurance for minimum Commercial General Liability limits of \$1,000,000 per Occurrence and \$2,000,000 General Aggregate.

#### IMPORTANT - Under "Description of Operations" or confirmation by email:

1. City of Seattle is named an Additional Insured\* per attached CG 20 12 (or CG 20 26 or see below)
2. Primary and noncontributory limits apply ("sole negligence" wording is unacceptable).
3. "XCU" and "Subsidence" perils are NOT excluded from polity coverage.
4. Indicate "All City Permitting" (for automatic BLANKET authority).
5. Please reference ON THE CERTIFICATE that this applies to "Pavement Restoration".

- MUST ATTACH Copy of an Additional Insured endorsement** CG 2012 or CG 2026 or EQUIVALENT endorsement. "EQUIVALENT" means an additional insured form that covers governmental permitting.

**PLEASE READ CAREFULLY:** The City is issuing a permit to a contractor. Contractors are **not** performing work for the City; the City is **not** supervising the contractor's work; the City is **not** renting or leasing premises to the contractor; and, a permit is **not** written agreement. Additional insured wordings such as CG 20 09, CG 20 10, CG 20 13, and CG 20 33 or blanket additional insured policy wordings that restrict the City's additional insured coverage in this manner will not be approved.

#### Certificate Holder and Additional Insured:

City of Seattle and Seattle Department of Transportation  
Street Use Division  
PO Box 34996  
Seattle, WA 98124-4996

**DO NOT MAIL CERTIFICATION TO THIS ADDRESS!**

**INSURANCE AGENT/BROKER: Please complete the following in case we need to contact you**

**Name of Individual Agent/Broker completing this form:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND ATTACHED FOR INSURANCE CERTIFICATION TO BE PROCESSED.**

Note: Insurance coverage and limits of liability as specified herein are minimum coverage and limit of liability requirements only. They shall not be construed to limit the liability of permittee or any insurer for any claim that is required to be covered hereunder. Moreover, the City shall be an additional insured, where additional insured status is required, for the full available limits of liability maintained by permittee, whether those limits are primary, excess, contingent or otherwise.