

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

SDOT Street Improvement Permitting (SIP) Pre-Construction Process

Effective 4/5/10

Any private development that triggers permanent improvements in the City's public right of way shall be constructed under a Street Improvement Permit issued by the Street Use Division of the Seattle Department of Transportation (SDOT). See CAM 2209 for SDOT Permit types. The Permittee is responsible for submitting a construction phase deposit, obtaining approval of pre-construction materials, and attending a Pre-Construction Meeting prior to constructing any improvements within the right of way.

The General Contractor is responsible for scheduling appropriate inspections with the SIP Inspector prior to construction within the right of way.

The following chart shows the steps of the Pre-Construction process:

- 1 **Permittee or Contractor submits Pre-Construction Materials**
- 2 **SIP Project Manager reviews and approves Pre-Construction Materials**
- 3 **Permittee or Contractor contacts SIP Project Manager to schedule Pre-Construction Meeting**
- 4 **SIP Project Manager and SIP Inspector conduct Pre-Construction Meeting**
- 5 **Pre-Construction Meeting is documented and meeting notes are distributed**

1. PERMITTEE OR GENERAL CONTRACTOR SUBMITS PRE-CONSTRUCTION MATERIALS

Upon approval of the Street Improvement Plans the Permittee, Owner, and Billing Party will receive a notification letter that includes the instructions for submitting Pre-Construction Materials. At the time of permit issuance the Permittee will receive a Pre-Construction Material Transmittal Form identifying all required Pre-Construction Materials.

All Pre-Construction Materials must be submitted as one package. Incomplete packages will not be accepted. The Pre-Construction Material packages can be dropped off at the SDOT Street Use Counter.

All forms and templates are available online at http://www.seattle.gov/transportation/stuse_sip.htm

Pre-Construction Material Packages include the following:

a. Pre-Construction Material Transmittal Form

This form identifies all required Pre-Construction Material submittals. Include this form with the Pre-Construction Material package.

b. SIP Construction Contact Form

Use this form to identify the Owner, Billing Party, and General Contractor for the Construction phase of the project. This form must be resubmitted if the Billing Party or General Contractor changes during the course of construction. Provide the General Contractor's license and City of Seattle Business License numbers on this form. Both the Owner and the Billing Party must sign the form.

c. SIP Construction Schedule

A project specific schedule template will be provided to the Permittee at the time of permit issuance. The General Contractor must use the provided template to detail the construction sequence. To obtain an electronic version of the schedule contact the assigned SIP Project Manager.

www.seattle.gov/transportation



d. Request for Approval of Material Sources (RAMS) Form and Submittals

All materials to be placed in the right of way must be identified on the RAMS. All required mix designs, catalog cuts, and samples identified by the SIP Project Manager on the Pre-Construction Material Transmittal Form must be submitted for approval.

e. Notice of Construction in the Public Right of Way Neighborhood Flyer

A completed Notice of Construction in the Public Right of Way Neighborhood Flyer must be submitted for review and approval. The approved Flyer must be distributed to all impacted neighbors a minimum of two weeks prior to construction in the public right of way.

f. Proof of Insurance

The Permittee or General Contractor must provide a Certificate of Insurance for General Liability Insurance in the amount of \$1,000,000 naming the City of Seattle as additional insured. Requirements for the Certificate of Insurance for General Liability are provided in CAM 2102.

g. Traffic Control Plan (if necessary)

A traffic control plan must be submitted for approval for all work to be performed on arterials and for projects in designated high impact areas. The SIP Project Manager will identify that a traffic control plan is required on the Pre-Construction Material Transmittal Form.

Use the Traffic Control Plan Checklist in CAM 2111 to design your traffic control plan. Include the Traffic Control Plan in the Pre-Construction Material package. Revisions to your traffic control plan during construction require a minimum of 10 business days for review and approval.

2. SIP PROJECT MANAGER REVIEWS AND APPROVES THE PRE-CONSTRUCTION MATERIALS

Allow 15 business days for the SIP Project Manager to review and approve the Pre-Construction Materials. The Permittee or General Contractor will be notified if corrections are needed. The 15 business day clock restarts upon submittal of revised Pre-Construction Materials. When all Pre-Construction Materials are approved the SIP Project Manager will notify the Permittee or General Contractor.

3. CONTACT THE SIP PROJECT MANAGER TO SCHEDULE A PRE-CONSTRUCTION MEETING

The General Contractor must contact the SIP Project Manager to schedule the Pre-Construction Meeting. Meetings will generally be scheduled within one week from the date that the meeting is requested. The Permittee or General Contractor will receive an email from the SIP Project Manager confirming the date and time of the Pre-Construction Meeting.

Pre-Construction Meetings shall be conducted within 30 days of the start of construction in the right of way.

4. SIP PROJECT MANAGER AND SIP INSPECTOR CONDUCT THE PRE-CONSTRUCTION MEETING

The Pre-Construction meeting will be conducted by the SIP Project Manager and the SIP Inspector. The General Contractor who will be performing work under the Street Improvement Permit must attend the Pre-Construction Meeting. The project owner, Permittee, and sub-contractors are encouraged to attend the Pre-Construction Meeting.

5. PRE-CONSTRUCTION MEETING NOTES ARE DOCUMENTED AND DISTRIBUTED

The SIP Project Manager and SIP Inspector will document the Pre-Construction Meeting. The SIP Project Manager will distribute the Pre-Construction Meeting Notes within 2 business days of the meeting. The attendees of the Pre-Construction meeting are responsible for reviewing the notes and submitting any corrections to the SIP Project Manager within 3 business days of distribution. Meeting notes will become final within 6 business days of the meeting.

Costs and Additional Permits

All City costs associated with the Street Improvement Permit are the responsibility of the project Permittee. All costs for plan review, plan approval, inspection, and project close out are charged on an hourly basis.

Other Street Use permits in addition to the Street Improvement Permit may be required. Refer to CAM 2100 and CAM 2209 for details.