

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 Department of Planning and Development (DPD) or as noted below.

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 DPD's website.

NOT ALLOWED STATUS: If any documents/fees are not current (i.e., bond, insurance, registration fee or fees owed to DPD, 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 DPD's website. The direct link to the RSSC List on DPD's website is as follows: <http://web6.seattle.gov/dpd/rssc>.

If you have any questions or need additional information, please contact us at:
206-684-8950 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... can be returned to DPD by fax at 206-386-4039 ATTN: RSSC Program)

1) A current copy of your current City of Seattle Business License (this expires annually on 12/31--when you renew your Business License, please fax it as noted above, as it is not automatically forwarded to DPD from the City Licensing Department).

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

2) A copy of your current WA State Contractor's (L & I) License

3) A letter on your company's letterhead, listing the RSSC Certified Individual(s)* who are currently working for your company (*sample letter attached*). **PLEASE NOTE:** It is very important to notify us on company letterhead via fax at 206-386-4039 ATTN: RSSC Program when a new RSSC "Certified Individual" is hired OR leaves your company. If we do not have the correct names on file, it is possible that a former employee could pull a permit on behalf of your company because we would not know that they no longer work for your company unless you have notified us in writing. *RSSC CERTIFIED INDIVIDUALS can obtain permits for your company and perform the RSSC work in the ROW.

THE ITEMS LISTED BELOW... must be mailed to the complete address noted below OR hand-delivered to DPD (Seattle Municipal Tower, 5th & Columbia, RSSC Program, 21st 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 1/31 each year thereafter. *Make checks payable to "City of Seattle"* "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 (this also allows your "Certified Individual" to remain working at the jobsite). **PLEASE NOTE:** It is very important to notify us on company letterhead via fax (206-386-4039) ATTN: RSSC Program, when a new RSSC "Authorized Agent" is hired OR leaves your company.

THE ITEM LISTED BELOW... must be faxed/mailed to 206-386-4039 or joanna.beza@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 with the Certificate of Insurance to Keith Ayling (fax and email go directly to Keith's PC). 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 Planning & Development

700 5th Avenue, Suite 2000 / PO Box 34019

Seattle, WA 98124-4019

Attn: RSSC Program/21st floor

Rev 8/19/15