

Seattle Permits

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

Street Improvement Permit Closeout Procedure

Last Revised 12/5/05

What is Project Close out?

Project close out consists of all the tasks that must be done after the inspector has accepted a street improvement project. Close out includes recording the actual improvements for future reference. Close out ensures that all related work is done correctly, recorded correctly, and that the improvements are complete.

1. Once the work is accepted, the inspection supervisor checks the project notebook to ensure all the field information is correct, complete, and consistent. (The project notebook will be logged into our tracking system)
2. The Street Use drafter updates as-built maps of right of ways with changes to the utility infrastructure.
3. The Seattle Public Utilities drafter then transfers the changes from as-built drawings to durable Mylar sheets for a permanent record. The project book is bound and archived in the Plan Vault at SPU.
4. It usually takes 8 – 12 weeks to complete the steps above. Once that is done, the final bill is calculated and the remaining deposit is refunded. (Up to 4 hours of administrative work is needed for these activities, plus approximately 2 hours per plan sheet for transferring as-builts)
5. The inspector makes a final inspection one year after the acceptance date. If all improvements are “maintenance free” and there are no outstanding invoices, the bond will be released.

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