

Seattle Permits

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


Understanding Your Street Use Invoice

If you receive a permit from Street Use and are billed for the associated fees and charges, you may receive one or more invoices from SDOT. Starting in 2006, more detail is being provided on your invoice to help you better understand the charges. This Client Assistance Memo describes how to interpret the detailed notes on your invoice.

First, there are two types of activities for which you may be billed:

- 1) **Permit fees:** These fees include the permit issuance fee or renewal fee, GIS fee, and, if applicable, an occupation fee or use fee.
- 2) **Service charges:** These charges are for review, inspection, and drafting time. There are two categories of service charges:
 - a. Charges for shorter term projects, typically with two inspection visits and no drafting or review charges, and
 - b. Charges for longer term projects, typically with many inspection visits and both review and drafting hours.

Separate invoices are generated for permit fees and for each category of service.

		INVOICE		Page:	1
		Invoice:	T02M667	Invoice Date:	09/08/2006
Please Remit To:		Payment Terms:	Net 30	Due Date:	09/07/2006
Seattle Dept of Transportation		Permit No.:	29149	Bill Type Code:	UP-PAGE-TAXES
4000 Jackson Avenue					
PO Box 34996					
Seattle WA 98124-4996					

Please to the Service if you check and make check for profits for the City of Seattle

RETURN ABOVE PORTION WITH YOUR PAYMENT

Line	Fund	Org	Account	Project No.	Account No.	Item Code	Unit Code	Qty	Unit Price	Net Amount
1	1000	1000	10000		10000			1	75.00	75.00

Please Remit To:
Seattle Dept of Transportation
4000 Jackson Avenue
PO Box 34996
Seattle WA 98124-4996

Look in the notes section of your invoice for additional detail. Some examples are provided on the next page.

If you have additional questions, please contact Street Use at (206)684-5253

Subtotal:	\$ 75.00
Less Amount Paid by Quarterly Deposit:	0.00
AMOUNT DUE:	\$ 75.00



Example 1: Permit Fees – This example describes the typical notes that you might see on your invoice for permit fees.

Line	Code	Description	Quantity	Unit Price	Amount
1	31	MAP SURCHARGE FEE	1	\$30	\$30
2	31	ISSUANCE FEE - USE 31 - CONSTRUCTION USE	1	\$135	\$135
3	31	USE FEE - USE 31 - SPACE A - CONSTRUCTION USE	100	\$20	\$2,000

For the month of Feb 2006
 Permit 99999
 9999 9th AVE SEATTLE WA 98104
 MAP SURCHARGE FEE \$30
 ISSUANCE FEE – USE 31 – CONSTRUCTION USE \$135
 USE FEE - USE 31 - SPACE A - CONSTRUCTION USE \$20
 02/27/06 to 03/08/06 100 SQFT

This example shows three permit fees: 1) the map surcharge fee; 2) the issuance fee for construction use (which is code 31) and 3) a use fee for the space being occupied in the sidewalk or street.

Example 2: Service Charges for Shorter Term Projects – This example describes the typical notes that you might see on your invoice for service charges for shorter term projects.

Line	Code	Description	Quantity	Unit Price	Amount
1	31	03/01/06 FIELD REVIEW SERVICE CHARGE; DINAH KINNEY	1	\$100	\$100
2	31	03/03/06 ADDITIONAL FIELD REVIEW SERVICE CHARGE; MARILYN VANCIL	1	\$100	\$100
3	31	03/03/06 ADDITIONAL FIELD REVIEW SERVICE CHARGE; MARILYN VANCIL	1	\$100	\$100
4	31	03/27/06 ADDITIONAL INSPECTION SERVICE CHARGE; DAVID SIMPSON	1	\$100	\$100
5	31	03/30/06 ADDITIONAL INSPECTION SERVICE CHARGE; DAVID SIMPSON	1	\$100	\$100
6	31	03/30/06 USE FINAL INSP/CLOSEOUT SERVICE CHARGE; DAVID SIMPSON	1	\$100	\$100

For the month of March 2006
 Permit 99999
 900 N 99TH ST SEATTLE WA 98103

03/01/06 FIELD REVIEW SERVICE CHARGE; DINAH KINNEY / 1
 03/03/06 ADDITIONAL FIELD REVIEW SERVICE CHARGE; MARILYN VANCIL / 2
 03/03/06 ADDITIONAL FIELD REVIEW SERVICE CHARGE; MARILYN VANCIL / 2
 03/27/06 ADDITIONAL INSPECTION SERVICE CHARGE; DAVID SIMPSON / 3
 03/30/06 ADDITIONAL INSPECTION SERVICE CHARGE; DAVID SIMPSON / 3
 03/30/06 USE FINAL INSP/CLOSEOUT SERVICE CHARGE; DAVID SIMPSON / 4

1) Field reviews occur before the permit is issued. Each field review service charge represents one hour. If additional time is required, an additional field review is added to your invoice for each 30 minutes after the first hour.

2) Additional field reviews may indicate a traffic control plan review. You can spot a traffic control plan review by looking for service charges from Marilyn Vancil or Carolyn Jensen. Each additional field review that appears on your invoice represents 30 minutes.

3) An additional inspection service charge will be on your invoice for one of several reasons. In this example the inspector came to the site on 3/27/06 but could not complete the final inspection as planned. Each additional inspection service charge that appears on your invoice represents 30 minutes. Other reasons for additional inspection charges include a penalty for starting a job without notifying your inspector or a final inspection that requires more than 30 minutes.

4) The final inspection was performed on 3/30/06. The inspection took one hour, so your invoice will contain a final inspection/ closeout service charge for 30 minutes and an additional inspection service charge for 30 minutes.

Example 3: Service Charges for Longer Term Projects – This example describes the typical notes that you might see on your invoice for service charges for longer term projects.

Line	Code	Description	Quantity	Unit Price	Amount
1	31	01-MAR-06 Review; 2.5 HR; TAMMY FREDERICK	1	\$100	\$100
2	31	27-MAR-06 Inspection; .5 HR; RAY BARNES	1	\$100	\$100
3	31	29-MAR-06 Inspection; .5 HR; RAY BARNES	1	\$100	\$100
4	31	30-MAR-06 Inspection; 1.5 HR; RAY BARNES	1	\$100	\$100

Plan Review/Inspection for the month of Mar 2006
 Permit 99999
 999 NE RAVENNA BLVD SEATTLE WA 98115
 01-MAR-06 Review; 2.5 HR; TAMMY FREDERICK
 27-MAR-06 Inspection; .5 HR; RAY BARNES
 29-MAR-06 Inspection; .5 HR; RAY BARNES
 30-MAR-06 Inspection; 1.5 HR; RAY BARNES

For longer term projects, there will typically be a single daily charge for each person that performed a review, inspection, or drafting task.