

SDOT Street Improvement Permitting (SIP)

Review of SIP Redesign & Project Close-Out

June, 2010

Why redesign the SIP process?

- In 2007 the Mayor's Office directed SDOT to redesign the Street Improvement Permitting process based on customer feedback.
- **Redesign Goals:** more transparent, more predictable, less time, lower cost.
- SDOT collected data and conducted focus groups and workshops in order to develop recommendations for improvements.

What did *External Focus Groups* say?

- Preliminary Assessment is superficial.
- Too many review cycles.
- Total permit costs are not known until after the project has been completed.
- No formal project management function to manage issues.
- Inspection protocols are not defined.
- Customers want online project status.
- Billing process is very confusing.

What did *Internal Focus Groups* say?

- Several reviewers are doing redundant reviews.
- Base map information is often incomplete.
- Many plans are not ready for design review.
- Policies and processes are not well defined.
- Consultants submit plans that don't adequately reflect project/ site conditions.
- Project owners should receive copies of all communication / documentation.

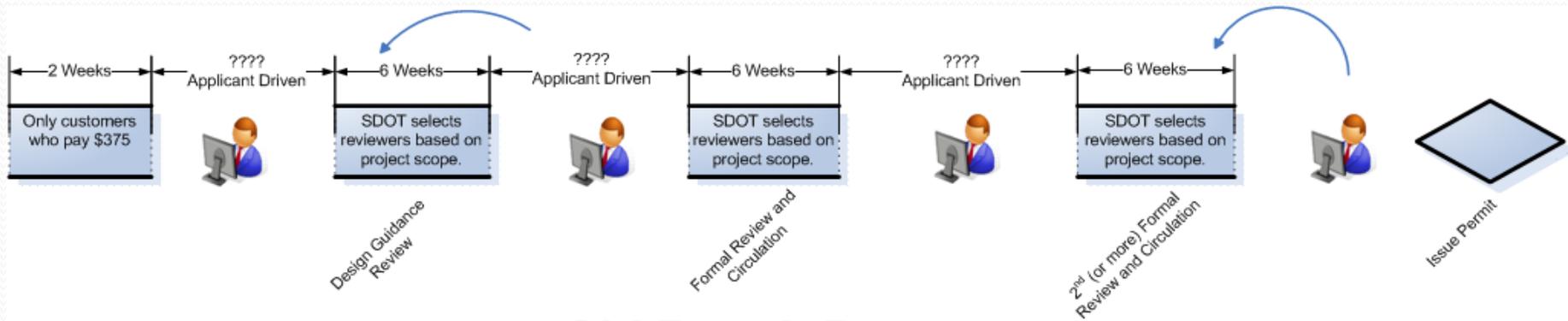
Workshop participants recommended that SDOT:

- Reduce the amount of time plans are in review.
- Estimate project costs.
- Insert Project Manager into the process.
- Make inspections predictable, scheduled and consistent across all projects.
- Provide project information online.

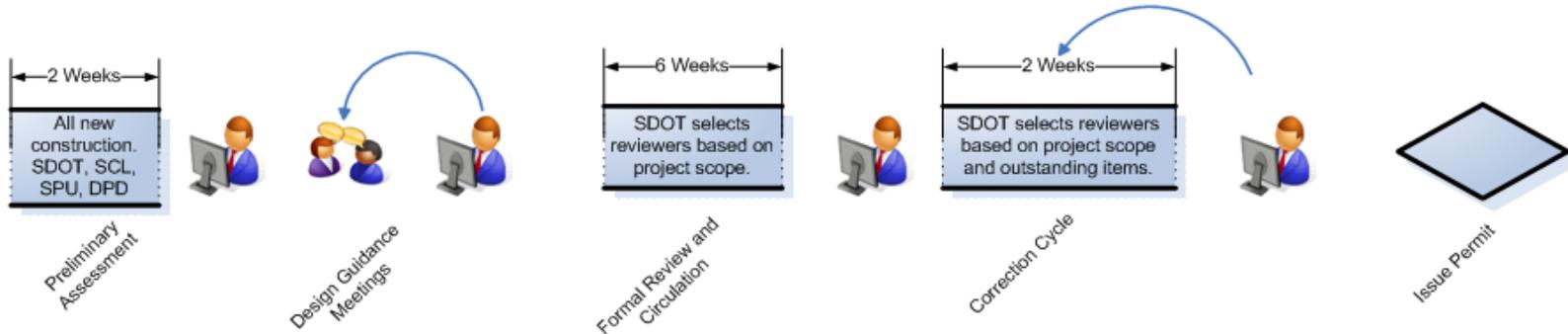
SDOT heard you! So we....

- Trained Project Managers to facilitate successful completion of the project through review, inspection, and project close-out.
- Defined roles and responsibilities in order to hold city participants and customers accountable for deliverables and commitments.
- Developed tools for comprehensive project documentation.
- Improved the information available online, including permit cost and status.
- Reduced the number of SIP review locations and removed review redundancies.
- Redesigned SIP invoices to provide better detail about permit and inspection charges.
- Created checklists for all plan requirements.
- Established guidelines for requesting and conducting inspections.

Improved SIP Process

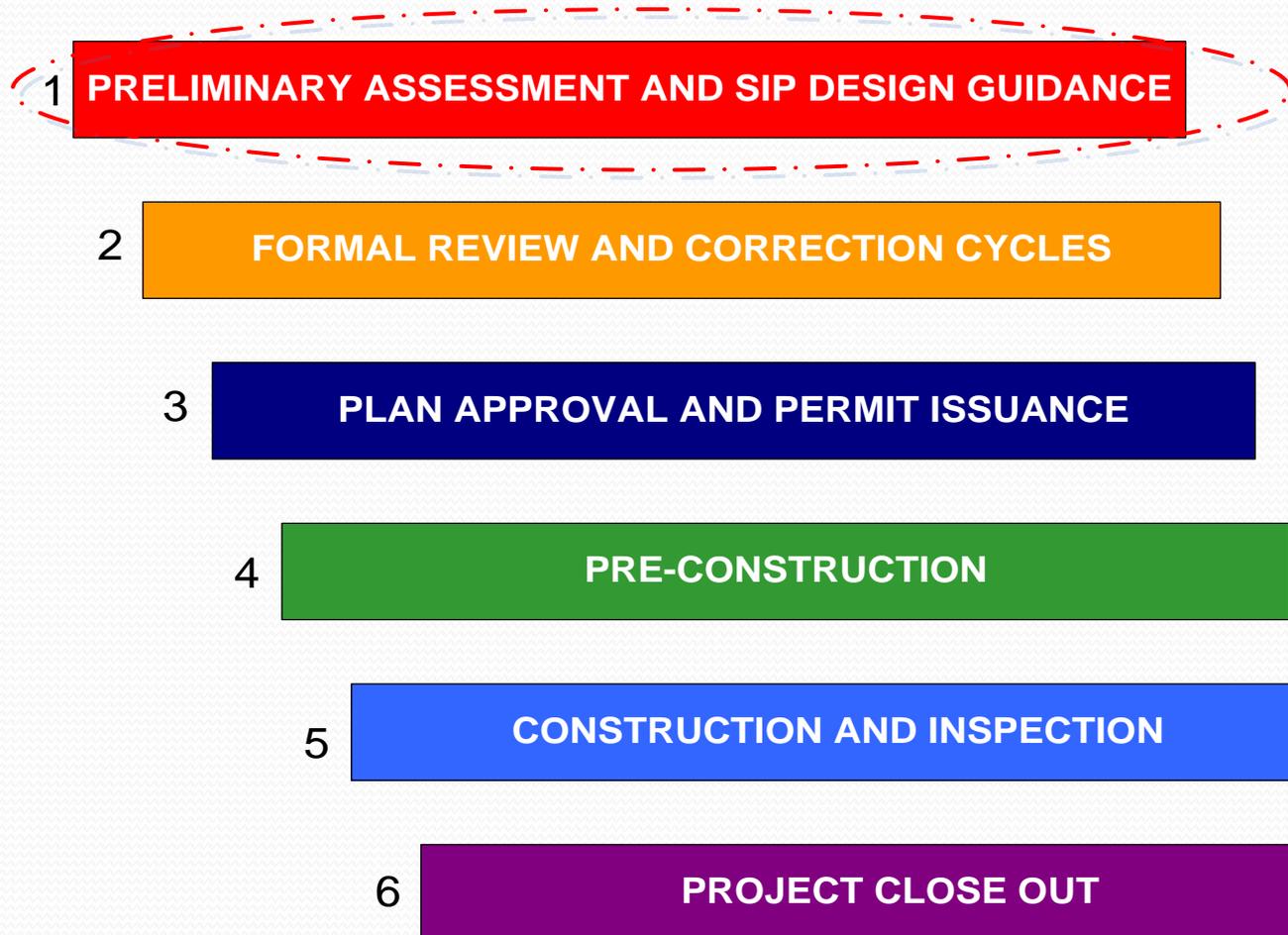


Old Permit Process



New Permit Process

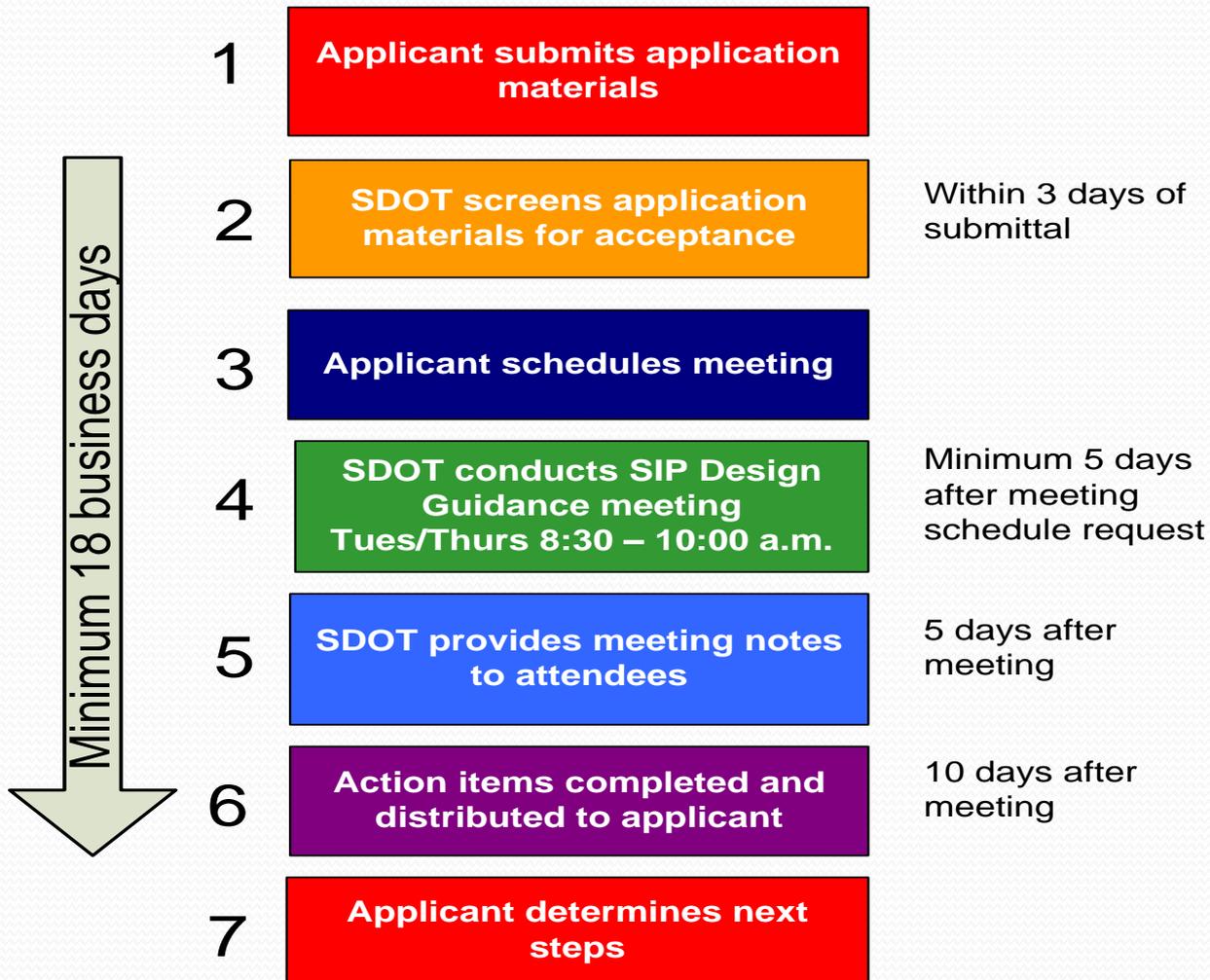
REDESIGNED Street Improvement Permit Process: CAM 2200



Preliminary Assessment / DPD Pre-Submittal Conference

- SDOT, DPD, SPU, and SCL provide a comprehensive Preliminary Assessment Report for all Master Use Permits (MUPs) and New Construction projects.
- ROW requirements are defined early in the permit process.
- SDOT attends DPD Pre-Submittal Conferences based on project type and applicant's request.

SDOT SIP Design Guidance: CAM 2211 & 2213

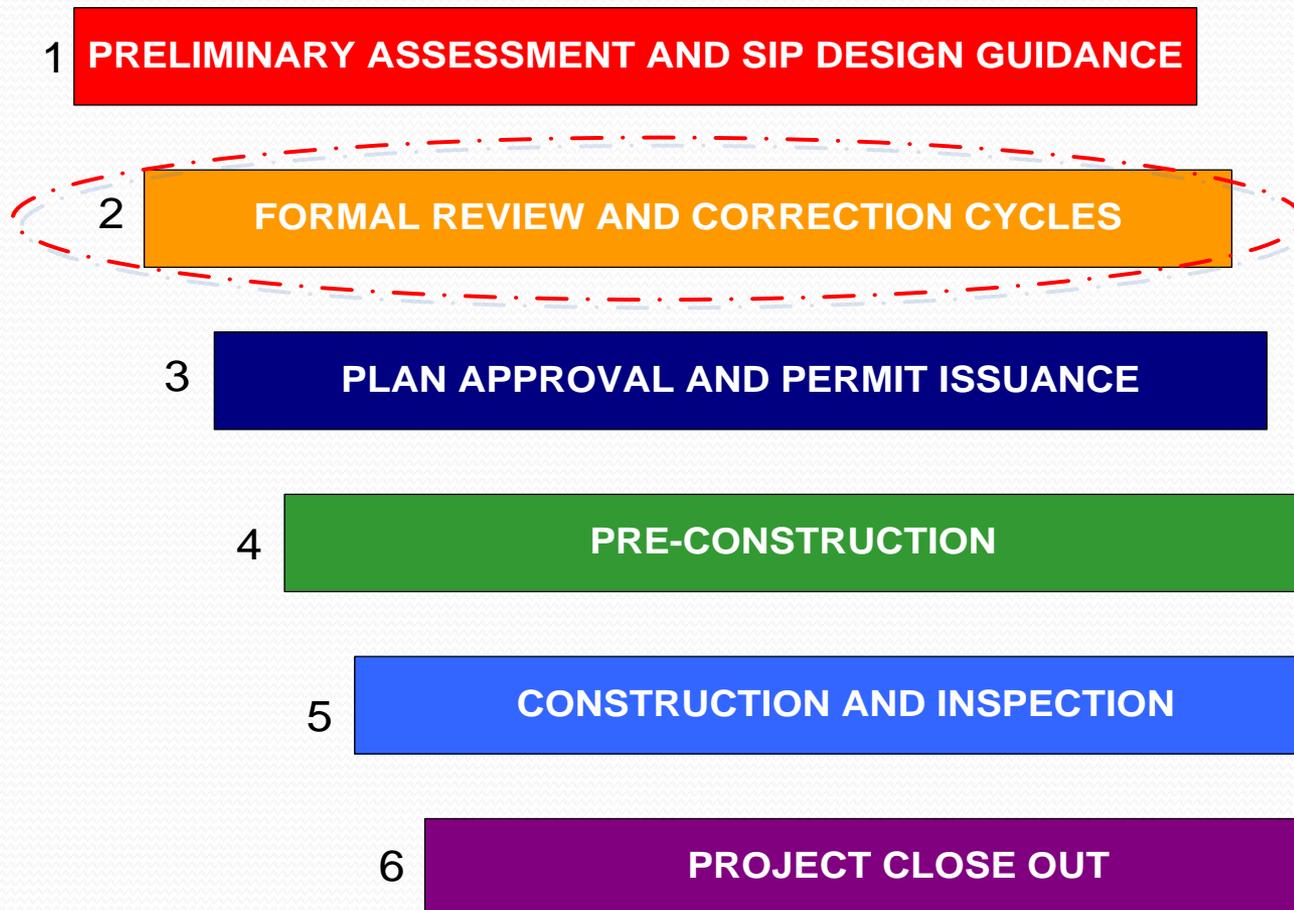


SIP Design Guidance & 60% SIP Approval

[0 - <90% plans]

- SIP Design Guidance meetings have replaced multiple six week review cycles for assisting applicants with developing 90% complete Street Improvement Plans.
- During SIP Design Guidance meetings, your assigned SIP Project Manager along with subject matter experts from various City departments and external agencies provide design guidance for specific project elements.
- Projects with non-standard elements in the right of way are required to obtain 60% Complete Street Improvement Plan (SIP) Approval through the Design Guidance process.
- Meeting decisions, outcomes, and 60% Complete SIP Approvals are documented.

REDESIGNED Street Improvement Permit Process: CAM 2200



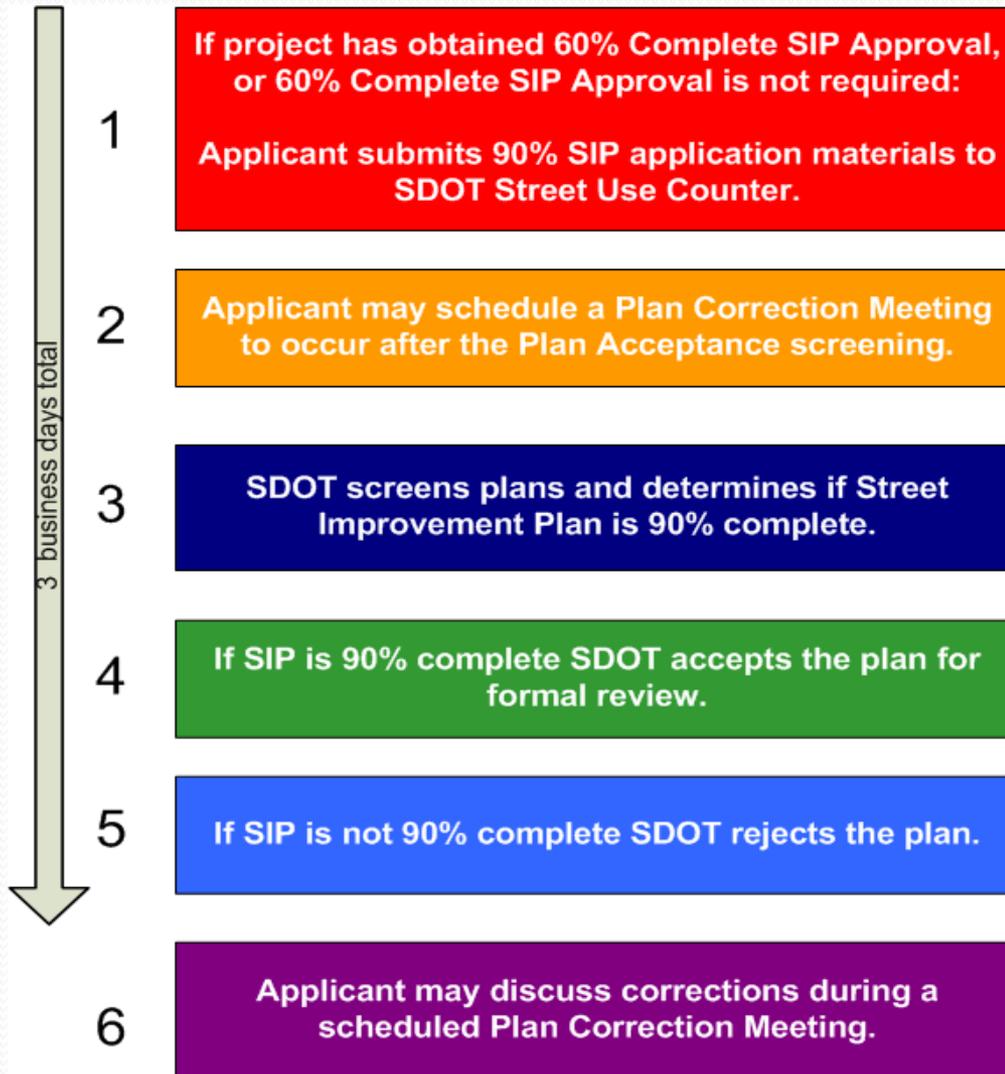
90% SIP Intake Appointment: CAM 2214

- 1 Applicant contacts SDOT to schedule SIP Intake Appointment.
- 2 Applicant submits required SIP application materials to SDOT Street Use Counter at beginning of SIP Intake Appointment.
- 3 SDOT screens SIP for non-standard elements requiring 60% Complete SIP Approval.
- 4 If project passes screening, the 90% Plan Acceptance process begins.
If project fails screening, the project is moved into SIP Design Guidance to obtain 60% Complete SIP Approval.

90% SIP Intake Appointment

- A SIP Intake Appointment is required for 90% plan submittal unless your project has 60% Complete SIP Approval.
- During the SIP Intake Appointment your assigned SIP Project Manager screens the 90% plan and application materials for non-standard elements and project stoppers.
- If your plan passes the screening, a three day Plan Acceptance Review can begin.
- If the screening fails, your project will be moved to the Design Guidance process.
- **Note:** if you have obtained 60% Complete SIP Approval, you may drop-off 90% SIP application materials at the SDOT Street Use Counter – *No appointment required* - to initiate the three day Plan Acceptance Review.

90% SIP Acceptance: CAM 2214



90% SIP Acceptance

- During the Plan Acceptance Review the 90% Complete Street Improvement Plan Checklist is used to screen the plan for completeness.
- If the plan passes the screening, SDOT accepts the 90% plan for formal review.
- If the plan is rejected, the applicant may schedule a Plan Correction Meeting with the assigned SIP Project Manager to discuss corrections.

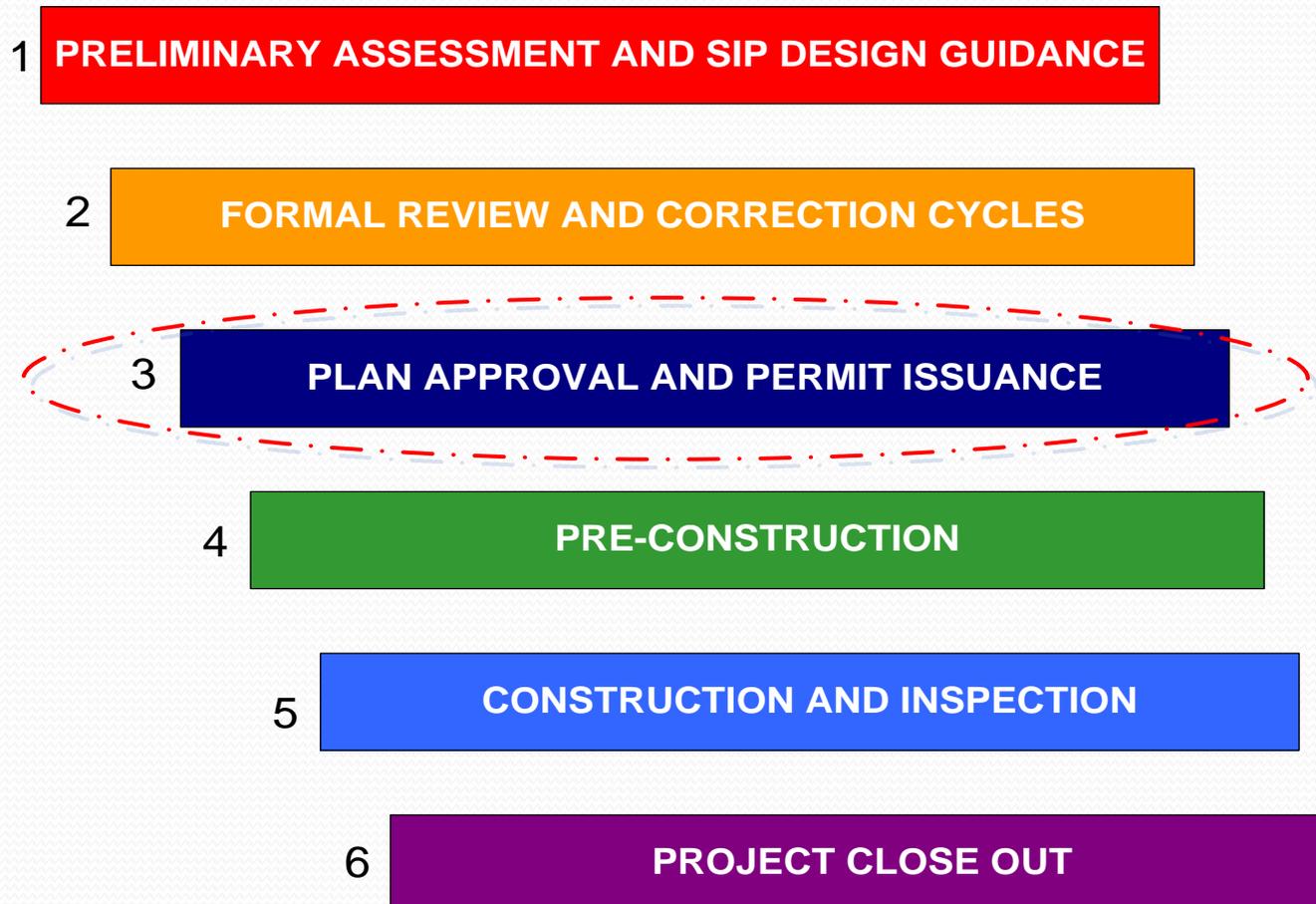
90% SIP Formal Review

- During formal review the 90% plan is reviewed by asset owners from multiple city departments.
- If the plan requires corrections, the assigned SIP Project Manager compiles the comments and issues a consolidated set of review comments and red-lines.
- The Formal Review Cycle is the only six week review cycle in the new process.

90% SIP Correction Cycles

- 90% plan corrections must be submitted to SDOT at a Formal Review Correction Meeting.
- During the meeting the assigned SIP Project Manager will screen the plans and determine if there is an adequate written response and correction for each review comment.
- If the plans pass the correction screening, a correction cycle will begin.
- Plans that were screened for acceptance using the 90% Complete SIP Checklist are eligible for a **two week** correction cycle review.

REDESIGNED Street Improvement Permit Process: CAM 2200

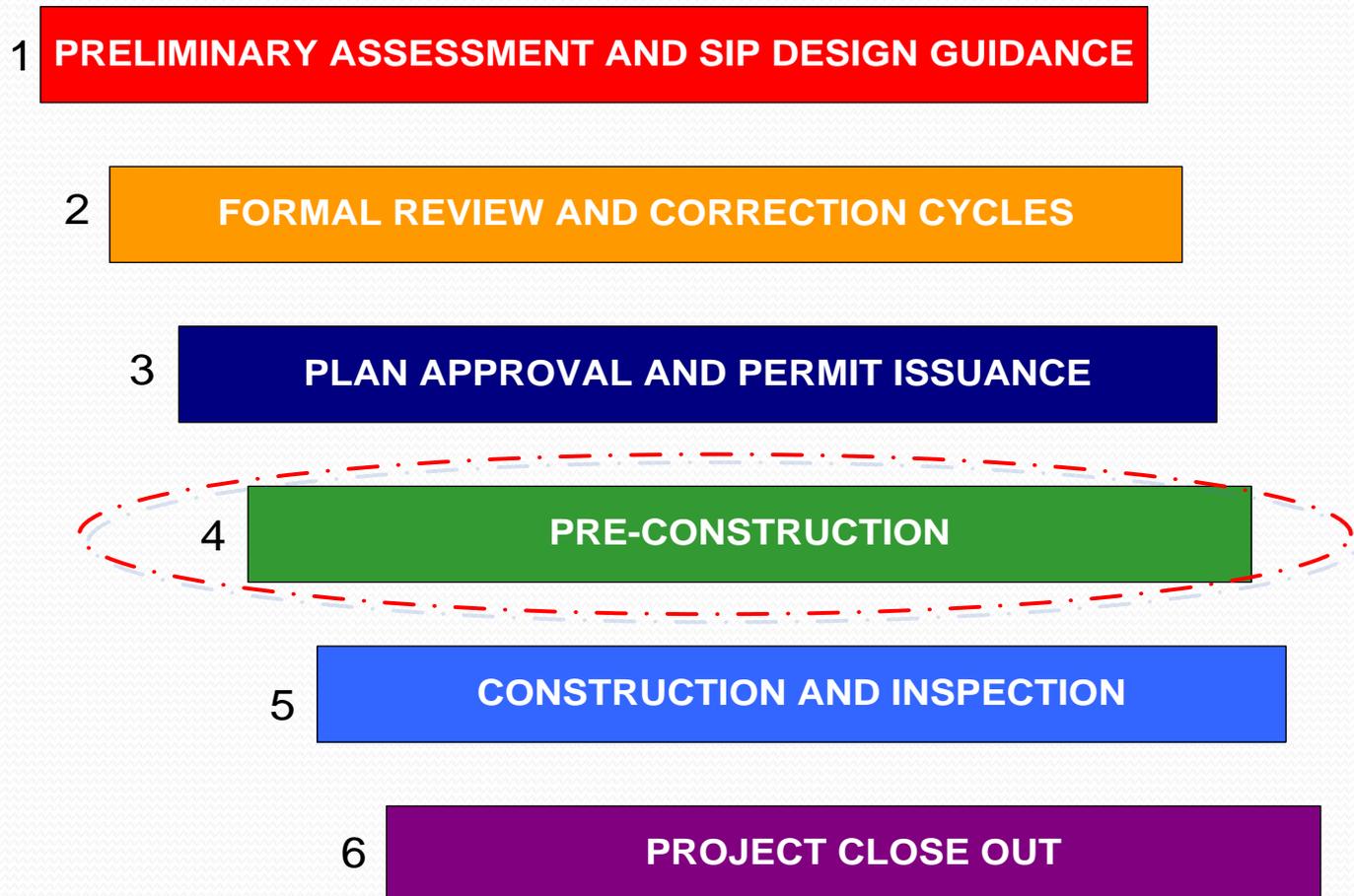


Plan Approval and Permit Issuance

- When Street Improvement Plans are approved a Notification Letter is sent to the Permittee, Owner and Billing Party.
- The Notification Letter includes Pre-Permit Issuance requirements (e.g. Bond, Construction Phase Deposit, and Mylars) and Pre-Construction submittal requirements (e.g. Construction Schedule, Traffic Control Plan, and RAMs).
- A copy of the approved plans and a Pre-Construction Material Transmittal Form are provided upon issuance of the Street Improvement Permit.

Note: Permittee = Permittee, Owner and Billing Party

REDESIGNED Street Improvement Permit Process: CAM 2200



Pre-Construction Phase: CAM 2216

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**

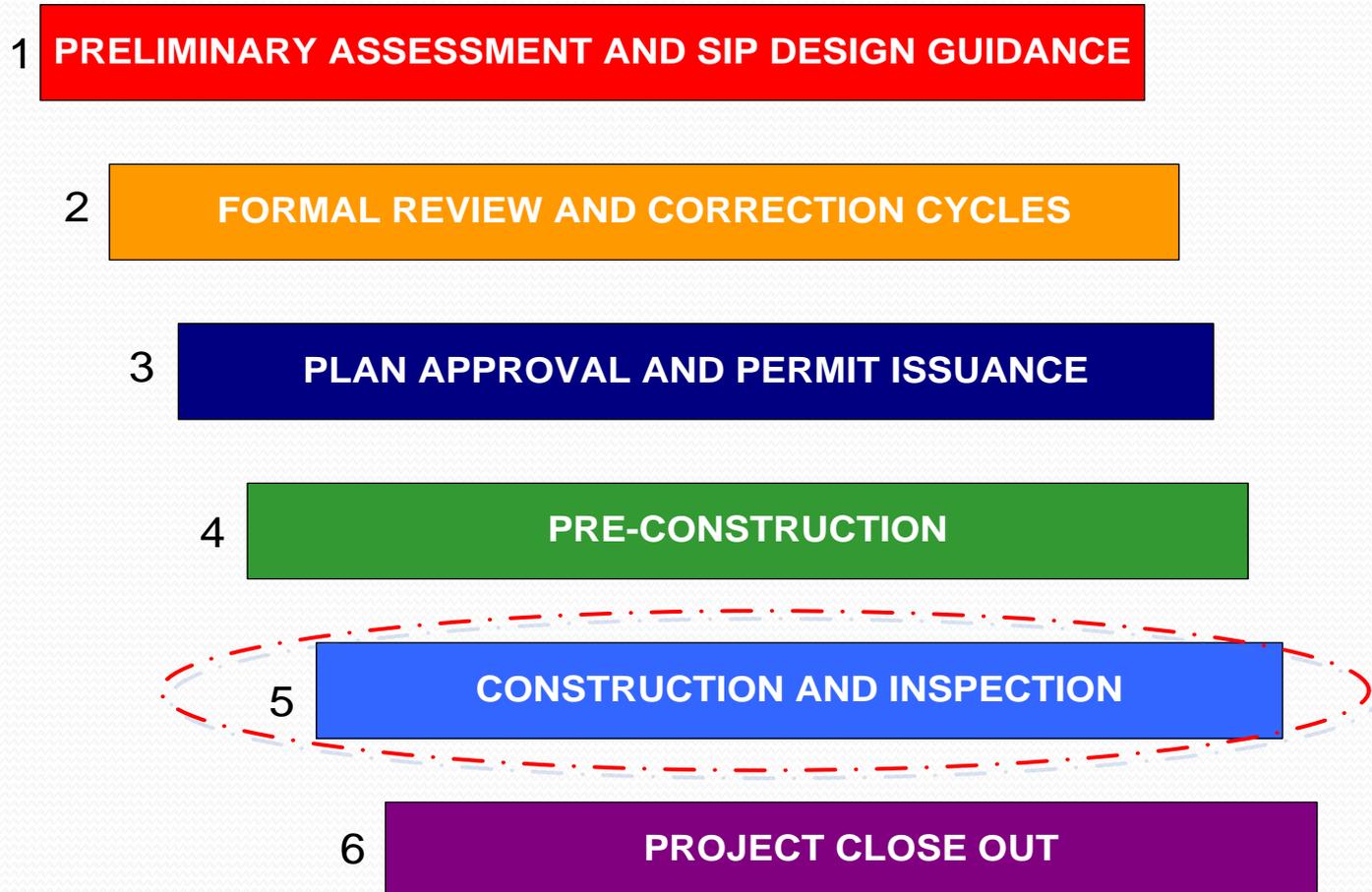
5

**Pre-Construction Meeting is
documented and meeting notes are
distributed**

Pre-Construction Materials & Pre-Con Meeting

- After the SIP is issued a Pre-Construction Meeting must be conducted within one month of starting construction.
- Prior to scheduling a Pre-Construction Meeting, Pre-Construction Materials must be approved by the assigned SIP Project Manager.
- Allow a minimum of **15 business days** for the SIP Project Manager to review and approve the Pre-Construction Materials.
- Pre-Con meetings will typically be scheduled within **one week** of the request.
- At the Pre-Construction Meeting the SIP Project Manager, SIP Inspector, and General Contractor will discuss the project, inspection requirements, schedule, standard plans, non-standard project elements, use fees, and roles and responsibilities.
- Pre-Construction Meeting minutes will be distributed within 2 business days of the meeting.

REDESIGNED Street Improvement Permit Process: CAM 2200



SIP Construction and Inspections: CAM 2217

- 1 **General Contractor determines when to request required inspections**
- 2 **General Contractor and SIP Inspector schedule inspections**
- 3 **SIP Inspector or Other City Inspectors conduct and document inspections**
- 4 **General Contractor schedules Acceptance Inspection; SIP inspector signs off Permit**

Construction and Inspections

- The General Contractor is responsible for determining which inspections are required, when to request the inspections, and for scheduling all inspections for the project.
- All inspections must be requested via email a minimum of **2 business days** prior to needing the inspection.
- Inspections are documented on Inspection Reports.
- The General Contractor may request consultation from SDOT as needed. Consultations are documented on Consultation Reports.
- Inspection and Consultation Reports are distributed to the General Contractor.
- **NOTE:** The General Contractor is responsible for providing as-built information for any electrical improvements installed under the SIP.

REDESIGNED Street Improvement Permit Process: CAM 2200

1 **PRELIMINARY ASSESSMENT AND SIP DESIGN GUIDANCE**

2 **FORMAL REVIEW AND CORRECTION CYCLES**

3 **PLAN APPROVAL AND PERMIT ISSUANCE**

4 **PRE-CONSTRUCTION**

5 **CONSTRUCTION AND INSPECTION**

6 **PROJECT CLOSE OUT**

Project Close-Out

- After street improvements are constructed, inspected, and accepted by SDOT, the Street Improvement Permit is signed-off and a one year warranty period commences.
- Inspection records are turned in and Mylars are as-built.
- Eleven months after the Acceptance Inspection, a Final Inspection is conducted. The SIP Inspector will walk the project site and look for any improvements that have failed or are in need of repair. If repairs are required a notification will be sent to the project Owner.
- When the Final Inspection passes, the surety is released.

Resources

- SDOT ASC Coaching
Seattle Municipal Tower; 700 – 5th Ave / 20th floor
 - Monday – Friday
 - 10:30 – 12:00 & 1:00 – 3:00
 - Sign up by 11:30 & 2:30 to receive coaching assistance
- Email SDOTASC@Seattle.gov for general questions
- Email DOT_SIP_Inspection@Seattle.gov to request SIP inspections
- SDOT Street Use Website:
 - http://www.seattle.gov/transportation/stuse_sip.htm

SDOT Street Use SIP Website:

http://www.seattle.gov/transportation/stuse_sip.htm

The screenshot shows the Seattle.gov website interface. At the top, there are navigation links for SEATTLE.GOV, City Services, Departments, Staff Directory, About Seattle.gov, and City Contacts. The main header features the Seattle.gov logo, a search bar, and the Department of Transportation name. Below the header is a green banner with the slogan "A vibrant Seattle through transportation excellence" and the name of the Director, Peter Hahn. A navigation menu includes Services, Projects, Planning, Resources, Events, News, and Site Index. The main content area is titled "Street Use Street Improvement Permit" and includes a "ShareThis" button. A sidebar on the left lists various permit categories, with "Street Improvement Permit" highlighted. The main content area contains a section titled "Street Improvement Permitting (SIP) Process Redesign" which discusses SDOT's goals for reducing costs and improving the process. It also includes a bolded announcement for 2010 changes and a list of improvements to be implemented.

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A vibrant Seattle through transportation excellence Peter Hahn, Director

SERVICES ▾ PROJECTS ▾ PLANNING ▾ RESOURCES ▾ EVENTS NEWS SITE INDEX

Street Use Street Improvement Permit [ShareThis](#)

- Street Use Home
- Permits
 - Special Activities
 - Signal Control Box Artwork
 - Neighborhood Block Party Permits
 - Sidewalk Cafés
 - Annual Permits
 - Publications, Forms and Client Assistance Memos
 - Shoring Review
 - Street Improvement Permit**
 - Franchise and Utility Permits
 - Roadway Closure Barricade Requirements
 - Vending Permits
 - Truck Fees and Permits
- Online Permitting
- Inspections
- Utility Coordination in City Streets
- Client Assistance Memos and Forms
- Fee Schedule/Permit

Street Improvement Permitting (SIP) Process Redesign

SDOT is redesigning the Street Improvement Permitting process with the goals of reducing the cost of Street Improvement Permits, reducing permit issuance timeframes, increasing the predictability of the process, and improving customer satisfaction. In other words... better, faster, cheaper Street Improvement Permits!

During the past year the SDOT Street Use Street Improvement Permitting (SIP) Section has implemented many changes in the processes and requirements for obtaining approval of Street Improvement Plans. Process improvements have spanned SIP Design Guidance, Formal Review, Correction Cycles, Plan Approval, and Permit Issuance processes. See below for details.

In 2010 the SDOT SIP Pre-Construction, Construction, Inspection, and Project Close-Out processes and requirements will be modified.

Stay tuned for:

- Improvements to scheduling, conducting, and documenting SIP inspections - *effective June 7, 2010.*
- New project close-out procedures and requirements - *effective July, 2010.*

Attend a workshop:

Learn about upcoming project close-out requirements and review all Street Improvement Permitting changes at one of the following workshops:

SDOT Street Use SIP Website:

http://www.seattle.gov/transportation/stuse_sip.htm

SIP Client Assistance Memos (CAMs)

[Client Assistance Memos](#) provide user-friendly guidance on matters pertaining to Street Improvement Permits.

[CAM 2102](#) Certificate of Public Liability Property Damage Insurance *Last Revised 3/24/2010; effective 4/5/2010.*

[CAM 2200](#) Street Improvement Permitting Process; *Last Revised 3/24/2010; effective 4/5/2010.*

[CAM 2201](#) 90% Complete Street Improvement Plan (SIP) Requirements; *effective 12/1/2009; last revised 3/26/10*

[CAM 2203](#) Dedication Requirements for Construction in Public Rights-of-Way

[CAM 2204](#) Driveways and Curb Cuts

[CAM 2205](#) Interpreting Pavement Opening and Restoration

[CAM 2206](#) Interdepartmental Permit Coordination for New Construction Projects; *last revised 7/17/09*

[CAM 2207](#) Skybridge Petition Checklist

[CAM 2208](#) Sidewalk Repair

[CAM 2209](#) Permitting Requirements for Street Improvements; *last revised 7/17/09*

[CAM 2211](#) Street Improvement Permitting (SIP) Design Guidance; *effective 12/1/09; last revised 11/16/09*

[CAM 2212](#) Base Map and Survey Requirements for Street Improvement Plans (SIP); *Last Revised 3/24/2010; effective 4/5/2010.*

[CAM 2213](#): 60% Complete Street Improvement Plan (SIP) Approval; *effective 6/8/09; last revised 7/17/09*

[CAM 2214](#): 90% Street Improvement Plan (SIP) Intake Appointment and 90% Complete SIP Acceptance Processes; *effective 7/27/09; last revised 7/17/09*

[CAM 2215](#): Permeable Pavement in the Right of Way; *effective 12/1/09; last revised 11/23/09*

[CAM 2216](#): SDOT Street Improvement Permitting (SIP) Pre-Construction Process. *Last Revised 3/24/2010; effective 4/5/2010.*

SDOT Street Use SIP Website:

http://www.seattle.gov/transportation/stuse_sip.htm

SIP Plan Preparation

APPLICATION MATERIALS

- [SIP Design Guidance Application Material Transmittal Form](#) ; effective 12/1/09
- [SIP Formal Review Application Material and Mylar Transmittal Form](#) ; effective 12/1/09
- [Street Improvement Permit Application](#) ; last revised 11/16/09
- [Letter of Authorization](#) ; last revised 9/3/08
- [Project Scope and Details Form](#) ; effective 4/5/10; last revised 3/13/10.
- [Technical Information Report \(TIR\) Worksheet](#) ; effective 4/5/10; last revised 3/1/10

CHECKLISTS

- [Base Map Checklist](#) ; effective 4/5/10; last revised 2/1/10.
- [Survey Checklist](#) ; effective 4/5/10; last revised 2/1/10.
- [60% Complete Street Improvement Plan \(SIP\) Checklist](#) ; effective 4/5/10; last revised 3/12/10.
- [90% Complete Street Improvement Plan \(SIP\) Checklist](#) ; effective 4/5/10; last revised 3/13/10.
- [SEPA Checklist](#) ; effective 12/1/09; last revised 10/22/09

PRE-CONSTRUCTION MATERIALS

- [Pre Construction Material Transmittal Form](#) ; effective 4/5/10
- [Notice of Construction in the ROW Neighborhood Flyer](#) ; effective 4/5/10
- [RAMS - Request for Approval of Material Sources Form](#) ; effective 4/5/10
- [SIP Construction Contact Form](#) ; effective 4/5/10
- [SIP Contractor Schedule Template](#) ; effective 4/5/10

FINAL PLAT APPLICATION

- [Application for Design Review for Platting of Full Subdivisions](#) ; last revised 11/04

PLAN PREPARATION

TITLE BLOCKS

- [Template for Street Improvement plan title block](#) (.DWG)
- 60% Complete SIP Approval submittals must insert the following into the

SDOT Street Use SIP Website:

http://www.seattle.gov/transportation/stuse_sip.htm

SDOT Street Improvement Permit (SIP): Request an Inspection.

To request a **SIP Inspection**, please fill out this form. **Note:** Do not use this system to request Street Use Permit Inspections.

Note: All fields are required.

General Contractor's Name:

General Contractor's Email:

General Contractor's Phone:

SIP Permit #:

Project Address:

Type of Inspection Requested:

Date and Time of Desired Inspection:

Special Instructions:

Client Assistance Memos (CAMs)

- 2102 Certificate of Public Liability Property Damage Insurance
- 2111 Checklist for Traffic Control Plan Submittal
- 2115 Calculating Areas and Fees for Temporary Use of the ROW
- 2200 Street Improvement Permitting Process
- 2201 90% Complete Street Improvement Plan Requirements
- 2206 Interdepartmental Permit Coordination for New Construction
- 2209 Permitting Requirements for Street Improvements

Client Assistance Memos (CAMs)

- 2211 Street Improvement Permitting Design Guidance
- 2212 Base Map and Survey Requirements for SIPs
- 2213 60% Complete Street Improvement Plan Approval
- 2214 90% Street Improvement Plan Intake Appointment and 90% Complete SIP Acceptance Processes
- 2215 Permeable Pavement in the Right of Way
- 2216 SDOT SIP Pre-Construction Process
- 2217 SDOT Street Improvement Permitting Inspections

Questions? Feedback?

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