

**SDOT Street Improvement Permitting
(SIP)
Pre-Construction Process
&
Construction Phase Process**

April, 2010

Background on Street Improvement Permit Redesign Project

- Mayor's Office directs SDOT to redesign permit process – December 2007.
- Goals – more transparency, more predictable, less time, lower cost.
- Recommendations for improvements from data collection, focus groups and workshop.

STREET IMPROVEMENT PERMITTING PROCESS: 6 Steps from 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

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 and Pre-Construction submittal requirements.
- 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

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THE NEW PRE-CONSTRUCTION PHASE PROCESS WAS IMPLEMENTED ON 4/5/2010 5 Steps from 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**

STEP 1: Permittee or Contractor Submits Pre-Construction Materials

- The Pre-Construction Material Transmittal Form identifies the required Pre-Construction Materials.
- All Pre-Construction Materials must be submitted as **one** package; incomplete packages will not be accepted.
- Drop off the Pre-Construction Materials at the SDOT Street Use Counter, 700 – 5th Ave, Ste 2300 or email the complete package to the assigned SIP Project Manager.
- Street Use Counter Hours:
 - 8:00 – 5:00 Monday, Tuesday, Wednesday, Friday
 - 10:30 – 5:00 Thursday

Note: Payment of any fees or deposits are not accepted after 4:30.

Pre-Construction Material Transmittal Form (new requirement)

- This form is provided to the Permittee at permit issuance.
- Form must be included with your Pre-Construction Materials.
- SDOT will issue a Receipt of Documents for all materials submitted.



PRE-CONSTRUCTION MATERIAL TRANSMITTAL FORM

SIP Project # _____ Project Address _____ Date: _____

All items checked "Required" must be submitted for review and approval prior to scheduling a Pre-Construction Meeting. Check the "Submitted" box for all items being submitted.

SIP Project Manager: _____ Phone: _____

Pre-Construction Materials Submitted by: _____
(Sign and Print Name)

All Required Forms and Templates are attached or available on the SDOT web site at http://www.seattle.gov/transportation/stuse_sip.htm

		Pre-Construction Material Submittals
Required	Submitted	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIP Construction Contact Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIP Construction Schedule Template
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Request for Approval of Material Sources (RAMS) Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice of Construction in the Public Right of Way Neighborhood Flyer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance for General Liability Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Control Plan(s)
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Lighting Plan
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Signal Plan
Mix Designs are required for:		
<input type="checkbox"/>	<input type="checkbox"/>	Asphalt
<input type="checkbox"/>	<input type="checkbox"/>	Concrete
Sieve Analysis		
<input type="checkbox"/>	<input type="checkbox"/>	Aggregates
Catalog Cuts are required		
<input type="checkbox"/>	<input type="checkbox"/>	for all materials listed on the RAMS Form (except asphalt, concrete, and aggregates)
Material Samples are required for:		
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

For Official Use Only

DATE STAMP HERE

SIP Construction Contact Form

(standardized format)

- Identifies the Owner, Billing Party, and General Contractor for the Construction phase of the project.
- Must be resubmitted anytime the Billing Party or Contractor changes during the course of construction.
- Both the Owner and the Billing Party must sign the form.

Note: This form is not sufficient to change Permittee or Owner information on the permit.

		Seattle Department of Transportation Street Use Division 700 Fifth Avenue, Suite 2300 P.O. Box 34996 Seattle, Washington 98124-4996 (206) 464-3679 SDOTASCB@seattle.gov		Permit Number <hr/> (Official Use) DATE STAMP HERE
		STREET IMPROVEMENT PERMIT (SIP) CONSTRUCTION CONTACT FORM		
<u>OWNER INFORMATION:</u>		<u>BILLING PARTY INFORMATION:</u>		
Owner		Billing Party		
Address		Address		
City, State, Zip Code		City, State, Zip Code		
Phone		Phone		
Fax		Fax		
Email		Email		
Contact Name (individual's name)		Contact Name (individual's name)		
Office Phone	Cell Phone	Office Phone	Cell Phone	
<u>GENERAL CONTRACTOR INFORMATION:</u>				
General Contractor		Contact Name (individual's name)		
Address		24 Hour Contact Name		
City, State, Zip Code		24 Hour Contact Cell Phone Number		
Phone		Office Phone	Cell Phone	
Fax		General Contractor License Number		
Email		City of Seattle Business License Number		
OWNER'S SIGNATURE: _____				
OWNER'S PRINTED NAME: _____		DATE: _____		
BILLING PARTY SIGNATURE: _____				
BILLING PARTY PRINTED NAME: _____		DATE: _____		

Notice of Construction in the Public ROW Neighborhood Flyer (standardized format)

- The SIP Project Manager will review and approve the flyer in the approval section.
- The General Contractor must distribute the approved Flyer to all neighbors who will be impacted by construction of the street improvements a minimum of **two weeks** prior to starting construction in the ROW.

NOTICE OF CONSTRUCTION IN THE PUBLIC RIGHT OF WAY NEIGHBORHOOD FLYER	
GENERAL CONTRACTOR: _____	
SDOT Project #: _____	
Purpose:	The purpose of this flyer is to notify you that _____ <small>(General Contractor's name)</small> will be starting the Street Improvement portion of the work for the project located at _____ the work is scheduled to begin on or about _____ <small>(project address)</small> <small>(proposed start date)</small>
Details of work to be performed:	The Street Improvements to be constructed in the public right of way include: _____ _____ _____ <small>(description of work to be performed in the right of way)</small>
Vehicular and pedestrian traffic impacts:	Expected closures and estimated dates of closures: (sidewalk, street, alley, etc.)
General Contractor Contact Information:	Please contact _____ <small>(General Contractor's name)</small> at _____ <small>(General Contractor's 24 hour contact phone number)</small> With any questions or concerns that you have regarding the work to be performed in the right of way.
FOR SDOT USE ONLY:	
SDOT Approval:	Approved for distribution to all neighbors impacted by the construction of the permitted Street Improvements. Flyer must be distributed a minimum of two weeks prior to construction. _____ <small>(SDOT SIP Project Manager signature)</small> _____ <small>(Date)</small>

SIP Construction Schedule Template



SIP CONSTRUCTION SCHEDULE TEMPLATE

SDOT Project # _____

Project Address: _____

The following schedule documents the number of working days for complete installation of each element for the Street Improvements to be installed. Complete installation includes site preparation, installation, and finish work.

Copy and/or print as many 4 week schedule templates needed to show the entire duration of your street improvement construction.

Note: The number of pours, number of days of paving, and number of ramps installed per day does not include the number of days of prep work. The total number of days of prep work and installation should be recorded on the calendar by placing an X under each day you will be working on each element.

If temporary lighting is to be installed you must submit a detailed plan showing the entire scope of temporary lighting with the Pre-Construction Materials for review and approval.

If temporary signal work is to be installed you must submit a detailed plan showing the entire scope of temporary signal work with the Pre-Construction Materials for review and approval.

This schedule reflects my best estimate based on the scope of work shown on the approved plans. The construction sequence is based on the best information I have available to me at this time. I understand that changes to my schedule and/or in the scope of work may cause additional inspection and fees charged to the project.

Completed By: _____

Date: _____

Name of General Contractor/Printed Name of Signee

		Week _____					Week _____					Week _____					Week _____				
		M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
Curb/Sidewalk/Paving																					
Curb	_____ number of pours																				
Curb and Gutter	_____ number of pours																				

STEP 2: SIP Project Manager Reviews and Approves Pre-Construction Materials

- Allow a minimum of **15 business days** for the SIP Project Manager to review and approve the Pre-Construction Materials.
- If corrections are needed the **15 business day clock restarts** upon receipt of the corrected materials.
- The Permittee and General Contractor will be notified if corrections are needed.
- The Permittee and General Contractor will receive an email notification when all of the Pre-Construction Materials have been approved.

STEP 3: Contact SIP Project Manager to schedule Pre-Construction Meeting

- The General Contractor must contact the SIP Project Manager to schedule the Pre-Construction Meeting.
- The Pre-Construction Meeting must be conducted within one month of the proposed construction start date.
- Meetings will generally be scheduled within one week from the date that the meeting is requested.
- The General Contractor, SIP Project Manager, and SIP Inspector will identify other appropriate attendees.

Note: *The Pre-Construction Meeting can not be scheduled until all Pre-Construction Materials are approved.*

STEP 4: SIP Project Manager and SIP Inspector Conduct Pre-Construction Meeting

- The following items will be discussed during the Pre-Con:
 - Non-standard elements to be installed
 - Standard Plans and Specs
 - Construction Stormwater Control Plan (a.k.a. TESC)
 - Construction sequence and schedule
 - Inspection scheduling process
 - Use of the Right of Way – Use Permits
 - Instructions for obtaining separate work orders for certain project elements
 - Roles and Responsibilities

Roles and Responsibilities

- The General Contractor will be the point of contact for all inspection communications.
- The General Contractor is responsible for identifying changed conditions and proposed project changes.
- The engineer of record must be notified by the General Contractor of any proposed project changes that require a change to the plans.
- The engineer of record must submit proposed changes to the SIP Project Manager for review and approval prior to making changes in the field.

STEP 5: Pre-Construction Meeting is Documented and Meeting Notes are Distributed

- The SIP Project Manager and the SIP Inspector will document the Pre-Construction Meeting.
- Meeting notes will be distributed within **2 business days**.
- The General Contractor is responsible for reviewing the notes and submitting any corrections to SIP Project Manager within 3 business days of distribution.
- Pre-Construction Meeting Notes will become final within 6 business days of the meeting.

Construction Use Permits

- All Construction Use Permits associated with the project address will be transferred from the Street Use District Inspector to the SIP Inspector the day of the Pre-Construction Meeting.
- The SIP Inspector will monitor all construction use of the right of way after the Pre-Construction Meeting takes place.
- Construction Use Fees will be charged for **ALL** uses of the right of way that are not directly related to construction of the street improvements.
- When the SIP Inspector signs off the Street Improvement Permit the Construction Use Permits will be transferred back to the Street Use District Inspector.

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 Right-of-Way
- 2200 Street Improvement Permitting Process
- 2216 SDOT Street Improvement Permitting (SIP) Pre-Construction Process

Redesign of the Construction Phase Process Implementation June 7, 2010

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Current Process

- Contractors – both General and Subs request inspections.
- Inspections are scheduled and conducted by City Inspectors.
- Some inspections are documented.
- SIP Inspector is not always aware of other City Inspectors performing inspections.
- SIP Inspectors spend a lot of time providing assistance and consultation.

Goals of new Construction Phase and Inspection Processes

- More control and oversight for all inspections including inspections conducted by other City departments.
- Owner and Billing Party are informed about required inspection and inspection status.
- Inspections, inspections requests and documentation are consistent.
- Inspection requirements are clearly defined.
- Inspection and consultation are separated.

REDESIGNED CONSTRUCTION PHASE

4 Steps from CAM 2217

1

General Contractor Determines When To Request Inspections

2

General Contractor and SIP Inspector Schedule Required Inspections

3

SIP Inspector or Other City Inspector Conduct and Document Inspections

4

General Contractor Schedules Acceptance Inspection; SIP Inspector Signs Off Permit

Step 1: General Contractor Determines When To Request Inspections

- Use the Pre-Construction Meeting Agenda and Notes and CAM 2217 to determine when to request required inspections.
- Use the Inspection Log that will be provided at the Pre-Construction Meeting to determine which inspections are required.

Use CAM 2217 to determine when your inspections are required

Seattle Department of Transportation **sdot** CAM **2217** Client Assistance Memo

Seattle Permits

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

SDOT Street Improvement Permitting (SIP) Inspections

Effective 6/7/10

Street Improvements Permits (Type 45) issued by the SDOT Street Use Division must be inspected by City Inspectors prior to the City accepting the improvements. The General Contractor for the project is responsible for scheduling all appropriate inspections with the SIP Inspector.

The following are the four steps for the Inspection Process for Street Improvement Permits:

- 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**

Curb and Gutter, Monolithic Curb and Sidewalk, PCC on Subgrade, Alley PCC:

- > When the subgrade has been prepared.
- > When forms have been set to grade.
- > As soon as you know when the concrete will be delivered to the site.

Curb, Sidewalk, Curb Ramp, Driveways

- > When forms have been set to grade.
- > When placing concrete.

PCC Pavement on Base

- > When the subgrade has been prepared.
- > When the base has been placed.
- > When forms have been set to grade.
- > When placing concrete.

Asphalt Walkways

- > When the subgrade has been prepared and the grade has been set.
- > When placing asphalt.

Asphalt Pavement

- > When the subgrade has been prepared.
- > When the base has been placed to grade.
- > When placing asphalt.

Asphalt Pavement Overlay

- > When the grade has been set.
- > When placing asphalt.

Sample from CAM 2217

- **Curb and Gutter, Monolithic Curb and Sidewalk, PCC on Subgrade, Alley PCC:**
 - When the subgrade has been prepared.
 - When forms have been set to grade.
 - As soon as you know when the concrete will be delivered to the site.
- **Curb, Sidewalk, Curb Ramp, Driveways**
 - When forms have been set to grade.
 - When placing concrete.
- **Street Trees**
 - Prior to the trees arriving on site.
 - Prior to planting trees.
- **PCC Pavement on Base**
 - When the subgrade has been prepared.
 - When the base has been placed.
 - When forms have been set to grade.
 - When placing concrete.
- **Catch Basin, Inlet, Junction Box, Storm Filter CB**
 - Prior to placing the structure on the subbase.
 - When all bricking and mudding details have been completed.
- **Pole, Pedestal, and Cabinet Foundations**
 - When the foundation components are complete and you know when the concrete will be delivered to the site.

Use the Inspection Log to determine your required inspections

2	Curb and Gutter			
	1st Inspection - Subgrade			1st Inspection - Subgrade
	2nd Inspection - Forms & Grade			2nd Inspection - Forms & Grade
	3rd Inspection - Pour & Finish Work			3rd Inspection - Pour & Finish Work
1	Curb			___ Re-Inspection ___ Additional
	1st Inspection - Forms & Grade			1st Inspection - Forms & Grade
	2nd Inspection - Pour & Finish			2nd Inspection - Pour & Finish
0	Monolithic Curb and Sidewalk			___ Re-Inspection ___ Additional
	1st Inspection - Subgrade			1st Inspection - Subgrade
	2nd Inspection - Forms & Grade			2nd Inspection - Forms & Grade
	3rd Inspection - Pour & Finish Work			3rd Inspection - Pour & Finish Work
2	Sidewalk			
	1st Inspection - Subgrade, Forms & Grade			1st Inspection - Subgrade, Forms & Grade
	2nd Inspection - Pour & Finish Work			2nd Inspection - Pour & Finish Work

Step 2: Schedule Inspections

- The General Contractor is responsible for scheduling **ALL** required inspections including inspections for **all** of their sub-contractors.
- The SIP Inspector will coordinate all inspections required by other City Inspectors as necessary.
- The General Contractor must request inspections a minimum of **2 business days** prior to needing the inspection.
- All inspection requests must be emailed to DOT_SIP_Inspection@Seattle.gov.

Step 2: Schedule Inspections (Cont'd)

- Within 1 business day of request a City Inspector will send an appointment to the General Contractor confirming the scheduled inspection date and time.
- All inspection correspondence must include the SDOT Permit Number, the project address and a description of the inspection(s) to be performed.

Reminder: *The SIP Inspector may require removal and reconstruction of any items placed in the right of way that were constructed without appropriate inspections.*

Step 3: Conduct and Document Inspections

- A City Inspector will conduct and document the scheduled inspections using a SIP Inspection Report.
- The General Contractor will receive a copy of the Inspection Report at the time of inspection.
- If the inspection fails an electronic copy will be emailed to the General Contractor, the Owner and the Billing Party.

There are 5 different Inspection Reports:

- 1) Concrete and Asphalt Work
- 2) Storm and Sewer, Retaining Walls, Stairs, Handrails, Bollards, and Fencing
- 3) Conduits, Hand Holes, Street Lighting, and Pedestrian Lighting
- 4) Signal Equipment
- 5) Landscape, Street Trees, and Existing Trees

Sample of the Concrete and Asphalt Work Inspection Report

	City of Seattle Seattle Department of Transportation Street Use Division STREET IMPROVEMENT PROJECTS (SIP) INSPECTION REPORT FOR CONCRETE AND ASPHALT WORK		INSPECTION REPORT NO.
	Date:	SIP Project #	Weather Condition:
Project Address		Temperature:	
Requested Time:	Arrived Onsite:	Departed:	
<input type="checkbox"/> Saw Cut Layout	Type:	Location:	
Saw Cut Layout <input type="checkbox"/> Complete			
<input type="checkbox"/> Curb	Type:	Location:	
<input type="checkbox"/> Re-Inspection Subgrade Forms and Grade Pour & Finish Work <input type="checkbox"/> Additional Insp. <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Pass <input type="checkbox"/> Fail			
<input type="checkbox"/> Sidewalk	Type:	Location:	
<input type="checkbox"/> Re-Inspection Subgrade, Forms and Grade Pour & Finish Work <input type="checkbox"/> Additional Insp <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Pass <input type="checkbox"/> Fail			
<input type="checkbox"/> Curb Ramp	Type:	Location:	
<input type="checkbox"/> Re-Inspection Subgrade, Forms and Grade Pour & Finish Work <input type="checkbox"/> Additional Insp <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Pass <input type="checkbox"/> Fail			

If an inspection fails, read the Inspection Report Notes for details

<input type="checkbox"/> AC Pavement	Type:	Location:		
<input type="checkbox"/> Re-Inspection	Excavation and Subgrade	Base and Grade	Paving	
<input type="checkbox"/> Additional Insp	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<input type="checkbox"/> AC Pavement Overlay	Type:	Location:		
<input type="checkbox"/> Re-Inspection	Prep, Subgrade, Base, and Grade		Paving and Finish Work	
<input type="checkbox"/> Additional Insp	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	
Notes: <u>Form inspection for curb failed; grades do not match grades shown on the approved plans.</u>				

What if....

- You need assistance laying out curb ramps?
- You need clarification on a Standard Plan detail?
- You need guidance on how a project element should be installed?
- You need help coordinating work that is outside the scope of your street improvement project?

Then you need Consultation!

- Consultation is provided upon request from the General Contractor or Sub-Contractor to:
 - provide guidance regarding installation procedures.
 - clarify standard plans and specification requirements, and/or to clarify the PORR.
 - help coordinate work that is not directly associated with the Street Improvements.

Consultation is documented

- If consultation is requested by the General Contractor or any of the Sub-contractors, the consultation will be documented on the SIP Consultation Report.
- The General Contractor, the Owner and the Billing Party will receive a copy of the Consultation Report.

Sample of the Consultation Report

	<p>City of Seattle Seattle Department of Transportation Street Use Division STREET IMPROVEMENT PROJECTS (SIP) CONSULTATION REPORT</p>	<p>CONSULTATION FORM NO</p>
Date:	SIP Project #	Contractor:
Project Address		
<p>Consultation includes providing guidance to the contractor regarding installation procedures, clarifying standard plans and specifications requirements and for help with coordinating work not directly associated with the Street Improvement Permit.</p> <p>The construction phase deposit that was collected for this project was based on the required inspections for the work shown on the approved street improvement plans and any consultation is considered an additional charge.</p>		
<p>The purpose of this consultation is to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide guidance regarding installation procedures. <input type="checkbox"/> Clarify standard plans, standard specification requirements, and/or PORR. <input type="checkbox"/> Help coordinate work that is not directly associated with the Street Improvements. <input type="checkbox"/> Other: _____ <p>-----</p>		
<p>Notes: _____</p> <p>_____</p>		

Step 4: Acceptance Inspection

- Upon substantial completion of the Street Improvements the General Contractor must email DOT_SIP_Inspection@Seattle.gov to request an Acceptance Inspection.
- City Inspectors will conduct a walk through and provide a punch list, if necessary. Once all punch list items have been corrected no further inspection will be required.
- The SIP Inspector will sign off on the SIP permit and notify the General Contractor, Owner, and Billing Party.
- The SIP Inspector will transfer all Construction Use Permits back to the Street Use District Inspector.

Client Assistance Memos (CAMs)

- 2200 SDOT Street Improvement Permitting (SIP) Process
(revised)
- 2217 SDOT Street Improvement Permitting (SIP) Inspections
(new)

Stay Tuned for Process Redesign of the Project Close Out Phase

- New project close out procedures and requirements will be implemented in July.
- Next workshops will be conducted June 10 and 14. We will recap the SIP process from start to finish and discuss your questions.
- Sign up for the workshops on one of the sign in sheets going around the room today.

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