**Seattle Department of Transportation | Street Use Division**
700 Fifth Avenue, Suite 2300 | PO Box 34996
Seattle, Washington 98124-4996
(206) 684-5253 | SDOTPermits@Seattle.gov

*(Official Use)*

# STREET USE PAVEMENT RESTORATION CONTRACTOR APPLICATION

## CONTRACTOR INFORMATION

**Company Name**

Address

City, State Zip Code

Phone

Fax

Email

SDOT Customer ID

Contractor License ID #

Phone (if different than above)

**Applicant Name** *(If other than Owner)*

Phone (if different )

## APPLICATION SUBMITTAL REQUIREMENTS

- ☐ Copy of City of Seattle Business License
- ☐ Copy of State Contractor License
- ☐ Original executed bond (using required bond form)
- ☐ Certificate of Insurance with transmittal cover sheet
- ☐ Letter on company letterhead listing the RPRC certified individuals whom have authority to obtain a permit for the contractor
  - with original signature of company owner

Applicant Signature: _____ Date: _____

*(Official Use)*

APPLICATION ACCEPTED BY: _____ DATE: _____

APPLICATION APPROVED BY: _____ DATE: _____

# Pavement Restoration for Utility Service Connections

New utility service connections usually involve restoration of roadway pavement. ANY work in the right of way requires a permit from SDOT Street Use. A customer getting one or more utility service connections has the option to have the public or franchise utility installing the service connection do the pavement restoration or have a private contractor do the pavement restoration. Using a private contractor may be advantageous if a customer is getting several utility services installed. This CAM explains the process, and permitting and inspection requirements for pavement restoration for utility service connections that are done separately from the utility service installation by a private contractor.

## Initiating a Utility Service Connection

When a customer needs a new utility service connection they contact the utility to initiate the process. If the customer wants a private contractor to do the pavement restoration, they must provide a separate pavement restoration permit to the utility service provider BEFORE the utility obtains a permit from SDOT Street Use to install the utility service connection. Customers who want to use a private contractor for pavement restoration are responsible for coordinating with the utility to find out when the utility needs this information to get their permit to complete the connection.

## SDOT Permit Requirements

Public and franchise utilities obtain a Street Use over-the-counter (OTC) utility permit for all service connections. The permit covers the work required for the service installation and the street restoration unless stated otherwise on the permit.

If the customer elects to use a private contractor to do the pavement restoration and not their utility service provider, the contractor must obtain a separate OTC pavement restoration permit. When the restoration is done by a private contractor, the pavement restoration permit must be obtained from SDOT Street Use PRIOR to the utility service provider obtaining the utility permit. The pavement restoration permit may be obtained online or in person at the SDOT Street Use Counter on the 23rd Floor of the Seattle Municipal Tower, 700 Fifth Avenue in downtown Seattle. Online permitting is located at http://www.seattle.gov/transportation/stuse_permits_online.htm.

The pavement restoration permit must be presented to the utility BEFORE the utility service provider applies to SDOT for a utility permit so that the utility permit references the pavement restoration permit number showing that a separate private contractor will be responsible for the permanent pavement restoration. If the utility service provider does not provide a permit number for the pavement restoration, the utility permit will state that the utility is responsible for the pavement restoration. Therefore if a private contractor is doing the pavement restoration they must provide a copy of their pavement restoration permit to the utility provider BEFORE the utility obtains the utility permit.

## Service Connection Installation and Restoration

Each utility has their own schedule and time commitment to their customers for installing service connections. If a private contractor plans to do the pavement restoration they are responsible for coordinating with all appropriate utilities. Pavement restoration done by private contractors must be completed within 60 days


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after all utility service connections are installed at that location.

## Pavement Restoration Contractor Requirements

A private contractor that wants to do pavement restoration for utility service connections must meet the requirements described in this section. The contractor must provide documentation that they have a valid City of Seattle Business License and Washington State Contractor License. They must submit a Certificate of Insurance for General Liability Insurance in the amount of $1,000,000 to Keith Ayling in the Risk Management Division naming the City of Seattle as additional insured. The contractor must provide an executed bond with the City of Seattle in the amount of $10,000 on the standard bond form provided by SDOT. Details and forms for submitting these materials can be found online at http://www.seattle.gov/transportation/stuse_docs.htm#Forms.

## Pavement Restoration Permit Requirements

The permittee will need to provide the address where the restoration work will be performed and the pavement type, asphalt, concrete or asphalt over concrete base. If the new service is on an arterial street a traffic control plan must be submitted and approved prior to beginning work. Permittees should allow at least 15 days to obtain an approved traffic control plan.

The contractor must make a Job Start Notification Call to Street Use at least 48 hours before beginning work. The permit is not valid unless Street Use is notified that work is beginning. Starting work without a Job Start Notification Call will result in a penalty fee of $300.

All aspects of the restoration must be completed in accordance with SDOT Director's Rule 2004-2, Street and Sidewalk Pavement Opening and Restoration and the City of Seattle Standard Plans and Specifications. The permittee will be required to provide material source and mix design information for all materials that will be used for the restoration. If the permittee is proposing to substitute an alternative material from the standard materials in the PORR they must get approval PRIOR to starting construction. The material source information for alternative materials should be submitted to Street Use for approval at least 10 days before you plan to start construction.

The Street Use inspector will at a minimum do the following inspections:

- Inspection of the exposed subgrade
- Inspection of the base material and placement
- Inspection during paving
- Final inspection
- Acceptance inspection

If the inspector is not notified to conduct these inspections the contractor may be required to provide laboratory or field test results from a certified materials laboratory to confirm that the installation meets city standards.

## Side Sewer Pavement Restoration

Side sewer contractors that want to do their own pavement restoration must notify DPD that they will complete their own restoration at the time they obtain their permit. A side sewer contractor will not need to get a separate pavement restoration permit when they are doing restoration only for the side sewer opening, however, they will be required to meet all other requirements listed in the previous section for submittals, traffic control and inspections. A side sewer contractor will be required to get a pavement restoration permit if the restoration will include permanent restoration for other service connections. Side sewer contractors are also required to notify their Street Use inspector when they will be backfilling the excavation. Full time inspection of backfilling is required for side sewer permits when the restoration is done by the contractor and not SDOT. If the side sewer contractor does not choose to do their own pavement restoration, the Street Use inspector will contact SDOT Street Maintenance to complete a work order for backfilling and pavement restoration and the permittee will be billed for the cost of this work.

## Permit Fees

An issuance fee of $101 will be collected at the time a pavement restoration permit is issued. The permittee will also pay a deposit of $450 for inspection. The actual inspection charge will depend on the number of inspections required for the job. The permit holder will get a refund for any unused inspection deposit after the restoration is accepted. If additional inspection time is required the permittee will be billed at the rate of $150 per hour.

**LEGAL DISCLAIMER**: *This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.*

# Becoming a Registered Pavement Restoration Contractor

New utility service connections usually involve restoration of roadway pavement. ANY work in the right of way requires a permit from SDOT Street Use. A contractor getting one or more utility service connections has the option to have the public or franchise utility installing the service connection do the pavement restoration or get a separate permit to do the pavement restoration themselves. It may be particularly advantageous for a contractor to do the restoration when several utility services are installed. Private contractors that expect to do a number of pavement restorations for utility service connections may be approved by and registered with Street Use to avoid having to provide copies of business licenses, insurance and bonds each time they come in for a permit. This CAM explains the process to become a Registered Pavement Restoration Contractor (RPRC).

A contractor who wants to become a Registered Pavement Restoration Contractor must be licensed, bonded and insured. The following materials must be submitted, reviewed and approved by SDOT:

- Application Form
- City of Seattle Business License (copy)
- Washington State Contractor License (copy)
- An original executed Bond for $10,000 on the standard bond form provided by SDOT
- Certificate of Insurance for $1,000,000 general liability insurance naming the City of Seattle as additional insured (see SDOT CAM 2102)
- List of all employees with authority to obtain pavement restoration permits on behalf of the company on company letterhead

Details and forms for submitting these materials can be found online at http://www.seattle.gov/transportation/stuse_docs.htm#Forms.

Contractors who want to become registered should provide a complete packet of these materials to SDOT at least two weeks before they plan to obtain a pavement restoration permit.

All of the required submittals must be resubmitted annually. Contractors are responsible for notifying SDOT when employees on their approved list should be removed due to termination or other reasons. A letter with names of new or additional employees on company letterhead is required when a contractor wants to authorize additional employees to obtain permits. Registered contractors will be notified at least 30 working days before any of their materials require renewal. A contractor may not obtain any pavement restoration permits if any of the required materials are not current.



City of Seattle
Seattle Department of Transportation
Gregory J. Nickels, Mayor Grace Crunican, Director

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Last Revised 7/31/2009

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# STREET USE AND OCCUPATION BOND
## -- Bond Instructions--

## IMPORTANT INFO needed to complete and submit the bond correctly:

- We must receive an **original** bond on the attached current bond form (RCK 7-30-2007 in the bottom left corner); bonds on other forms **will not be accepted, including riders; copies and faxes will not be accepted.** If you are not sure if you have the current form, please call us. **ALSO, PLEASE** print the bond on two (2) pages (**NOT** back-to-back)
- The company name **must be consistent** with all other RPRC documentation we have on file (certificate of insurance, WA State Contractor's license, City of Seattle business license, company letter on letterhead);
- If your company is incorporated (Inc.) or formed as an Limited Liability Company (LLC), the bond should reflect the full legal name of the company, and the name needs to still be consistent with the remaining RPRC documents;
- If you are a sole proprietor or "doing business as", both your full legal name and the full legal name of the DBA company should be on the bond;
- Make sure all required signatures and notarizations are complete--**incomplete bonds will cause approval delay**;
- A Power of Attorney document must be attached to the bond form; and the executed date on the Power of Attorney document **must match** the date that the surety company signed the bond form (bottom of Page Two).
- **NOTE:** This bond will expire in the RPRC database every three (3) years from the date that the surety company signed the bond form (bottom of Page Two); at which time you will be required to submit another bond on our current bond form.

## QUESTIONS: Please contact the Street Use Permit Counter at 206-684-5283

| **PLEASE MAIL to our complete address as follows:** | **OR hand-deliver as follows:** |
|---|---|
| City of Seattle<br>Department of Transportation<br>700 5th Avenue, Suite 2300<br>P.O. Box 34996<br>Seattle, WA 98124-4996 | City of Seattle<br>Department of Transportation<br>700 5th Avenue (5th and Columbia)<br>23nd Floor |


## IMPORTANT INFO needed to complete and submit the bond correctly:

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| | |
|---|---|
| P.O. Box 34996<br>Seattle, WA 98124-4996 | |

**SMC 15.04.044**
**BOND – Street Use and Occupation Bond**

Bond No._____

Pavement Restoration Contractor Registration No._____

We, _____, as Principal, and
[*Insert legal name of contractor/applicant*]

_____, a _____
[*Insert legal name of Surety*] [*Insert state of incorporation of Surety*]

corporation authorized to transact surety business in the State of Washington, as Surety, are held and firmly bound unto **The City of Seattle** ("City"), as Obligee, in the amount of Ten **Thousand Dollars ($ 10,000.00)**, lawful money of the United States of America, for the payment of which sum we bind ourselves, our heirs, legal representatives, successors and assigns, firmly by these presents.

WHEREAS, Pursuant to SMC15.04.044B, each contractor shall post a bond with the City Clerk for pavement restoration;

**THE CONDITION OF THIS OBLIGATION IS SUCH**, that if the applicant (Principal) shall indemnify and save harmless the City from all claims, actions, or damages of every kind or description which may accrue to or be suffered by any person by reason of any opening in any street, alley, avenue or other public place made by the contractor (Principal) or those in the contractor's employ, in making any connection with any public or private construction, or for any other purpose or object whatever, and that the contractor (Principal) shall also replace and restore any street, alley, sidewalk, planting strip or other public place to the standards and in the manner required by the Seattle Department of Transportation, and maintain the same in good order, and that the contractor (Principal) shall comply with all of the provisions of this subtitle and any other ordinance of the City, relating to the business of pavement restoration contracting, then this obligation shall be void; otherwise it shall remain in full force and effect.

**SURETY FURTHER ACKNOWLEDGES AND AGREES THAT:**

1. Whenever City has declared that Principal is not in compliance with the obligations of SMC 15.04.044 or the conditions above and has given Surety written notice of such declaration, Surety shall promptly (in no event more than thirty [30] days following receipt of such notice),

(a) pay to the City the amount it shall demand, up to the amount of this bond, to satisfy the obligation to indemnify and save harmless the City from all claims, actions, or damages of every kind or description as stated in the Condition of This Obligation above and as required by SMC 15.04.044A and

(b) if Principal has failed to comply with any other obligation of this bond, then Surety shall specify, in written notice to City, which of the following actions Surety intends to take to remedy such failure, and thereafter shall:

(i) Remedy, at no cost to City, the failure within fifteen (15) days after its notice to City, as stated in such notice; or

(ii) Reimburse, within thirty (30) days after its receipt of an invoice therefore together with reasonable supporting documentation thereof, all City costs incurred in connection with City's efforts to satisfy Principal's obligations under this Bond together with all other reasonable costs and expenses incurred by City as a result of Principal's default, making available upon demand by City as work progresses (even though there is a default or a succession of defaults under any agreement between City and a contractor for the completion of such work pursuant to this paragraph) sufficient funds up to and including the penal sum of this Bond to pay the cost of completion;

2. Nothing whatsoever that will not discharge Principal shall operate as a discharge or a release of liability of Surety, any law, rule of equity or usage relating to the liability of sureties to the contrary notwithstanding.

3. No right or action shall accrue on this Bond to or for the use of any person or corporation other than The City of Seattle.

4. No rider, amendment or other document modifies this Bond, unless such rider or amendment is in writing and is accepted by the City of Seattle.

5. Pursuant to this Bond, Surety is bound by the laws and subject to the jurisdiction of the courts of the State of Washington. The venue for any action hereunder shall be in King County Superior Court.

6. Surety shall give to Principal and to City not less than sixty (60) days' prior written notice to the **complete address** as follows: **City of Seattle, Seattle Department of Transportation, 700 5th Avenue, Suite 2300, P.O. Box 34996, Seattle, WA 98124-4996, ATTN: RPRC Program/23nd Floor**, by certified mail, return receipt requested, of the effective date of the expiration or cancellation of this bond.

7. Principal must provide City with a replacement bond, acceptable to City, not less than thirty (30) days before the effective date of this bond's expiration or cancellation as specified in the Surety's notice provided pursuant to Condition (6) above.

8. Termination of liability under this bond by notice to the City of Seattle Department of Transportation will not operate to release the surety of liability for permits issued prior to the termination date of this bond.

**INSTRUCTIONS FOR SIGNATURES:** This bond must be signed by the president or a vice-president of a corporation; the managing general partner of a partnership; managing joint venturer of a joint venture; manager of a limited liability company ("LLC") or, if no

manager has been designated, a member of such entity; a general partner of a limited liability partnership ("LLP"); or the owner(s) of a sole proprietorship. If the bond is signed by any other representative, the Principal must attach written proof of that signer's authority to bind the Principal, identifying and quoting the provision in the corporate articles of incorporation, bylaws, Board resolution, partnership agreement, certificate of formation, power of attorney, or other document authorizing delegation of signature authority to such signer, and confirmation acceptable to the Seattle City Attorney's Office that such delegation was in effect on the date the bond was signed. **A NOTARY PUBLIC MUST ACKNOWLEDGE EACH SIGNATURE ON THIS BOND.**

**SURETY'S QUALIFICATIONS:** Every Surety named on this bond must be authorized by the Washington State Insurance Commissioner to transact business as a surety in the State of Washington. In addition, the Surety must either appear on the United States Treasury Department's most current list (Circular 570 as amended or superseded) or the Surety must have a current rating of at least A-:VII in A. M. Best's Key Rating Guide. **A POWER OF ATTORNEY MUST ACCOMPANY THIS BOND.**

**FOR THE SURETY:**

By:_____
(Signature of Attorney-in-Fact)

_____
(Type or print name of Attorney-in-Fact)

_____
(Type or print telephone number for Attorney-in-Fact)

**FOR THE PRINCIPAL:**

By:_____
(Signature of authorized signer for Principal)

_____
(Type or print name of signer for Principal)

_____
(Type or print title of signer for Principal)

STATE OF _____)
) ss:
COUNTY OF _____)

**ACKNOWLEDGMENT FOR PRINCIPAL**

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, said person acknowledged that he/she signed this bond, and on oath stated that he/she was authorized to execute the bond on behalf of the Principal as the Principal's free and voluntary act for the uses and purposes mentioned therein.

WITNESS my hand and official seal hereto affixed this _____ day of _____, _____.

_____ _____
*(Signature of Notary Public)* *(Print or type name of Notary Public)*

Notary Public in and for the state of _____ residing at _____
My commission expires _____. **SEAL➔**

STATE OF _____)
) ss:
COUNTY OF _____)

**ACKNOWLEDGMENT FOR SURETY**

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me as the Attorney-in-Fact for the Surety that executed the foregoing bond, acknowledged said bond to be the free and voluntary act and deed of the Surety for the uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute said bond on behalf of the Surety, and that the seal affixed on said bond or the annexed Power of Attorney is the corporate seal of said Surety.

WITNESS my hand and official seal hereto affixed this _____ day of _____, _____.

_____ _____
*(Signature of Notary Public)* *(Print or type name of Notary Public)*

Notary Public in and for the state of _____ residing at _____
My commission expires _____. **SEAL➔**

# 2009 TRANSMITTAL COVERSHEET – PAVEMENT RESTORATION PERMIT INSURANCE

## PAVEMENT RESTORATION CONTRACTORS: EMAIL THIS FORM TO YOUR INSURANCE BROKER

**Email Attachment to:** Keith.Ayling@Seattle.Gov

**Or Fax to:** (206) 470-1280

**DO NOT MAIL – ORIGINAL HARD COPY NOT REQUIRED**

## SUMMARY OF INSURANCE REQUIRED FOR PAVEMENT RESTORATION PERMIT

- **Certificate of Insurance** evidencing CGL insurance limits of $1,000,000 each occurrence.
  **Under "Description of Operations" include:**
  1) City of Seattle is an Additional Insured per attached CG 20 12 (or CG 20 26 – See Below)
  2) Primary and Non-Contributory limits apply
  3) "XCU" and "Subsidence" perils are NOT excluded.
  4) All City Permitting (If automatic blanket authority is desired for policy term)
  5) Include the words "Side Sewer"
  6) City of Seattle is Primary Additional Insured per attached CG 76 80 (when policy includes CG 86 74 wording)

- **A COPY of an Additional Insured Endorsement** form CG 20 12 or CG 20 26 or equivalent or equivalent blanket additional insured policy wording MUST be attached to the certificate.

**PLEASE READ CAREFULLY: The City is issuing a permit to a contractor. Contractors are not performing work for the City; the City is not supervising the contractor's work; the City is not renting *or* leasing premises to the contractor; and, a permit is not a written agreement. *Additional insured wordings such as CG 20 09, CG 20 10, CG 20 13, and CG 20 33 or blanket additional insured policy wordings that restrict the City's additional insured coverage in this manner will not be approved.***

- Certificate holder and 45 day notice of cancellation (except 30 days for surplus lines carriers and 10 days for non-payment of premium) to:

THIS ADDRESS FOR NOTICE OF CANCELLATION ONLY.
DO NOT MAIL CERTIFICATION TO THIS ADDRESS

City of Seattle Risk Management Division
P. O. Box 94669
Seattle, WA 98124-4669

***The goal is INITIAL COMPLIANCE with insurance requirements to save everyone time and money!***

**INSURANCE BROKER** Please complete the following in the event that we need to contact you. If you have any questions or issues, please feel free to contact City of Seattle Risk Management at (206) 386-4531 or by email at Keith.Ayling@Seattle.Gov.

**Name**

**Title** **Organization**

**Email Address** **Telephone/Ext**

**Name of Contractor**: