

# Registered Side Sewer Contractor (RSSC)

## Registration Requirements

To obtain a Side Sewer permit for work in the right-of-way (ROW) your company is required to become a Registered Side Sewer Contractor with the City of Seattle.

- Create an account on the Seattle Services Portal: <https://cosaccela.seattle.gov/portal/welcome.aspx>
- All documents must consistently reflect the “full legal name” of the company.
- Once all the documents/fee have been received and approved, your company will become an official Registered Side Sewer Contractor.

**REQUIREMENTS BELOW** will be verified by the RSSC Program staff. It is not necessary to provide a physical copy.

- **City of Seattle Business License** (expires annually on December 31<sup>st</sup>)
- **WA State Contractor’s License**

**REQUIREMENTS BELOW** will be reviewed and approved by the RSSC Program staff.

- **RSSC Agreement form:** Submit and pay online. Link to Agreement form: <http://www.seattle.gov/sdci/permits/forms>
  - **Fees:**
    - \$200 new contractors
    - \$150 annual renewal fee; due December 31<sup>st</sup> of each year
- **Bond in the amount of \$30,000.** Must submit the **original and it must be single-sided, we cannot accept a double-sided copy.** Link to instructions & form: <http://www.seattle.gov/sdci/permits/forms>
- **Certificate of Insurance (COI):** Will be approved by Risk Management, email COI to [SCI\\_RSSC\\_SideSewer@seattle.gov](mailto:SCI_RSSC_SideSewer@seattle.gov),
  - Link to COI requirements: <http://www.seattle.gov/sdci/permits/forms>
- **Certified Individual(s)** who have passed the RSSC exam and currently work for your company.
  - NOTE: notify us via email if a "certified individual" is hired OR leaves your company. If we do not have the correct names on file, a former employee could pull a permit on behalf of your company. Certified Individuals can obtain permits for your company and perform work in the ROW.

**Authorized Individual(s):** employees who work for your company that have not passed the RSSC Exam but can obtain side sewer permits on behalf of your company.

**Active Status:** If all documents/fees remain approved & current throughout the year, your company’s status is “Active”.

**Inactive Status:** If any documents/fees are not current. i.e., bond, insurance, licensing, registration fee or fees owed to SDCI, SDOT and/or SPU, your company’s status will be “Inactive”.

If you have any questions or need additional information, please contact us at [SCI\\_RSSC\\_SideSewer@Seattle.gov](mailto:SCI_RSSC_SideSewer@Seattle.gov)