

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**

1. DETERMINE REQUIRED INSPECTIONS

The General Contractor is responsible for determining when to request all required inspections. An Inspection Log for the project identifying required inspections is provided to the General Contractor at the Pre-Construction Meeting. The General Contractor should use the Inspection Log, the approved street improvement plans, the project's Pre-Construction Meeting Agenda and Meeting Minutes along with the following information to determine when to request inspections. All inspection requests must be submitted via email to DOT_SIP_Inspection@Seattle.gov.

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.

Manholes

- Prior to preparing subbase.
- Prior to installing the foundation.
- After the ladders are installed.

Manhole Removal

- Prior to demolition.

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.

Pipe Connections

- Prior to laying the pipe.
- Prior to backfilling the pipe.

Retaining Wall Footing, Stairs, Bus Shelter

- When the forms are set to grade.
- When placing concrete.

www.seattle.gov/transportation



Retaining Wall

- When the forms are in place.
- When placing concrete.
- Prior to backfilling.

Street Trees

- Prior to the trees arriving on site.
- Prior to planting trees.

Demo within Drip Line of Existing Trees

- Prior to excavation.

Tree Canopy or Root Pruning

- Prior to pruning.

Root Barrier

- Prior to placing barrier.

Pole, Pedestal, and Cabinet Foundations

- When the foundation components are complete and prior to pouring concrete.
- After the pole, pedestal or cabinet is mounted.

Poles

- Prior to erecting the poles.
- Prior to excavation near existing poles.

Electrical Wiring

- When materials are on site and prior to pulling or stringing the wire.
- Prior to interconnect cable installation.
- Prior to installation of any wire in conduit containing existing wiring.
- For street and pedestrian lights; after the wire is installed and splices, terminations, and fusing is complete.
- For signal wiring; Inspector must be present for splicing and terminations.

Conduit

- Prior to backfill.
- Prior to proofing.

Conduit Risers

- Prior to backfilling between the pole and the hand hole.

Hand Holes

- Prior to installing hand holes.
- After installation with grounding and grouting is completed.

Signal Cabinet

- Whenever the wiring is being done.
- Whenever access to existing cabinet is necessary and while working in an existing cabinet.

Signals

- Whenever signals are being installed/wired.
- When span work is being done.
- When working on existing signal components and wiring.

Detection

- Loop layout.
- After loops are cut and prior to loop wire installation.
- Prior to loop sealant (loops must be tested by Inspector).

For any project elements to be installed that are not listed above; contact the SIP Inspector to find out when you should contact them for inspections.

2. SCHEDULE INSPECTIONS

The General Contractor is responsible for scheduling **ALL** required inspections for their work and the work of their sub-contractors. The SIP Inspector will coordinate all inspections required by other City Inspectors as necessary for electrical elements, landscaping, structural components, etc. The General Contractor must send an email to DOT_SIP_Inspection@Seattle.gov a minimum of **2 business days** prior to needing an inspection.

A City Inspector will send an appointment to the General Contractor confirming the scheduled inspection date and time.

All correspondence must include the SDOT Project Number, the project address and a description of the inspection(s) to be performed.

3. CONDUCT AND DOCUMENT INSPECTIONS

A City Inspector will conduct the scheduled inspection and document the inspection 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 for the project.

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.

4. CONDUCT ACCEPTANCE INSPECTION AND SIGN-OFF PERMIT

Upon substantial completion of the Street Improvements the General Contractor must send an email to DOT_SIP_Inspection@Seattle.gov to request an Acceptance Inspection.

City Inspectors will conduct the Acceptance Inspection 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 the permit and notify the General Contractor, Owner, and Billing Party.