



SDOT STREET IMPROVEMENT PERMITTING (SIP) PROCESS

Last Revised 5/18/18

If you are developing within the City of Seattle, the Seattle Land Use Code (SMC Title 23) or your MUP permit may require that you install street improvements or public utilities to serve the site. For new construction projects, street improvement requirements will be determined during the Seattle Department of Construction & Inspection (SDCI) review process, starting with the preliminary assessment report (PAR). Refer to SDCI [Tip 100](#) and [Tip 101](#) and SDOT CAM 2206 for more details. If you are developing within the City of Seattle and you are not required to install street improvements per the Land Use Code you may choose to enhance or modify your existing streetscape. In either case a Street Improvement Permit (SIP) is required.

Any private development triggered permanent improvements in the City's public right of way shall be constructed under a Street Improvement Permit issued by the Street Use Division of the Seattle Department of Transportation (SDOT). Examples of these kinds of improvements are public sewers, storm drains, water mains, street drainage facilities, curbs and sidewalks, and street or alley paving.

Construction plans for major and permanent improvements must be prepared by a Professional Civil Engineer according to the parameters set out in the [Seattle Right of Way Improvements Manual \(ROWIM\)](#) and reference The City of Seattle Standard Plans and Specifications. The plans must be prepared in the format described in CAM 2201. SDOT must approve the plans and issue the permit before construction in the right of way may commence.

All City costs associated with the Street Improvement Permit are the responsibility of the project permittee. In addition to the permit issuance fee, costs for SIP design guidance, plan review, inspection, and project close out, are charged on an hourly basis.

Questions regarding the Street Improvement Permitting (SIP) process may be directed to a SDOT SIP Project Manager at (206) 684-5044 or emailed to SDOTASC@Seattle.gov. SDOT coaching is also available at the Street Use counter locating in the Seattle municipal Tower on the 23rd Floor during normal counter hours.

PROJECT COORDINATION

The Project Coordination Office (PCO) provides long-term coordination of utility and construction projects that impact the public right-of-way. Five years to six months before projects begin construction, the PCO brings project managers together with the goals of protecting assets, maximizing mobility, and maintaining access by addressing conflicts, identifying opportunities for construction sequencing, and developing an optimized sequence of work. Coordination includes sharing access to utility trenches; coordinating the temporary and final pavement restoration; and enforcing a pavement opening moratorium for five years.

PCO staff validate project locations and timelines using our project coordination application, dotMaps. The data from dotMaps is displayed in the SDOT Project and Construction Coordination Map, an interactive tool displaying current and future construction projects in the right of way, as well as other events that may impact traffic. All dates are

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.

subject to change until the work is permitted by SDOT. If you do not have access to dotMaps, click here to view the Project and Construction Coordination map: www.seattle.gov/transportation/projects-and-programs/programs/project-and-construction-coordination-office/project-and-construction-coordination-map.

More information on the PCO is available on our Project Coordination Groups webpage at www.seattle.gov/transportation/projects-and-programs/programs/project-and-construction-coordination-office/project-coordination-groups.

Please submit an updated SIP Construction Timeline Submittal Form at each stage of your Street Improvement Permit www.seattle.gov/transportation/permits-and-services/permits/street-improvement-permits submittal. This form may be found on our Street Improvement Permit webpage at www.seattle.gov/Documents/Departments/SDOT/Services/Permits/Construction_Timeline_Form.pdf.

STREET IMPROVEMENT PERMITTING PROCESS

The stages of the Street Improvement Permitting process are as follows:

I. PRE APPLICATION & APPLICATION

A. Street Improvement scope is established:

The scope of street improvements is determined by the [Seattle Department of Construction & Inspections \(SDCI\)](#) per the Land Use Code. Code required street improvements are defined during the Master Use Permit process and/or through the Preliminary Assessment Report (PAR) issued by SDCI.

B. Permitting cost and project cost:

The complexity of your project and the quality of your submittals determine the amount of review and inspection time required, and the overall cost. Service time is charged hourly. For more information on costs, visit: www.seattle.gov/transportation/permits-and-services/permits/fees-and-costs.

C. SDOT SIP Design Guidance Meetings are available for 0 - < 90% complete plans:

Depending on the scope and complexity of your street improvements, you may choose or need to submit an application for SDOT SIP Design Guidance. During SIP Design Guidance the applicant will meet with an assigned SIP Project Manager and representatives from city departments to determine how to best meet requirements given existing constraints, to obtain 60% Complete Street Improvement Plan (SIP) Approval, and to help prepare 90% complete plans for acceptance. Application materials for SDOT SIP Design Guidance are available on the Street Use website. Refer to CAM 2211 and CAM 2213 for details.

D. Design criteria:

The references typically used in the design of street improvements are:

Seattle ROW Improvements Manual (ROWIM): <http://streetsillustrated.seattle.gov/>

Seattle Standard Plans and Specifications www.seattle.gov/util/cs/groups/public/@spu/@engineering/documents/webcontent/2_035032.pdf

SPU Design Guidelines for Public Storm Drain Facilities www.seattle.gov/util/ForBusinesses/Construction/DrainageWastewater/PublicStormDrains/index.htm

Street and Sidewalk Pavement Opening and Restoration Rules (PORR): www.seattle.gov/Documents/Departments/SDOT/About/DocumentLibrary/ROWORR_Manual.pdf

Street Use website: www.seattle.gov/transportation

E. Easements or dedication of land:

If your project requires easements or dedication of land for streets, alleys, utilities, or a similar public use, consult CAM 2203, Dedication of Right of Way or Easements. If access to adjacent properties is needed to complete construction of your project, a temporary easement or right of entry is required.

F. Design notification:

Notification to adjacent property owners of pending street improvements may be required prior to final approval of the street improvement plan. It is recommended that the applicant complete this notification early in the design process if their project will have any affect on adjacent properties.

G. Submittal of 90% complete plans for review:

90% Street Improvement Plans may be submitted to SDOT at the permit counter. These plans are routed for review and conformance with all applicable rules, laws, and guidelines. At this point in the review process, the City provides comments back, but not necessarily guidance on how to design your project. It is recommended that you first obtain design guidance to assist in designing your plans for review.

SDOT first screens the plan for 90% completeness per the requirements established in CAMs 2201, 2212, the 90% Complete Street Improvement Plan Checklist and the Base Map and Survey Checklist. If the plan adequately includes all required street improvement elements and complies with the standards of the CAMs and checklists, then the plan will be accepted for formal review. Application materials for 90% Street Improvement Plan Acceptance are available on the Street Use website. Refer to CAM 2214 for details.

II. FORMAL REVIEW & CORRECTIONS

A. Formal review:

Allow for a six week review cycle for the first formal review. Plans are circulated to multiple review locations, including design engineers and utility companies. The assigned SIP Project Manager leads the review of the improvements in the public right of way and serves as the single point of contact for the project.

B. Consolidated set of review comments:

After the six week review cycle a consolidated set of review comments, complete with markups and attachments, will be prepared for the applicant. An adequate written response and plan correction must accompany each review comment prior to Street Use accepting the plans for the next review cycle. The review cycles will be repeated until all comments are adequately addressed. To better understand the required plan corrections, a meeting may be requested to discuss or resolve the review comments.

C. Submit final plans:

After corrections and revisions are approved by the SIP Project Manager, submit final plans for the City's permanent records. The final plans must be reverse readable photo-Mylar plan sheets on SDOT title block and have the professional civil engineer's original seal and the engineer's original signature in permanent ink. Refer to CAM 2201 for details.

III. PERMIT ISSUANCE

A. Bond submittal:

A surety bond is required prior to issuance of the Street Improvement Permit.

The value of the bond is based on the street improvement construction cost and the expense the City may incur as a result of unfinished work or the potential damage to utilities.

Your SIP Project Manager will provide a bond to be completed by you and your bonding company. Governmental agencies are exempt from the surety bond requirement.

B. Liability Insurance:

The permittee may be required to provide a Certificate of Liability Insurance covering the activities relating to the permitted work. Refer to CAM 2102 for details.

C. Issuance of Street Improvement Permit:

When the permit is ready to issue, you may pay your permit issuance fees at the Street Use permit counter. A Street Improvement Permit is then issued to construct the approved plan when the property owner or permittee signs for the permit.

D. Other permits:

SDOT may require other Street Use permits in addition to the Street Improvement Permit, depending on the nature of the project. For example, if an area of a City street or sidewalk outside the construction area will be needed to store equipment or materials this would be covered under a separate permit. Refer to CAM 2100 and CAM 2209 for details.

IV. PRE-CONSTRUCTION

A. Pre-construction meeting:

The permittee shall request a pre-construction meeting with the Street Use Inspector at least three weeks before ROW construction will begin. A representative of the owner as well as the contractors and subcontractors must be present at the pre-construction meeting. The design engineer may also be asked to attend the meeting. The contractor should bring a work schedule of the improvements, material source forms, and any traffic control plans to the meeting.

B. Survey for construction:

A survey is required prior to construction. The applicant is responsible for arranging for the survey through the City of Seattle or a Washington State Licensed Surveyor.

V. CONSTRUCTION & INSPECTION

A. Construction of improvement:

Your applicant team or superintendent coordinates the construction activity and works with the Street Use Inspector to complete the work on schedule.

B. Construction completed:

When the construction is completed, your applicant team makes a request for final inspection. The Street Use Inspector will schedule the final inspection by other City sections and compile a punch list (a list of items that need correcting). These other City sections may include: SDOT Maintenance and Operations, SPU Water, SPU Drainage and Waste Water, SDOT Traffic Signal Operations, SDOT Street Lighting, SDOT Urban Forestry, etc.

C. Completing the punch list items:

When all items from the punch list are completed, a final check is made. The permit is signed off and the inspector's book is turned in for processing of the as-built records.

VI. CLOSE OUT

A. Street Use permit sign-off:

After acceptable completion of the construction punch list items, the Street Use permit is signed-off and the one-year warranty period commences. If applicable, SDCI's building inspector is notified of the completed right of way improvements. ROW construction must be completed and accepted prior to the issuance of a Certificate of Occupancy by SDCI for the development.

B. As-Built processing:

After City acceptance of right of way improvements, the project engineer must submit an electronic copy of the plans showing any changes during construction (as-builts).

C. Warranty period:

According to Seattle Municipal Code, the entire surety bond must stay in force for a period of one year after construction acceptance of the public right of way improvements by SDOT. Eleven months after permit sign-off, the inspector returns to the site to verify that the improvements have remained in the original accepted condition. If problems exist, the inspector will notify the owner of the required corrections. After any necessary corrections are made and after expiration of the one year warranty period, a letter will be sent to the permit applicant notifying them of the bond release.

Access to Information

Client Assistance Memos are available online at: www.seattle.gov/transportation/document-library/client-assistance-memos. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.