



This checklist outlines the roles and responsibilities of the property owner and Seattle Public Utilities (SPU) in order to have a successful water main extension project.

## 1. Contract, Fees, Bonds, and Easements

Property owner:

- A. Submits to SPU Development Services Office (DSO):
  - Signed commitment contract.
  - Signed construction contract.
  - Certificate of insurance.
  - Approved plans for Street Improvement Permit, Utility Major Permit in Seattle or equivalent in other jurisdictions.
  - Signed and notarized [Transfer of Ownership](#) form for the facility to be installed for future SPU ownership.
- B. For projects within the City of Seattle, submits to the Seattle Department of Transportation (SDOT):
  - Permit application for work in the right of way.
  - Performance bond.
- C. Submits to SPU's Real Property Services:
  - [Easement](#) documents. Required when water main extensions and/or appurtenances are located on private property.
- D. Submits to other jurisdictions, as applicable:
  - Permit application for work in the right of way (exception: for projects within unincorporated King County, SPU applies for necessary permits).
  - Performance bond.
- E. Pays all invoices.

## 2. Water Main Design, Plan Review, and Approval

Property owner:

- Submits a [Water Service Application and Agreement](#).
- Hires a licensed civil engineer to design the water main or other water facility to be installed and owned by SPU.
- Projects within Seattle: Submits to SDOT stamped and signed plans incorporating applicable notes and requirements prepared for the engineers in this packet. Please note: Changes and revisions to plans will be subject to further review prior to SPU's approval.
- Projects outside of Seattle City limits: Submits plans directly to SPU DSO via the [Seattle Services Portal](#). Changes and revisions to plans will be subject to further review prior to SPU's approval.
- Pays all invoices.



### 3. Pre-construction Meeting Preparation

Property owner:

Submits traffic control plans and obtains approval from SDOT Street Use or other jurisdiction with authority.

Coordinates [trolley line deactivation](#) with King County Metro when required. Note: Trolley line deactivation may cause installation delays.

Applies for and receives an issued [hydrant permit](#) by submitting a [Hydrant Rental Permit Application](#).

Completes and submits the Notice of Developer Watermain Preconstruction Meeting to SPU Project Coordinator.

Submits a [Request for Approval of Material Sources \(RAMS\)](#) to SDOT Project Manager and obtains approval.

Outside of the City of Seattle: Submits RAMS to SPU Project Coordinator.

Submits to SPU Project Coordinator a survey performed by a licensed surveyor that includes the survey for the new water main and grade sheets corresponding with approved water main design.

Obtains a copy of the current [City of Seattle Standard Specifications and Plans](#).

Hires a licensed contractor for construction of the water system improvements.

Conducts pre-construction meeting with SDOT.

SPU Project Coordinator:

Contacts the property owner once all applicable requirements are satisfactorily met to schedule the preconstruction meeting. Note: The meeting is held approximately two weeks from the date requested.

### 4. Pre-Construction Meeting

Property owner:

Ensures project team attends the pre-construction meeting to discuss the construction schedule, standards, requirements, and start date.

### 5. Post Pre-Construction Meeting – Prior to Construction

Property owner:

Calls 811 and ensure [utility locates](#) are performed prior to the start of construction.

Ensures all water main materials associated with the water main extension are on site when construction starts.

### 6. Post Construction of Water Facility

After a Notice of Completion is issued by SPU, SPU will reconcile the actual cost incurred by SPU for work performed and provide an invoice for additional charges or a refund.