

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Side Sewer Permits in Seattle

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When is a Side Sewer Permit Required?

The City of Seattle requires that a Side Sewer Permit be issued **before work begins** on all side sewers and service drains, including new installations, alterations, repairs, capping, relocations, removals, and conditional and temporary dewatering work. Emergency repair work is allowed without getting a permit in advance, but a permit must be obtained from the Seattle Department of Planning and Development (DPD) the next City working day,

For information on side sewer design and construction requirements, please see DPD Director's Rule (DR) 2-2006/SPU DR 01-06, "Requirements for Design and Construction of Side Sewers (Wastewater Discharges)" at www.seattle.gov/dclu/codes/dr/DR2006-2.pdf and DPD DR 3-2006/SPU DR 02-06, "Requirements for Design and Construction of Service Drains (Drainage Water Discharges)" at www.seattle.gov/dclu/codes/dr/DR2006-3.pdf.

The permit for this work will cover all proposed side sewer work located on-site and within the public right-of-way (ROW), if applicable. If the project includes work in the ROW, see Step 3 on page 2. Both side sewers and service drains may be included on the same permit application.

Side sewers and service drains, whether located in a public or private property, are owned, installed, operated and maintained by the owner or occupant of the premises served.

For side sewer permit purposes, the following definitions are used:

- **Primary Contact** – Property owner, tenants, property owner's agent, side sewer contractor or Registered Side Sewer Contractor.

- **Metro Billing Contact** – Individual or firm to whom King County will direct the invoice for residential sewer use certification, with a sewage treatment capacity charge as applicable.
- **Property Owner** – Individual or firm that owns the property for which the permit will be issued.
- **Registered Side Sewer Contractor (RSSC)**– Individual or firm that has been certified by DPD to perform side sewer utility construction within the public ROW.
- **Side Sewer** – A privately owned and maintained pipe system which is designed to carry sewage and/or stormwater runoff, surface water, foundation drainage, and other unpolluted water leading from a plumbing outlet, drain or other facilities to the public sewer system or approved outlet.
- **Service Drain** – A privately owned and maintained pipe system which is designed to carry stormwater runoff, surface water, foundation drainage, roof drainage, and other unpolluted water to the public system or on-site infiltration system.
- **Temporary Dewatering** – Refer to CAM 506, "Side Sewer for Temporary Dewatering for Construction Sites."

How to Prepare and Process Your Application for a Side Sewer Permit

Permit application processes vary depending on the size and complexity of the project. The basic process for obtaining a Side Sewer Permit from DPD is described below:

STEP 1: Obtain an Application Form

The applicant begins by completing an application for a Side Sewer Permit. Applications and forms are downloadable from DPD's Side Sewer Program website at www.seattle.gov/dpd/sidesewer. They are also available from the DPD Public Resource Center (PRC), located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave., (206) 684-8467.



STEP 2: Prepare a Site Plan

Along with a side sewer application form, the applicant must submit a site plan for the work. A site plan is a scale drawing showing the location of all structures on the property, dimensions of the structures, and the location of all existing and proposed side sewers. For further information on how to prepare a site plan, refer to CAM 103, "Site Plan Requirements," and 103A, "Site Plan Guidelines."

If the side sewer work is associated with a building permit, provide an approved building permit plan set or site plan set. Otherwise, DPD will provide applicants with a map template of their individual property that will be useful in drawing up a site plan. To obtain a JPG file of a property map, call DPD Drainage & Sewer Review staff at (206) 684-5362, or email them at sidesewerinfo@seattle.gov. The JPG will be mailed out via email or a printed copy will be mailed by first class regular mail. If the applicant wishes to do further research in developing a site plan for the application, they may visit the side sewer website at www.seattle.gov/dpd/sidesewer.

A site plan is not required for a repair to an existing private side sewer system.

STEP 3: Determine if Project Requires a Registered Side Sewer Contractor (RSSC)

Side Sewer Permits require the involvement of an RSSC if the work is proposed in the ROW, including repairs, replacement and new construction of side sewers. For side sewer work in the ROW, the RSSC must be named on the permit.

Certification for becoming an RSSC in Seattle is administered by DPD. For more information or to locate and RSSC, visit <http://web1.seattle.gov/dpd/rssc>.

STEP 4: Submit other Necessary Information

The applicant may also need to submit other information, as appropriate, with the application. The following documents will be recorded with King County Records and Elections. The documents are available online at www.seattle.gov/dpd/Publications/Forms/Side_Sewer/default.asp.

This may include:

- **Side Sewer Easement Agreement** – Seattle Municipal Code (SMC) 21.16.250A – for use when the side sewer will be located on a parcel other than that of the building served by the side sewer.

- **Side Sewer Hold Harmless and Indemnification Agreement** – SMC 21.16.260 and 21.16.210 – for use whenever the side sewer or construction will not meet standards of the code as authorized under SMC 21.16.260. This also protects the City from all future claims due to said side sewer installation or construction (i.e., pipes with less than two percent grade, pipes with greater than 100 percent grade, an invert connection less than 12 inches above main combined sewer or drain top, etc.)
- **Side Sewer Connection, Hold Harmless and Indemnification Agreement** – SMC 21.16.250B – for use when connecting two (2) or more structures to one side sewer on the same property.
- **Side Sewer Easement, Connection, Hold Harmless and Indemnification Agreement** – SMC 21.16.250B – for use when more than one property connects to the same side sewer.
- **Memorandum of Drainage Control (MDC)** – SMC 22.802.020B(c) for drainage, except for projects having less than 750 square feet of land disturbing activity. The MDC summarizes the terms of the drainage control plan, including any known limitations of the drainage control facility and an agreement by the owners to implement those terms.
- **Temporary Sewer Connection Agreement** – SMC 21.16.110 – for use whenever a Temporary Sewer Connection Permit is granted. This agreement permits temporary connection to a City facility located downstream until such time a City main is constructed in front of the subject parcel, at which time the applicant will be required to reconnect to the new main.
- **Out of City Sewer Agreement** – SMC 21.20.020 – for use when the City agrees to connect out-of-City property to the City sewer system.
- **Special Sewer Connection Charge Contract** – SMC 21.24.030. This document establishes an agreement between the Property Owner and the City for installment payments to be made by the Property Owner to the City for their prorated cost of City mains.

STEP 5: Submit the Application

No appointment is necessary to submit an application for a Side Sewer Permit.

You may sign in at a self-serve computer in the DPD Applicant Services Center (ASC) on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave., (206) 684-8850.

Fees related to side sewer construction and inspection are based on the Fee Ordinance SMC 21.24.021. For more information, contact the DPD Drainage & Sewer Desk staff at (206) 684-5362 or review the Fee Ordinance, SMC 21.24.021, available on DPD's Side Sewer Program website at www.seattle.gov/dpd/sidesewer.

STEP 6: Permit Issuance

In most cases, Side Sewer Permits are issued the same day as application. Projects with over 5,000 square feet of new or replaced impervious surfacing require an approved drainage control plan. This plan is normally reviewed and approved with the building permit.

Permit Duration

Side Sewer permits are valid for 18 months, unless renewed or prior arrangements have been made with DPD.

The applicant must extend the permit for another three (3) months for sites where construction has yet to be completed and the side sewer permit is past the permit expiration date. Failure to extend the permit period will result in the inability for the City to provide additional inspections, which may result in delaying the final approval of other DPD permits, including building permits.

Inspection Process for Side Sewers

In order to be in compliance with your side sewer permit conditions, all sanitary and drainage pipe must be inspected by a DPD Site Inspector prior to covering. The pipe must be uncovered, bedded to the springline, and holding a pressure test (if applicable) in order to pass the inspection. An as-built drawing is required to pass the final inspection.

When the work is ready for an inspection, the permit holder, side sewer contractor, or RSSC (if required), must notify DPD by calling the 24-hour inspection request line at (206) 684-8900 or online at www.seattle.gov/dpd (see "Scheduling an Inspection" below). You must be available to meet with the DPD site inspector during regular business hours when requested.

Inspections for permitted work will not be scheduled for Saturday, Sunday or holidays.

For after-hours inspections of side sewer construction in the downtown area, special arrangements must be made with DPD 72 hours in advance.

Scheduling an Inspection

Same-day inspections are provided for requests received **before 7 a.m.** on the DPD Inspection Request Line, (206) 684-8900 or online at www.seattle.gov/dpd. On the day of the requested inspection, the inspectors will **attempt** to contact the caller to confirm an approximate time for completing the inspections.

NOTE: Cell phone calls are discouraged when scheduling side sewer inspections due to frequent connection problems.

Calls received **after 7 a.m.** will be scheduled for the following workday.

For emergency repair inspections or to cancel an inspection, call Customer Support at (206) 684-8860, Monday-Friday, 7:30 a.m.-4:30 p.m. Be sure to have the permit number and address available when calling.

Requirement for Coordination with SPU and SDOT in the ROW

SPU will make a new connection to the existing main with the **core tap** while the contractor completes the pipe extension from the connection. After all of the work is completed and approved, Street Use will repair the street.

- SPU Core Tap: (206) 615-0511
- SDOT Street Restoration: (206) 684-5253

An SDOT street use permit for use of the ROW is required when applying for a side sewer permit. DPD collects the SDOT ROW use fee in conjunction with side sewer permitting. Permit fees are paid at the DPD Cashier, located on the 20th floor of Seattle Municipal Tower, 700 Fifth Ave., (206) 386-9780. Prior to beginning any work within the ROW, the applicant must contact SDOT.

Requirement for As-Built Plans

The permittee must submit documentation of what was constructed for the side sewer project. Approval by the site inspector of the as-built plan is required prior to finalizing a side sewer permit. For instructions on how to prepare as-built plans, consult DPD CAM #504, "Side Sewer As-Built Plan Requirements."

Property Located Outside the City of Seattle that Could Be Serviced by Seattle City Utilities

A property owner located outside the city limits may be allowed to connect to a Seattle City main if the non-city jurisdiction does not serve the property or the City's mains are more accessible than the local jurisdiction.

Before a connection will be approved by DPD, the property owner **must contact SPU to receive their approval**. Call the DPD Drainage Desk at (206) 684-5362 for more information.

Key Side Sewer Contacts

Application Information: Contact the DPD Drainage & Sewer Review Desk at (206) 684-5362 or email sidesewerinfo@seattle.gov. Visit www.seattle.gov/dpd/sidesewer for additional information.

Scheduling Inspections: Call the DPD Inspection Request Line at (206) 684-8900 or online at www.seattle.gov/dpd (see details on page 3).

Technical Information: Send an email to sidesewerinfo@seattle.gov or contact the most pertinent listing below:

- DPD Drainage & Sewer Review Desk, (206) 684-5362
- SPU Core Tap, (206) 615-0511
- SDOT Street Restoration, Street Use Counter, (206) 684-5283
- SPU Non-Permitted Drainage or Sewerage Complaints, (206) 684-5800
- Seattle-King County Public Health, (206) 296-4932

Access to Information

Links to electronic versions of **DPD Client Assistance Memos (CAMs), Director's Rules, and Forms** are available on the "Publications" and "Codes" pages of our website at www.seattle.gov/dpd. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.