



Planning & Community Development
Public Works

WASTEWATER PERMIT SUBMITTAL CHECKLIST

- SEWER WORK IN RIGHT-OF-WAY
- SEWER WORK IN RONALD WASTEWATER EASEMENT

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

- Wastewater Permit Application**
- Submittal Fee:**
 - Repair or Sewer Pipe Modification \$25.00
Additional fees to be determined at review.
- Site Plans – two (2) full size copies** drawn to an engineering scale, such as 1” = 20’. The site plan is a graphical representation of your total proposal as seen from above.
 - Utility Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location of existing streets, easements, and driveways. Include driveways on adjacent property and adjacent streets.
 - Include all details which describe the project.
 - Frontage improvements for curb, gutter, sidewalk, access drive, drainage facilities, and street trees that may require restoration.

- Proof of Side Sewer Contractor License, Bonding and/or Insurance**
 - For any work in the public right-of-way, public liability insurance is required. All contractors, not working for a franchised utility company and/or individual, must provide a certificate of liability insurance naming the City of Shoreline and Ronald Wastewater District as additional insured. (See separate Side Sewer Contractor Licensing Packet)

Additional permits/information that may be required:

- Sewer Cap-off
- New Connection
- Developer Extension Agreement
- Licensed Sewer Contractor
- Right-of-Way Use permit for sewer work

For more information regarding WW Regulations go to: www.shorelinewa.gov/wwpermit. Under the “Additional Information Section”, click on “Side Sewer Rules and Regulations”.

Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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