



Project address:

Date:

This checklist outlines the responsibilities of the property owner and Seattle Public Utilities (SPU) for a water main extension project. *Note:* A valid water availability certificate (WAC) must be active throughout the process. If the project WAC expires, a new WAC must be obtained prior to proceeding.

1. Water Main Design, Plan Review, and Contract Approval

A. Property owner hires:

- A licensed civil engineer to design the water main or other facility to be installed and owned by SPU.

B. Property owner submits for review:

- Stamped and signed system improvement plans with applicable notes and requirements to Seattle Department of Transportation (SDOT) via Seattle Services Portal (for projects within Seattle).
- Stamped and signed system improvement plans with applicable notes and requirements directly to SPU Development Services Office (DSO) Capital Projects Coordinator (CPC) (for projects outside Seattle).

C. Property owner executes (signs and pays embedded invoices for)

- Commitment Contract.
- Construction Contract.

2. Permit Applications, Bonds and Easements

A. Property owner obtains from SDOT (for projects within the City of Seattle) or other jurisdiction, as applicable:

- Permit for work in the right of way (except King County, where SPU obtains permit).
- Performance bond.

B. Property owner submits to SPU's Real Property Services, as applicable:

- [Easement](#) documents (applicable when extensions and/or appurtenances are on private property).

3. Individual Water Services

Property owner:

- Submits to SPU DSO CPC a complete [Water Service Application](#) and receives approval.
- Pays all associated invoices.

4. Pre-construction Meeting Preparation

A. Property owner submits to SPU DSO CPC:

- Signed and notarized [Transfer of Ownership](#) form.
- Survey grade sheets completed by a licensed surveyor that include the approved water main survey and corresponding grade sheets.
- Completed [Notice of Developer Watermain Preconstruction Meeting](#).



B. Property owner

- Submits a [Request for Approval of Material Sources \(RAMS\)](#) to SDOT Project Manager (for projects within the City of Seattle) or to SPU DSO CPC (for projects outside the City).
- 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.
- Submits a [Hydrant Rental Permit Application](#) and receives an issued [hydrant permit](#).
- Obtains a copy of the current [City of Seattle Standard Specifications and Plans](#).
- Hires a licensed contractor to construct the water system improvements. Name
- Conducted a pre-construction meeting with SDOT on (insert date)

C. SPU Project Coordinator

- Contacts the property owner once all requirements are met to schedule the preconstruction meeting, which is held about two weeks from the date requested.

5. Pre-Construction Meeting

Property owner:

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

6. 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.

7. 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.