



SEWER LATERAL PERMIT CHECKLIST

Sewer Lateral Application Checklist

- Applicant information (address, telephone number, email address).
- Address of the site for where is to be done. Is it in city limits? Is it in the Urban Growth Area (UGA)?
- Scope of work.
 - Plumbing sub-permit application submission will be required for any new sewer onsite connection.
 - Plumbing sub-permit application submission, for any property in the UGA, will have to be obtained through Thurston County.
- A licensed and bonded contractor is required to be able to perform work in the City's right of ways.
- A current city business license is required for the contractor.
- Contractor' UBI number.
- LOTT Rebate approval (septic to sewer conversions).

Submittal Requirements in PDF Format

- Agreement to Annex UGA – Required if site is located in a utility service area outside of city limits.
- Pedestrian/Traffic Control Plan meeting the standards in the Manual on Uniform Traffic Control Devices (MUTCD) – Required if the scope of work entails obstruction of the city right of ways such as sidewalks and streets.
- Bonding and Insurance – Required if never worked in city right of way or information is outdated in permitting systems.

Upload digital submittals after application has been submitted on the permit portal. If you have questions about submittals, please call 360-753-8314.

Technology Fee – 3.9% on all Land Use, Building and Engineering permit & plan review fees