



# S.T.E.P. SEWER RESIDENTIAL PERMIT CHECKLIST

## **S.T.E.P Sewer Residential 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**

- Site Plan
- 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- Bonding and Insurance – Required if never worked in city right of way or information is outdated in permitting systems.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