

Wastewater Permit Submittal Checklist

Industrial Discharge Permit

Planning & Community Development
17500 Midvale Ave N
Shoreline, WA 98133
206-801-2500
pcd@shorelinewa.gov



Industrial Discharge Permit applications are required when industrial process wastewater or dewatering activities from a permitted job site are intended to be discharged from a site into the City's sewer system.

Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review Division 4 of the [Engineering Development Manual](#) to learn more about the City's wastewater requirements. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **development review engineer** who can walk you through the requirements.

To access this
checklist online
visit shorelinewa.gov/checklists



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Required Documents

- [Wastewater Permit Application](#)
- [Industrial Discharge Application and Permit](#)
- Submittal Fee
 - Please reference the City's [fee schedule](#) for current application fees.
- Civil Engineering Plans
 - Refer to the [Civil Engineering Plans Handout](#) for plan sheet requirements.
 - Must show utility locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications.
 - Location of existing streets, easements, and driveways. Include driveways on adjacent property and adjacent streets.

Open M, T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

- A profile view of the proposed wastewater line.
- Include all details which describe the project.
- Frontage improvements for curb, gutter, sidewalk, access drive, drainage facilities, and street trees that may require restoration.
- ☑ Traffic Control Plan
 - Standard [WSDOT traffic control plans](#) are acceptable.
- ☑ 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 Shoreline Wastewater as additional insured. (See separate [Side Sewer Contractor Licensing Packet](#)).

Additional Documents (Possibly Required)

- ☐ Authorization Letter
 - Required for all projects *except* for de-chlorination of approved water utilities.
 - Letter must be from King County or the Edmonds Wastewater Treatment Plant.
 - **King County** 206-477-5300
<https://kingcounty.gov/en/dept/dnrp/waste-services/wastewater-treatment/sewer-system-services/industrial-waste/forms-fees-resources/approval-forms>
 - **Edmonds Wastewater Treatment Plant** 425-771-0237
https://www.edmondswa.gov/government/departments/public_works_and_utilities/waste_water_treatment_plant
- ☐ Other documents as required:
 - _____
 - _____

Additional Permits

These are additional permits that may be required to accompany your Wastewater Permit Application depending on your scope of work.

- ☐ [Wastewater Permit Application](#)
 - Additional permit(s) may be needed for each the following:
 - Cap-off of existing connection.
 - [Wastewater Permit Application](#) only, no additional materials needed.
 - Coring, including work on the main or saddle work.
 - [Wastewater Permit Application](#) only, no additional materials needed.
 - [Developer Extension Agreement](#).
 - [New connections](#).
 - [Side sewer repair](#) or *any* work within a sewer easement.
- ☐ [Right-of-Way Use Permit](#)
 - Required for sewer work in the right-of-way.