

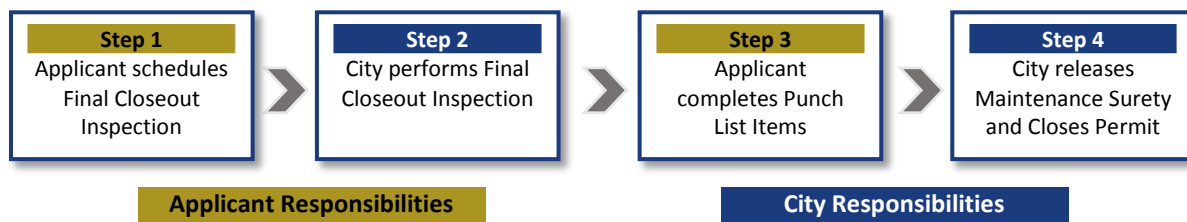
CIVIL CONSTRUCTION PERMIT CLOSEOUT AND MAINTENANCE SURETY RELEASE PROCESS

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This document is intended to provide an overview of how to begin the process of obtaining **Civil Construction Permit** Closeout and Maintenance Surety Release.

Section I: Permit Closeout and Maintenance Surety Release Flow Chart and Process

The Permit Closeout and Maintenance surety release process is summarized on the flow chart and explained below.



Note: The established timelines do not account for unintended findings or omissions which may delay the process.

Step 1: Schedule Maintenance Inspection

Applicant shall call the inspection line at 425-430-7203 to request a Final Closeout Inspection no less than forty-five days (45) days prior to the end of the two-year maintenance period.

Note: When calling for an inspection, please have your Civil Construction Permit No. for your project ready. Inspection Hours are 7:00 AM to 3:30 PM Monday thru Friday, excluding Holidays. Inspection requests must be made prior to 11:59PM the day before the requested inspection.

Step 2: City Performs Final Closeout Inspection

*Timeline for Initial Inspection: 3-weeks from request.
(Subsequent Inspection timeline: 2- weeks from request)*

The City will perform the Final Closeout Inspection and generate a Punch List describing all maintenance items and deficiencies. The Punch List will be sent to the Applicant for replacement/repair of any failed facilities. If no maintenance items or deficiencies are found, the City will proceed to **Step 4**.

Step 3: Complete Punch List

Prior to beginning any work within the right of way or on public facilities, the Applicant/Contractor shall:

- **Notify the City by calling the inspection line.**
- Have an approved Traffic Control Plan.
- Call 811 prior to digging.

Resources: [City of Renton Standard Details](#)
[Traffic Control Plan Application](#)

Repeat Steps 1-3 until no maintenance items or deficiencies are found.

Step 4: Release Maintenance Surety

Timeline for Release of Maintenance Surety: 1 – week

Once the City has confirmed that all Punch List items have been completed and payment of any outstanding fees have been made, the City will prepare and send the required documents to release the Maintenance Surety and will then close/final the Civil Construction Permit.



Note: This handout shall not be used as a substitute for codes and regulations. The Applicant is responsible for compliance with all codes and regulations, whether or not described in this document.