

# DESIGNER CHECKLIST FOR SAVVY SEPTIC GRANTS



Use the checklist below if you were selected to do design work for a homeowner who is receiving Savvy Septic grant funds for their major repair/replacement. We will coordinate with you along the way, but please reach out if you have any questions.

Visit [SavvySeptic.org](http://SavvySeptic.org)

Email [savvy.septic@snoco.org](mailto:savvy.septic@snoco.org)

Call (425) 388-3636

## BEFORE STARTING DESIGN WORK

After you are notified that you have been selected, you will be asked to:

- Submit an updated W-9 (we will let you know if we already have a current version or if we need a new one).
- Complete the Homeowner-Contractor agreement. This will be sent to you by email after we collect some other paperwork from the homeowner and the County.
  - Review information in the agreement
  - Sign & Date
- Once you've signed the agreement, **wait until you receive an all clear** email from Savvy Septic staff to proceed with work. This is because we may still be waiting on some paperwork to be signed by other parties.

## DURING DESIGN & AS-BUILT WORK

- After you've been given the all clear, proceed with design work as you normally would for any customer.
- When submitting your repair application and design, please make a note that says "Savvy Septic Program" in the comments section of both the online form and design application.
- After you submit the application, you should receive an email with an invoice for the repair app fee (sent to the homeowner and the designer as usual). As part of the projects costs, this fee will be paid by you. Please pay the invoice as soon as possible.
- Work with SCHD permitting staff as usual on any changes in order for the application to be approved.
- When the time comes after installation, complete the as-built work as usual.
- Sign the Project Completion Form that will be emailed to you by Savvy Septic staff

## INVOICE OPTIONS

- Option 1: Get paid in one lump sum after all work is complete, including the work for the as-built.
- Option 2: Receive separate payments after each part of the work has been completed.
  - Send one invoice after submitting the application and paying the repair app fee.
  - Send another invoice for the as-built costs after that portion of the work is complete.
- When sending invoices:
  - The "Bill To" section should say Savvy Septic Program/Snohomish County Health Dept. and address.
  - The "Site" or "Ship To" should say the homeowner's name and address.
- Payment(s) will be made via check unless direct deposit was requested and set up in advance.



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