

# INSTALLER CHECKLIST REPAIRS & REPLACEMENTS



Use the checklist below if you have been selected to complete installation of a major repair or replacement funded by a Savvy Septic grant. We will coordinate with you along the way, but please reach out if you have questions at any point.

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

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

**Call** (425) 388-3636

## BEFORE INSTALLATION

After you are notified that you have been selected as the winning bid, 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).
- Make sure any subcontractors you plan to use are eligible to work on public works projects and are aware they will have to follow L&I prevailing wage requirements as well.
- 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 the agreement, sign, and date it.
- File an Intent to Pay Prevailing Wages with Washington State L&I once you've signed the agreement.
- Contact the designer to request the permit for installation be issued.
- Wait to receive an all clear email to proceed with installation from Savvy Septic staff. This is because we may still be waiting on other paperwork to be submitted/signed by other parties.

## DURING INSTALLATION

- Post the Intent to Pay Prevailing Wages at the job site if the project is over \$10,000
- For projects that went through Cultural Resources Review (CRR): An Inadvertent Discovery Plan will be sent to you by Savvy Septic staff. This plan must be kept on hand during installation. Follow instructions in the plan if anything is discovered during install. If the project did not go through CRR, this task is not required.

## AFTER INSTALLATION & PAYMENT

- Submit Certified Payroll Records to L&I
- File an Affidavit of Wages Paid with L&I
- Make sure any subcontractors used have at least submitted an Intent with L&I. (Subcontractor affidavits and certified payroll records must be verified after payment if they are not submitted beforehand.)
- Sign the Project Completion Form that will be emailed to you by Savvy Septic staff
- Send Savvy Septic staff the invoice.
  - The "Bill To" section should say Savvy Septic Program/Snohomish County Health Department
  - The "Site" or "Ship To" should say the homeowner's name and address.
- Once everything is complete, your payment will be made via check unless direct deposit was requested and set up in advance.



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