

## Contractor Overview

1. Verify that your customer's property is located within the qualifying CSO basin. Visit [www.rainwise.seattle.gov](http://www.rainwise.seattle.gov) for incentive eligible basins. Make sure the type of facility you wish to install is allowed on the property. For example, critical areas, steep slopes, and contaminated soils restrict the use of rain gardens.
2. Determine the contributing area of the roof to be disconnected and size the facility (rain garden or cistern) using the tables found at [www.rainwise.seattle.gov](http://www.rainwise.seattle.gov). Be prepared to show your calculations of contributing areas at your inspection.

### **Make sure your project meets the minimum area thresholds!**

- You must control a minimum of 400 square feet of roof area using one or more rain gardens. You may direct multiple areas to one or several rain gardens to reach the 400 square foot minimum requirement.***
- Each cistern installation directing flow to the sewer or a conveyance channel must control a minimum of 400 square feet of runoff. You may not add roof areas directed to separate cisterns to meet the 400 square foot minimum. Example: Two 200 square foot areas directed into two separate installations does not qualify, nor do four 100 square foot areas directed to four separate cisterns. A minimum of 400 square feet of roof area must be directed to one cistern facility of 200 gallons or greater. If cistern flows go to a receiving rain garden, roof areas may be added to achieve the 400 square foot minimum.***
- Detail sheet 3 shows examples of minimum configurations.***

3. Perform an infiltration test using the procedure form on the RainWise website if you are constructing a rain garden. Draw your proposed installation noting house and impervious surface, downspout locations and contributing roof area, location and size of rain garden or cistern, distance from house and property lines, path of overflow travel, and details to be used. This is your "site plan" for pre-inspection purposes.
4. When the homeowner has contracted with you, schedule a pre-build site inspection with an SPU inspector by emailing [inspectionrequest@seattle.gov](mailto:inspectionrequest@seattle.gov) or calling 206-684-0100. Have your site plans and completed infiltration test results (for facilities involving a rain garden) with you at this inspection. After you have the signed inspection form, construct your facility to the agreed upon specifications. Alternately, if you have completed a minimum of 5 RainWise projects, at the discretion of the RainWise inspector you may submit a Notice of RainWise Project form.
5. Upon completion, call or email to schedule your final inspection. Make sure to show your customer how to maintain their rain garden or cistern.
6. Make sure your customer has copies of :
  - both pre- and post- inspections for their rebate application.

- an itemized invoice that includes your business license number, address, materials, and detailed cost of all services and products. Materials and labor should be separated out. An example of a standard invoice can be found in the Contractors Corner at [www.rainwise.seattle.gov](http://www.rainwise.seattle.gov)
- a signed copy of the Rain Garden and/or Cistern Warranty.
- a Rockery Release form, if applicable.

# Contractor Licensing Requirements

## RainWise Program - Contractor Licensing Requirements

Participating RainWise contractors and designers must have a City of Seattle business license and be licensed to do business in the State of Washington.

<http://www.seattle.gov/rca/licenses/Licmain.htm>

<http://bls.dor.wa.gov/licensing.aspx>

RainWise projects must be completed by a State of Washington General or Specialty licensed contractor.

<http://www.lni.wa.gov/TradesLicensing/Contractors/HowReg/default.asp>.

Participating RainWise contractors and designers operating as corporations or limited liability companies must also be registered with the Office of Secretary of State.

[http://www.sos.wa.gov/corps/registration\\_forms.aspx](http://www.sos.wa.gov/corps/registration_forms.aspx)

## Washington State Contractor License Requirements

To do construction work in Washington, a contractor or company must register with the Washington Department of Labor and Industries.

### General Contractor

- Post a \$12,000 bond.
- \$50,000 of property damage insurance
- State Uniform Business Identification (UBI) number
- State revenue tax number
- Office of Secretary of State registration for corporations/LLCs only
- IRS employer account number for employees
- Employment security number for employees
- Industrial insurance number for employees

### Specialty Contractor

- Post a \$6,000 bond
- \$50,000 of property damage insurance
- State Uniform Business Identification (UBI) number
- State revenue tax number
- Office of Secretary of State registration for corporations/LLCs only
- IRS employer account number for employees
- Employment security number for employees
- Industrial insurance number for employees

A **general contractor** can perform or supervise numerous building trades or crafts.

A **specialty contractor** can perform **one** building trade or craft. Only a landscape specialty contractor can perform landscaping.

**WAC 296-200A-016 (33) "Landscaping"**--A contractor in this specialty constructs, maintains, repairs, installs and develops landscape systems and facilities for public and private gardens and other areas which are designed to aesthetically, architecturally, horticulturally, or functionally improve the ground within or surrounding a structure or tract or plot of land. Also prepares and grades plots; treats, conditions, prepares, and installs topsoil; performs hydroseed spraying; and plants all decorative vegetation. Landscaping includes installation of nonload bearing slabs, walkways and areas using concrete, brick, stone, or gravel; decorative wooden decks; garden walls, fences and screens up to six feet in height; and all other materials and equipment common to the industry. This specialty includes installation of residential lawn sprinklers (without pumps), ponds and water-features. *(Excluded from this specialty are cast in place or tilt up concrete, load bearing walls for structures, perimeter fencing along property lines or boundaries.)* Work in this specialty may also require an electrical license per chapter [19.28 RCW](#) and/or plumber certification per chapter [18.106 RCW](#). Registration is not required for companies who only deliver material and are not installing or placing the product.

## Invoice Cost Breakdown

Please attach this to your regular invoice as part of the rebate package. This allows you to invoice your client according to your existing billing template while allowing us to be accountable to our ratepayers.

*Only items directly related to the function of a rain garden or cistern installation should be included on your invoice and this accompanying form.*

Category	Description	Quantity	Rate	Total
<b>Administration</b>		In hours		
	Client meetings			
	Design			
	Infiltration testing			
<b>Labor</b>	Rain Garden related	In hours		
	Site prep			
	Construction and planting			
	Cistern related	In hours		
	Site prep/Pad construction			
	Plumbing and conveyance			
	Changes to gutters or downspouts			
<b>Materials</b>	Conveyance piping	Lineal feet		
	Connectors (total cost, no need for individual quantities/rates)	Number of units		
	Open conveyance (specify materials/liner/rock and note lineal feet of channel )			
	Cistern base construction materials (specify type of construction and total cost)	By type (curbed gravel, block, concrete,etc.)		
	Plants (number and size of plant materials grouped by size)	By stock size		
	Bioretention soil	Yards		
	Mulch	Yards		
	Gravel/rock	Yards		
	Cistern cost per cistern (*note, no mark up allowed on SCC supplied cisterns, you may charge actual delivery costs)	Per unit		
	Cistern plumbing connection (includes first flush diverter, low flow orifice, tank to tank connections, etc.)	Total costs no need for individual quantities/rates		
<b>Rentals</b>	Specify equipment	Hour/day (specify)		
<b>Fees</b>	Disposal fees by item (soil, clean green, etc.)	Yards		
	Delivery fees if not covered by labor(specify items, cistern, rock,etc. )			
<b>Total</b>				\$

## **Contractor Frequently Asked Questions**

### **1) Can I use the RainWise logo on promotional materials?**

Yes, the RainWise logo is available for use by businesses with at least one person who has completed the City of Seattle's RainWise program training. It signifies that a business is a "trained" participant in the RainWise program and understands the RainWise program design specifications and procedures. Please see the RainWise Logo Guidelines document.

### **2) Where do I find the minimum design requirements for rain gardens and cisterns?**

RainWise qualifying specifications can be found on under "Design Specifications" at [https://rainwise.seattle.gov/city/seattle/contractor\\_corner](https://rainwise.seattle.gov/city/seattle/contractor_corner) . These are minimum specifications that provide a level of functionality appropriate to stormwater control goals. You may exceed these specifications in both performance and aesthetics if you and your client wish to, though the rebate might cover a lesser proportion of the total cost.

### **3) How do I update my vendor profile on the RainWise Tools website?**

Visit the Contractor Registration page in the Find Contractors section of the website and request a form to update your profile.

### **4) Can I post pictures of my rain garden or cistern installations?**

Certainly! While the functionality does not exist on the RainWise site, feel free to link to your own website from the site.

### **5) May I link my business website to the Rainwise Seattle websites?**

Yes. Feel free to link to or promote the link to the RainWise websites.

### **6) May I promote my business in the target CSO basins?**

Please do. While the City will do a level of outreach involving mailings, posters, and advertising related to the program, there's nothing to stop you from letting residents know about the program in any promotional efforts you may wish to undertake.

### **7) How long does it take SPU to send a rebate check to vendors/customers?**

Rebates can take up to 8 weeks (or 60 days.)

### **8) Can I have the rebate check sent to me?**

Yes, the Vendor Payment Option is now available. Participating property owners must sign the form in order for the rebate check to be sent directly to the contractor.

**9) My customer has a basement, but also has a porch on a post and pier foundation, what should I do about setbacks?**

The rain garden should be placed to meet setbacks for both types of structure. It should be the minimum 10 feet plus 2 feet for each foot the basement extends deeper than 5 feet below ground level PLUS it should be at least 5 feet away from the porch.

**10) RainWise Detail Sheet 1 states that no more than 1,000 sq ft of contributing impervious surface may be directed to overflow across a sidewalk from any system. If there are 2 Rain Gardens in the front yard separated by a paved walkway into the house, is that two systems or one?**

Each rain garden counts as one system and each can take 1000 SF. If the systems are both on the same side of the house, for example the front yard, their outflows must be separated by 10 feet.

**11) Can the conveyance furrow from the house to the rain garden go over or under a paved walkway that runs between the house and the sidewalk?**

The conveyance channel must be a direct conveyance to the receiving rain garden. Sheet flow over a sidewalk would obstruct the flow so you either have to pipe under the walkway or cut the walkway, install a rock conveyance or channel and cover with a grate, if desired.

**12) I would like to use a different cistern than the 200 gallon model in table 2 of Standard Cistern to Side Sewer. How do I go about sizing and determining the rebate?**

You will be calculating your sizing and rebate based on Table 7 in the sizing details (Advanced sizing tables: "Cistern Overflow to Side Sewer or Conveyance Channel"). The amount of rebate will depend on the footprint sizing of the cistern bottom area, which is based on the contributing area controlled. For example, if you were controlling 800 square feet of roof runoff, the footprint of the cistern would be 24 square feet (3% of the 800 SF contributing area). Your rebate would be 3 dollars per square foot, or 2400 dollars.

**13) Can my rain garden or conveyance channel overflow to the sidewalk?**

Your overflow structure, including "dispersion trench" as shown in the top figure of RainWise Detail Sheet 8A "Overflow", must be a minimum of 3 feet from a sidewalk or alley. This allows the overflow to spread out and sheet flow instead of point discharging over the sidewalk or alley.

**14) Can rain chains be used instead of downspouts?**

Given the cost of rain chains vs. the equivalent or better functionality of traditional downspout material, rain chains must come out of the homeowner's pocket as an aesthetic improvement/upgrade. Installation costs can be covered when one is being

installed to catch additional roof area where there is no existing downspout, but not when one is being switched out for a downspout that already exists.

**15) How do I find contractors who serve specific locations?**

Use the Find Contractors search tool to sort by zip code, if you want to search for contractors by area: <https://rainwise.seattle.gov/city/seattle/vendors#h-v=1827416565&p-v=1&per-v=10>. However, many RainWise contractors listed would go anywhere in Seattle for work.

**16) Why is the foot print of the cistern used to determine the rebate versus the gross gallons?**

In sizing the cisterns for CSO reduction, the goal is to temporarily hold the runoff and slowly release the flow through a lowflow orifice. The lower the height of water column above that orifice, the slower the water drains out of the cistern. For example the systems provide more benefit at a 3 foot height than at 4-foot maximum height. Gallonage is also a factor for the cistern credits. The square footage of the footprint is the indicator of cistern volume (gallons), while holding constant the 3-foot height. By holding constant some variable we are able to offer presized systems, allowing the program to be implemented with the staffing resources allocated to the program. Added volume above the three foot height does not offer corresponding increasing stormwater performance so we credit based on the volume that provides the core CSO reduction benefit. It's also one of the reasons we do not allow flexible bladders in RainWise installations.

**17) The gallonage for listed cisterns are relatively small. Help me understand how to achieve economical solutions within your standard cistern tables for home owners who want larger capacity.**

RainWise is aimed at controlling excess stormwater flows that cause CSO's. The amount of storage needed to control the target storm does not require huge amounts of storage. Our rebates are based on controlling this flow, not water conservation, so extra cost associated with large installations must be borne by the installing property as it is outside what we are trying to accomplish for our ratepayers.

**18) Two of the three standard cisterns are based upon Bushman products. Help me understand how a public program like RW can be centered around the products of one manufacturer.**

Our goal is to encourage the installation of as many cisterns as possible that meet design standards for our control goals. To that end the Seattle Conservation Corps is stocking a product as a convenience to our contractor partners. When surveying the possible alternatives for product that 1) was available as close to WA state as possible to keep both shipping costs and carbon footprint low 2) be an attractive alternative for residential properties, to ensure appearance was not a barrier to program participation 3) have existing fittings that met or could be adapted easily to meet program design standards 4) be installed by any reasonably competent contractor, and not require

special expertise or adaptation with an aim towards both maximizing the rebate coverage of the installation as well as maximizing the contractor base that could perform the installation. Please note that we do not require the use of our modeled "standard" cisterns.

**19) If an address is eligible for "Cistern to side sewer" only does that mean they still need to do a perk test?**

No, perk test are only necessary for RainWise projects that infiltrate the soil. A side sewer connection requires an additional permit, permit fee and inspection from the Department of Planning and Development. Steep slopes are the usual limiting factor for this, sometimes high water tables also limit the type of RainWise installation allowed.

**20) If a property installs a cistern to rain garden, is the rebate \$3.50 total (i.e. the same as if you just installed a rain garden?)**

The maximum rebate for cistern to rain garden or rain garden only is 3.50 per SF.

**21) Are time and materials to move irrigation lines that are in way of a rain garden covered in the rebate program?**

We would pay for the labor to install a rain garden or conveyance that might uncover irrigation lines, however we would not pay for the re-routing or for the re-installation of irrigation lines uncovered when installing a rain garden since we don't pay to re route water or gas lines. Instead we ask the contractor to re-site or have the homeowner arrange rerouting at their cost. Another example, site preparation involving the removal of part of a patio equal to the rain garden footprint would be covered. Removing the whole patio would not. Removing part of a rockery to meet the design standards is covered. Removing the whole rockery is not.

**22) How long will the RainWise rebate program continue?**

Through 2016.

**23) There's an eligible RainWise property that backs up to Bryant Park (no alley). Can the rain garden and cistern overflow to the park? It is conveniently sloping that way.**

No, overflows must be directed to the right of way. We can't direct drainage to other property, even city parks. Overflows must go to the right of way or connect to the drainage system. You could potentially install a bird cage overflow and pipe the overflow to the front yard.

***This FAQ will be periodically updated and added to as additional questions arise.***