

# **Notification of JE Account Setup**

## **Read, Sign, & Return with application**

This notification is to inform the applicant that a JE Account will be set up upon receipt of your application to cover our actual indirect costs for work associated with your project. See General Provision No. 2

By filling out and signing the Utility Application for Permits & Franchises you agree to pay all Department costs related to your project. An invoice will be submitted to you each month with the charges that are incurred, including administrative cost, until the project is completed. Payment will be due within 30 days of receipt of each invoice.

### **Explanation of fees and charges**

The initial processing fee covers the basic overhead charges related to the processing of accommodation applications. This work includes, but is not limited to, administrative services such as photo copying, accounting, adding information to WSDOT databases, and release of individual sureties. Fees also include work associated with receiving and reviewing applications for overall completeness and minor revisions to the application needed to meet WSDOT submittal requirements.

WSDOT engineering costs will be recovered from the Utility for costs beyond the application fee. This would include, but is not limited to, engineering or other reviews by necessary WSDOT personnel, providing an Inspector during construction and/or maintenance of the Utilities facilities and any approved modifications to the application on behalf of the applicant.

If an application is not complete and is missing elements necessary before a decision can be made, such as clear zone calculations, incomplete Utility Facility Descriptions, exhibits, variance documentation etc. the Utility will be charged for the additional work on their behalf.

Information included on your Utility Application for Permits & Franchises will be used in setting up the JE Account.

Please make sure you include the Federal ID Number or a SSN. Not including it could cause a delay in your Permit or Franchise

**Sign the signature line below** to indicate that you have read and understand this information:

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Signature of Applicant