



PERMITTING REQUIREMENTS FOR CONSTRUCTION USE AND MINOR UTILITY PERMITS

Last Revised 12/4/17

The Seattle Municipal Code requires you to obtain a permit from the Seattle Department of Transportation (SDOT) for all work in the public right of way (ROW). Construction use and minor utility permits are managed by the ROW management group within the Street Use Division of SDOT. These permits focus on ROW use, mobility impacts, and installation and restoration requirements for minor utility work.

This Client Assistance Memo (CAM) outlines the steps to take to successfully obtain a ROW management construction use or minor utility permit. To learn about other Street Use permit processes such as annual vehicle permits, utility major permits, street improvement permits, or public space permits, please visit the [Street Use web page](#).

I. ROW MANAGEMENT CONSTRUCTION USE PERMITS

Construction use permits are required when performing non-utility work in the ROW. Typical uses include material and vehicle staging, crane activity, or installing approved encroachments such as parklets or rockeries. Construction use permits typically require prior approval from the Seattle Department of Construction and Inspections (SDCI). The figure below outlines the phases of obtaining a construction use permit.



*Required when a project triggers the State Environmental Policy Act (SEPA).

**Required when project triggers one or more criteria listed in section III.4.

II. ROW MANAGEMENT MINOR UTILITY PERMITS

Minor utility permits are required for utility work that does not trigger the utility major process. Typical uses for minor utility permits include service installations, potholing for utility locates, ground water monitoring, or aerial fiber installations. Minor utility permits often require prior approval from the utility owner if the work is being performed by someone else, or if a utility connection is being made to a structure owned by another utility. The figure below outlines the phases of obtaining a minor utility permit.



LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

Minor utility permits with non-typical processes are described below:

1) Emergency Permits

Work that negatively impacts public health and safety, such as failed structures or leaks, should be responded to immediately. The emergency permit needs to be submitted to Street Use within 24 hours of the time of response. Traffic control plans are required only if the emergency work lasts more than 5 days. Restoration for the emergency work will need to be submitted as a modification request and treated as a typical application submittal.

2) Side Sewer Permits

SDOT minor utility permits are required when side sewer work requires excavation, vehicle curb crossings, restoration, or staging in the ROW. A permit to conduct side sewer utility work must be obtained through SDCI prior to a SDOT permit being issued. If use of the ROW is required to perform the work, it must be indicated on the SDCI side sewer application.

Minor utility permits will be issued when the side sewer installation uses trenching or hole hogging methods. Installations done by direction drilling will need to go through the utility major permit process.

Once the SDCI permit is issued, SDOT will automatically process the minor utility permit within 3 business days. The SDOT minor utility permit does not require a separate permit application, but if work is occurring on an arterial street, in a high-impact area, or in a construction hub, a Traffic Control Plan (TCP) will need to be submitted for review once the SDOT permit has been issued. If a TCP is required, work in the ROW cannot begin until the TCP has been approved.

3) Pole Work in the Curb Radius Permits

If there is pole installation and/or pole removal work in the curb radius, it may trigger new or upgraded curb ramps, as indicated in the [Right of Way Opening and Restoration Rule \(ROWORR\)](#). When a minor utility permit application is submitted with pole work in the curb radius and a utility major permit application has not been submitted, this will elicit a technical ADA review to determine if the work requires new curb ramps, or if an upgrade to existing curb ramps may be completed instead. Once the curb ramp requirements are determined, the pole installation may be performed under the minor utility permit with the following conditions:

- A. The utility major permit must be submitted prior to the issuance of the minor utility permit; and
- B. The restoration must be completed within one year of the utility major permit being issued.

4) Geographically Based Permits

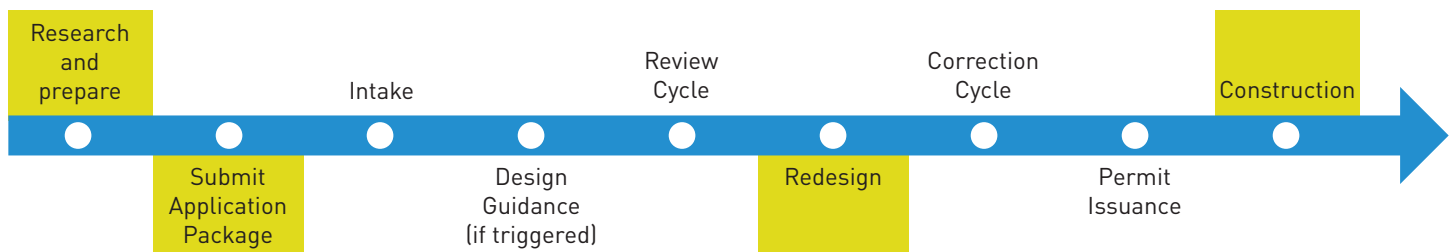
If work is outside a construction hub and does not include utility service or short mainline installations, work may be combined into one permit for multiple locations within a two-block radius (maximum of 8 frontages or 10 locations). Job start notifications will be required for each frontage and/or locations.

Work that is eligible for this type of permit include:

- A. Pole replacements, installations, or attachments;
- B. Aerial work that cannot be done under an annual vehicle permit;
- C. Potholing work;
- D. Monitoring well work; and
- E. Surveying work.

III. STEPS FOR OBTAINING A ROW MANAGEMENT PERMIT

The permittee (or designated authorized agent) is responsible for obtaining a permit before any construction related activity. The figure below outlines both your steps in the permit application process (the boxes that are highlighted) and our application review process.



1) Research and Prepare

A. Ways to conduct research include:

- Getting to know current permit application requirements, processes, hours of operations, and timelines by visiting our website at www.seattle.gov/transportation/permits-and-services/permits;
- Reviewing current codes, rules, and regulations related to the proposed work; and
- Researching current and upcoming nearby and/or adjacent construction projects by utilizing the following resources:
 - Hub Coordination and/or Project and Construction Coordination Group meetings;
 - SDOT's ROW Management Map (dotMaps);
 - SDOT's Capital Projects and Roadway Structures (CPRS) Dashboard; and
 - SDOT's Paving Projects.

B. Ways to prepare for your permit application include:

- Visiting the site to understand and document site conditions, neighborhood dynamics, impacts to City of Seattle assets, utilities, businesses, residents, transit facilities, and other conditions;
- Learning about other permits, steps, and approvals needed in addition to a ROW management permit, such as:
 - Parking permits;
 - Haul route approval;
 - Historic District or Landmark approval; and
 - Transit facility impact coordination (bus stops, trolley lines, street cars, etc.); or
 - Vendor coordination
- Planning how to best utilize the ROW to minimize impacts and follow current codes, rules, and regulations; and
- Developing a notification plan.

floor of the Seattle Municipal Tower, located at 700 5th Ave. Visit the website for current hours of operations.

B. If applying for a construction use permit online, please submit your application via email to SDOTPermits@seattle.gov.

C. If applying for a utility permit online, please submit your application via email to SDOTUtilPermits@seattle.gov or by using our Online Webform application system. You must receive approval prior to using the Online Webform. Directions are provided below.

- Online Webform New Users:
 - Go to the online payments **new user** login page: https://olp.seattle.gov/DP1/Metroplex/Seattle/login/WIZ_LOGIN.asp
 - i. Enter the contact ID provided by Street Use staff
 - If you do not have a contact ID, request an ID by sending an email to SDOTPermits@seattle.gov with your full name, address, phone number and email address.

When submitting your completed permit application, you must include the following items:

- Permit application
- 2 copies of the [Pedestrian Mobility In and Around Work Zones Checklist](#); and
- 2 copies of your work zone site plan. Site plan requirements and templates may be found in [CAM 2116: Work Zone Site Plan Requirements for ROW Management Permits](#).

Additional requirements that may apply to your project:

- A ROW management permit transmittal form if submitting at the permit counter;
- 2 copies of your Traffic Control Plan (TCP). Your plan must adhere to the [City of Seattle Traffic Control Manual for In-Street Work](#), the MUTCD, and [CAM 2111: Checklist for Traffic Control Plan Submittal](#).
 - You may use the Traffic Control Base Map tool if the channelization matches existing conditions.
- A Letter of Authorization if the permit is being applied for by an authorized agent of the property or the property/asset owner;
- The utility owner's approval, if utility work is being performed by someone other than the

2) Submit Application Package

Your permit application may be submitted either in person or online, depending on which permit you are applying for. See the options below to determine which method works best for you.

A. Both construction use and minor utility permit applications may be submitted in person at the Street Use Permit Services Counter on the 23rd

- utility owner or if a utility connection is being made to a structure owned by another utility;
- Liability Insurance naming the City of Seattle as additional insured; and
- Structural calculations for structure construction in the ROW including scaffolding with loads.

3) Intake

At the time of the application submittal, we will make sure that all the required documents have been submitted. If required documents are missing, the application will not be taken in and a revised application package will need to be submitted. Once a complete application has been submitted, a reviewer will be assigned to the project. The reviewer will conduct a preliminary screening to determine if the application can move into the review phase or if a ROW management design guidance meeting or other documents are required prior to review.

4) Design Guidance (if triggered)

ROW management design guidance meetings may be required to plan and coordinate a project that has the potential to heavily impact the ROW and/or interfere with another project. These meetings should be held at least 6 months prior to the start of the project to ensure that all permit requirements, coordination, and conditions will be met prior to construction.

ROW Management design guidance meetings are required when:

- A. The project is in a construction hub, an urban village, or an urban center and:
 - The construction project exceeds 6 months in duration;
 - The construction project is within 1 block of an existing project;
 - The reduction of an arterial street down to one general purpose lane;
 - The utility major project stretches more than 4 frontages;
 - The project proposes to close pedestrian mobility for more than 20 days; or
- B. The project proposes any of the following:
 - The closure of a dedicated bike lane on

- a city-wide network facility during peak hours;
- The closure of a dedicated transit lane (24/7 or work during the AM or PM peak hours);
- The closure of a pedestrian route to a major institution or school.

SDOT can also require a design guidance meeting based on circumstances outside of the criteria listed above. ROW Management design guidance meetings are held on Mondays and Wednesdays. To request a meeting, send an email to SDOTPermits@seattle.gov with the permit number, project address, project description, and contact information for all attendees.

Upon receipt of the request, we will notify the applicant with the next three available meeting slots along with an informational packet for the meeting. To keep the meeting slots open, please respond to the notification within 2 business days. Meeting slots cannot be held open; they will be filled on a first come basis.

5) Review Cycle

The primary reviewer will screen the plans to determine the level of completeness, if there is enough information to start a review, and if any additional technical experts will need to review the plans. The plans will then be distributed to additional technical experts to complete their review. The additional reviewers will send any corrections or comments back to the primary reviewer to reconcile between the groups and compile. Those compiled comments and marked-up plans will be sent back to you. If there are no corrections or comments, the primary reviewer will send you a notice of plan approval.

6) Correction Cycle

A correction cycle is similar to the initial review cycle. However, plans will only be sent to the technical experts that provided comments and corrections in the initial review cycle, or to those that will need to be involved due to any changes from the initial submittal.

7) Permit Issuance

Once the plans have been approved, additional steps

such as fulfilling an additional permit condition or paying fees may be required prior to permit issuance. Once the permit has been issued, a job start notification must be provided at least 2 business days prior to beginning work by calling 206-684-5270 or emailing a job start notice form to SDOTJobStart@seattle.gov.

8) Construction

During construction, you may need to modify your schedule, scope of work, or plans. Modification requests need to be submitted with a permit modification application and plans. All changes must be approved and the permit must be re-issued before work may continue.

Access to Information

Client Assistance Memos are available online at: www.seattle.gov/transportation/document-library/client-assistance-memos. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

ROW MANAGEMENT PERMIT SUBMITTAL MATERIAL TRANSMITTAL FORM

This form must accompany **ALL** the required ROW Management permit materials listed below at the time of submittal to the SDOT Street Use Counter.

Project Address _____

Materials Submitted by _____
(Sign and Print Name)

Construction Use or Minor Utility Permit # _____

(For Official Use Only)

DATE STAMP HERE

ROW Management Permit Submittal Requirements:

- Permit Application (if not previously submitted)
- 2 Paper Copies of the Pedestrian Mobility In and Around Work Zones Checklist
- 2 Paper Copies of the Work Zone Site Plan
- 2 Paper Copies of the Traffic Control Plan (if required)

Other Submittal Materials:

- _____
- _____
- _____

(SDOT Street Use Staff to Fill Out Bottom Portion of Form)

STREET USE—RECEIPT OF DOCUMENTS

Permit # _____ Project Address _____

- Permit Application (if not previously submitted)
- 2 Paper Copies of the Pedestrian Mobility In and Around Work Zones Checklist
- 2 Paper Copies of the Work Zone Site Plan
- 2 Paper Copies of the Traffic Control Plan (if required)

Other Submittal Materials:

- _____
- _____
- _____

(For Official Use Only)

DATE STAMP HERE