

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Street Use Permits for Special Activities

Street fairs, Street Markets, and Sidewalk Sales

These and many other activities add charm and enliven our neighborhoods and streetscapes. But what would happen in an emergency if a street were closed? A Street Use permit for a special activity provides the necessary notification to various public safety departments and authorizes the temporary use of public right-of-way.

The Permit

SDOT issues Street Use permits for any activity that temporarily closes a street or sidewalk, but excludes escorted processions, parades, or any event in which Police Department personnel are required. Conditions of this Street Use permit do not allow non-movable items to be erected in the street area for the activity.

To apply for a Special Activity permit, fill out the Street Use permit application found at http://www.seattle.gov/transportation/stuse_special.htm, under 'Work Description' check the box for 'Street Barricading, Special Activities (3A)' and include the following information:

1. Estimated number of people you expect to attend.
2. Date of your event.
3. Beginning and ending times.
4. A site plan which shows the street you want to close.
5. Identify the neighborhood group or organization that is sponsoring the event.
6. Insurance Documentation with a minimum liability of \$1,000,000 and the City as an additional insured. See Client Assistance Memo 2102 at http://www.seattle.gov/transportation/stuse_docs.htm for more information.

Your application must be received at least 28 days before your special activity is scheduled.

Special Activities Description

Neighborhood Block Parties are defined as events that temporarily close a non-arterial street and are applied for and attended by people living along the particular block. Families and close friends can also be invited. Special Activities are different from Neighborhood Block Parties in that they are larger and open to the general public.

During the special activity, "STREET CLOSED" signs and barricades are required. These signs must meet SDOT requirements and be supplied by the group or person applying for the street or sidewalk closure permit. The Neighborhood Block Party closure signs would not be acceptable for the special activity closure.

A Special Activity Street Use permit requires a base fee and an inspection. For new events, a field review is also required. Inspection fees will be calculated at the current hourly review rate (please see <http://www.seattle.gov/transportation/docs/stuse> SDOT_Street_Use_Permit_Fee_Schedule.pdf) For more information on potential fees, please call (206) 684-5267 or email AnnualPermits@Seattle.gov. DO NOT send in payment with your application. Fees are collected at the time the permit is issued and can be made with a credit card or a check payable to the City of Seattle.

To submit your application:

Mail:

SDOT – Street Use Division, Attn: Annual Permits
P.O. Box # 34996
Seattle, WA 98124-4996

Fax: Attn: Annual Permits
(206) 684-5347

Email: AnnualPermits@Seattle.gov

If you have questions,

Email: AnnualPermits@Seattle.gov or call: (206) 684-5267

This bulletin is for general information. Chapter 15.04 of the Seattle Municipal Code, Use and Occupation Permits, establishes the requirements for Street Use Permits.

www.seattle.gov/transportation



Special Event Permits

The Special Events Committee reviews, coordinates, and issue permits for events that anticipate attendance of 300 or more people, events that end after dark, requires the assistance of the Seattle Police Department, or requires the closure of an arterial street.

Valet Parking associated with a special event requires a separate valet parking permit. The valet parking company applies for the valet parking permit through the Special Events Committee office.

If your event has one or more of these elements, the permit requirements and procedures are different the Street Use Special Activities permit. Contact the chairperson of the Special Events Committee to learn more:

Special Events Office

Seattle Office of Economic Development
700 5th Ave, Suite 5752
PO Box 94708
Seattle, WA 98124-4708

specialeventsoffice@seattle.gov
206-733-9245, Phone 206-684-7025 Fax