



Seattle Department of Transportation  
 Street Use Division  
 700 Fifth Avenue, Suite 2300 | P.O. Box 34996  
 Seattle, Washington 98124-4996  
 (206) 684-5253 | [SDOTPermits@seattle.gov](mailto:SDOTPermits@seattle.gov)

SDOT Permit Number(s)

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(Official Use Only)

# UTILITY PERMIT APPLICATION

Seattle Municipal Code (SMC) 15.32

## 1 APPLICATION DATE

SDOT Project ID # \_\_\_\_\_

(mo/day/year)

## 2 PRIMARY PROJECT ADDRESS

Address Number

Street Name (include NE, SW, Ave, St, Blvd, etc.)

## 3 PROJECT TYPE AND NAME (Check all that apply)

UTILITY WORK IS:

**Associated with a Development:**

**New Construction**

- Single Family
- Multifamily
- Commercial/Mixed Use
- Industrial

Other

**Tenant Improvements**

**Stand-Alone Infrastructure Build-out:**

**Small**

Within 4-block diameter for non-arterial streets and/or 4-block lineal run for arterial streets

**Large "Project-Based"**

- Involves multiple locations
- Less than one mile in length

**A Utility Major Project (UMP)**

**Part of a Street Improvements Project (SIP)**

**Associated with a Capital Improvements Project (CIP)**

**Name of Project** (for single family residences or similar, write "NA")

**If part of an UMP, SIP, or CIP provide project manager or project engineer (name)**

**4 PROJECT SCOPE** (see Section **6** for project **location description**)

**Describe Project, Work, and Expected Ground Disturbance in Right of Way**

Desired Start Date  (mo/day/year)

Duration (round to nearest 10)  (days)

Does Your Project Include Ground Disturbance?  Yes  No

Total Area Used in the Right of Way  (sq. ft.)

(include staging areas, work zones, and closures due to traffic control, such as street or sidewalk closure)

Job/Work Order Number

**5 BACKGROUND**

Applied Online/By Email

**EXISTING OR RELATED PERMITS**  
(Provide permit numbers if known)

**DPD Permits**

Note: DPD Permit #s are 7 digits and usually begin with a 3 or 6.

	Permit #
Land Use	<input type="text"/>
Demolition/Building	<input type="text"/>
Side Sewer	<input type="text"/>
Other	<input type="text"/>

**SDOT Permits**

	Permit #
Construction Use	<input type="text"/>
Simple Utility	<input type="text"/>
SIP/Utility Major	<input type="text"/>
Public Space Management: (Annual/Vending/Term)	<input type="text"/>
Other	<input type="text"/>

**INSPECTOR WARNING**

Verbal  Written

Note: Failure to notify Street Use of Inspector Warning could cause delays in permit processing and may lead to additional fees or fines.

## 6 PROJECT LOCATION DESCRIPTION

Describe Location (measured from street centerlines, monuments, or other fixed structures)

Affected Street(s)

	Street	From (intersecting street)	To (intersecting street)
EXAMPLE:	22nd Ave	E John St	E Thomas St

## 7 APPLICANT INFORMATION

PLEASE IDENTIFY YOURSELF (Check all that apply)

STAFF USE ONLY

- Public Agency** (SPU, SCL, King County, Sound Transit, WSDOT, etc.).....BIL
- Applying on behalf** of a Public Agency.....BIL
  - Letter of Authorization Required
- Regulated **Private Utility** Company (PSE, Comcast, Seattle Steam, etc.).....BIL
- Applying on behalf** of a Private Utility Company.....BIL
  - Letter of Authorization Required
- Private Contractor** .....OTC
- Applying on behalf** of a Private Contractor.....OTC
  - Letter of Authorization Required
- Home/Property Owner**.....OTC
- Engineering/Architecture Firm**.....OTC

STREET RESTORATION BY

- Permittee
- Private Contractor/Registered Side Sewer or Pavement Restoration Contractor
- SDOT Street Maintenance
- None

## 8 WORK DESCRIPTION

Note: All at-grade utility infrastructure installations may require additional review.

### TYPE OF WORK (Check all that apply)

- Utility Poles or Street Lights** – Install, Replace, Remove or Maintain (51B)
- Utility Aerial Lines** – Maintain, Install or Remove (51C)
- Gas** – Maintain, Install or Remove (51D)
- Utility Maintenance** – No Ground-Disturbing Activity (51E)
- Side Sewer/Storm Services** completed by **private party** – Maintain, Install or Remove (51F).
- Utility Service Installations** completed by **private party** – Maintain, Install or Remove (51G)
- Electrical/Telecom** – Maintain, Install or Remove (51H)

(see Section **9** for submittal requirements)

Does this installation serve private property?  Yes  No

Installing:

- Cabinets
  - Vaults
  - Maintenance Holes (MH)
- Surveying, Soil Sampling, Potholing, Monitoring Wells or Test Bores** (51I)

Does work support ecological sampling or remediation?  Yes  No

Will monitor wells be installed?  Yes  No

Will monitor wells be:

- Temporary
- Permanent

How long will well(s) exist in right of way  (days or years)

Material

Depth  (feet or inches)

Size  (diameter in inches)

- Water infrastructure** and service lines by **SPU** – Maintain, Install or Remove (51J)
- Sanitary/Storm infrastructure** and service lines by **SPU** – Maintain, Install or Remove (51K)
- Pavement **Restoration Only** (51M)
- Franchise Utility Maintenance** (Railroad, Seattle Steam, Olympic Pipeline) (51N)
- Private Water Service Line** (from water meter to private property) (51O)

### IS YOUR PROJECT A UTILITY MAJOR PROJECT?

- Major Projects – Utility System Construction (51)
- Major Projects – Transportation (51A)
- Major Projects – Maintain Existing Transportation Infrastructure (51L)

### INSTALLATION METHOD

(If applicable. Check all that apply)

- Open Trench
- Hole-Hog@/Moling
- Directional Boring (do not use this permit application, requires Utility Major Permit)
- Microtunneling
- Pothole 12-inches or less (Auger drill/vac)
- Other

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## APPLICATION REQUIREMENTS

### REQUIRED AT APPLICATION

- Site Plan - see Client Assistance Memo (CAM) 2116
- Traffic Control Plan (Arterials and High Impact Areas) - see CAM 2111

### ADDITIONAL DOCUMENTS AND APPROVALS THAT MAY BE REQUIRED

- Letter of Authorization (LOA)
- SCL Customer Service – Point of Connection (POC) Approval (see stamped approved service plan)
- King County Metro Transit Approval
- Holiday Moratorium Exception Request (Thanksgiving Day through Jan. 1) - see CAM 2107
- Pavement Moratorium Waiver Request
- Historic or International District Approval
- Other Department Review/Approval

### VAULT/MAINTENANCE HOLE (MH) INSTALLATION REQUIREMENTS

- Base Map and Topographic Map showing a 25-foot radius and the following:
  - Dimension specific location of vault/MH from existing fixed points
  - Call out size and type of vault and lid (external dimensions)
  - Provide standard plan #, if applicable
  - Indicate shape of vault (circular, rectangular), material, and surface treatment for lid (non-skid, fiber-glass, etc.)
- Vault and lid specifications and manufacturer's cutsheets

### AT-GRADE CABINET INSTALLATION REQUIREMENTS

- Base Map and Topographic Map showing a 25-foot radius and the following:
  - List reason that cabinet must be placed in right of way
  - Dimension specific location of cabinet from existing fixed point(s)
  - Indicate cabinet size and platform size
- Details of screen design

### ADA REVIEW REQUIREMENTS (Required for ADA-impacted infrastructure, such as wheelchair curb ramps)

- Photographs of existing conditions
- Base Map and Topographic Map
- Engineered Plan with existing and proposed spot elevations, slopes, and cross-slopes

### UTILITY MAJOR PROJECTS - SEE CAM 2600

## 10 APPLICANT

Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

## 11 FINANCIALLY RESPONSIBLE PARTY (Permittee)

Is **Applicant** the Financially Responsible Party?  Yes - skip this section, proceed to **12**

Is **Applicant applying on behalf** of the Financially Responsible Party?  Yes - **Letter of Authorization (LOA)** required

Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

## 12 24-HOUR CONTACT (Job Site Contact)

Is **Applicant** the 24-Hour Contact?  Yes - skip this section, proceed to **13**

Is **Financially Responsible Party** the 24-Hour Contact?  Yes - skip this section, proceed to **13**

Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

## 13 TERMS AND CONDITIONS

**Indemnification:** The Permittee agrees to defend, indemnify, and hold harmless the City of Seattle, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee's use or occupancy of the public right of way; and (2) all loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

**Acceptance of terms, conditions, and requirements:** Permittee shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the Seattle Department of Transportation, Street Use

Division. Permittee further agrees to comply with all applicable city ordinances, including but not limited to Title 15 SMC, and all applicable requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void.

**Applicant/Permittee or Authorized Agent Statement:** I declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant/Permittee OR the authorized agent of the Applicant/Permittee; that the information provided is correct and complete; and that I have the authority to bind the Applicant/Permittee to this application.

**Deposits, Charges, and Future Billings:** The Permittee is responsible for all permit charges. If a deposit was made for estimated future Street Use services, any unused portion of the deposit will be refunded to the Applicant/Permittee. Any charges in excess of the deposit will be billed to the Applicant/Permittee.

APPLICANT SIGNATURE

DATE