

Seattle Permits

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

Permittee Responsibilities

January 19, 2011

Performing work in the right-of-way comes with many responsibilities. Work must be in compliance with Seattle Municipal Code, Best Management Practices (BMPs), and City, State, and Federal regulations. Those performing work in the right-of-way must also take into consideration impacts on pedestrian, bicycle, and vehicle traffic, businesses, and other parties working in the same or nearby areas. Your permit will describe or refer to the specific responsibilities and restrictions that apply to your permitted work. This document will explain some of those responsibilities and list locations of referenced materials that can provide you with additional information.

All activities performed in the right-of-way under a Street Use permit, and the rules and restrictions specified on a Street Use permit, are ultimately the responsibility of the permittee, whether that work is performed personally by the permittee or by a designated agent. The term “you” used throughout this document refers to the “permittee”.

Compliance with Technical Requirements and Standards

There are many technical requirements and standards that must be followed when working in the right-of-way. The following documents should be reviewed to ensure work in the right-of-way is in compliance with all technical requirements and standards.

- Right-of-Way Improvements Manual;
<http://www.seattle.gov/transportation/rowmanual/manual/>

- Standard Specifications for Road, Bridge, and Municipal Construction and the Standard Plans for Municipal Construction;
[http://www.ci.seattle.wa.us/util/Engineering/StandardPlans & Specs/index.asp](http://www.ci.seattle.wa.us/util/Engineering/StandardPlans&Specs/index.asp)
- Street and Sidewalk Pavement Opening and Restoration Rule
http://www.seattle.gov/transportation/stuse_pavementopen.htm
- Traffic Control Manual for In-Street Work
<http://www.seattle.gov/transportation/trafficcontrolmanual.htm>

Notification Prior to Starting Work

Construction work may be completed in several phases: site preparation (setting up traffic control, sawcutting, etc), ground breaking, and restoration. Before beginning any phase of work in the public right-of-way, you must notify Street Use of each start date.

Notice must be provided a minimum of two (2) business days prior to the start of work. The notification must include:

- Permit Number
- Job Site Address
- Start Date(s) – Please specify if Job Start date is the same as the Excavation date. If the dates are different, please provide both dates.
- Brief Work Description
- Job Site Contact Name and Phone Number

If you do not fulfill this requirement, a No Job Start penalty fee will be assessed in the amount of \$300, or such other amount as may be established in accordance with SMC 15.04.074.

www.seattle.gov/transportation



There are **three notification methods** available:

1. Job Start Hotline at (206) 684-5270
2. Send an email to
SDOTJobStart@Seattle.gov
3. Send a fax to (206) 470-6905

A minimum of 48 hours notification to SDOTPermits@Seattle.gov is required for any changes to your permit such as:

- start date
- duration/extensions
- scope of work
- traffic control set-up
- restoration after use period has expired

If you fail to notify SDOT Permits, a No Permit penalty fee will be assessed in the amount of \$300, or such other amount as may be established in accordance with SMC 15.04.074.

Restoration

Per the Street and Sidewalk Pavement Opening and Restoration Rule (http://www.seattle.gov/transportation/stuse_pavementopen.htm), the right-of-way must be left in or restored to its original or better condition. Your restoration plan, if applicable, must be submitted and approved prior to issuance of your permit. Refer to CAM 2600 for additional information.

The permittee will be required to provide material source and mix design information for all materials that will be used for the restoration. If the permittee is proposing to substitute an alternative material from the standard materials in the PORR they must get approval PRIOR to starting construction. The material source information for alternative materials should be submitted to Street Use for approval at least 10 days before you plan to start construction.

If the restoration was completed without inspection, testing and/or removal and replacement may be required.

If no restoration has been completed after one year, the inspector will notify the permittee that they have 30 days to complete the restoration.

Coordination of Work

In addition to complying with all requirements named in your permit, Street Use may require you to coordinate with other parties in the right-of-way. Examples of coordination between multiple parties in the right-of-way include:

- Traffic Control Plans (TCP) to ensure pedestrian, bicycle, and vehicle traffic flow through the area is maintained in a safe manner (ex. both sidewalks adjacent to a street may not be closed at the same time). Reviews and approvals of the TCP will be coordinated by Street Use.
- Interacting with other project managers to coordinate construction schedules.
- Joint trench and/or joint restoration

Hours of Work

In order to ensure that work in the right-of-way is performed with minimal adverse affect to the public, hours of work are restricted under the City of Seattle Noise Control Ordinance (SMC 25.08) and the Traffic Control Manual for In-Street Work <http://www.seattle.gov/transportation/trafficcontrolmanual.htm>.

If work must be performed outside of hours permitted in the City of Seattle Noise Control Ordinance, you must contact the Seattle Department of Planning and Development to obtain a noise variance http://www.seattle.gov/dpd/enforcement/noise_abatement/apply_for_a_noise_variance/default.asp.

Additional restrictions on the hours of work may apply based on the type of road where the work will take place (Arterial vs. Non-Arterial), and your proposed Traffic Control Plan.

Holiday Moratorium

SDOT does not allow construction work during winter holidays in streets or sidewalks located in the Downtown Retail Core and Pioneer Square. The moratorium period is from Thanksgiving Day through January 1. The ban on construction supports Seattle businesses during the peak shopping season and reduces traffic congestion during this busy time of the year. Refer to the Holiday Construction Moratorium CAM 2107 for more information.

Fees/Service Charges

There are three main types of fees/service charges that may be incurred on a permit:

1. Issuance Fee
2. Review/Inspection Fees
3. Use Fee

An issuance fee of \$146 is charged for all permits to cover the cost of issuing the permit on a Street Use permit.

Inspection time is charged at a rate of \$172 per hour. The inspections are performed to verify that the work was completed in accordance with the terms and conditions of your permit and applicable city rules and regulations.

Review time is charged at a rate of \$172 per hour. This includes site/construction plan reviews, Traffic Control Plan reviews, and field reviews.

Use fees are calculated based on the amount of public ROW area occupied, the duration, the area impacts the public ROW and the type of street impacted. Use fees escalate in accordance with the fee schedule unless the ROW is completely unoccupied for 10 consecutive calendar days or more during the project. Refer to CAM 2115 for more information.

Utility Notification, Identification, and Protection

Utility infrastructure, like water, sewer, cable, phone, and power lines, are prevalent above and below ground in the city right-of-way. You are responsible for verifying the location of utility infrastructure and for providing adequate protection for all utility infrastructures in the work area. Refer to CAM 2600 for additional requirements.

Identification of utilities can be provided by calling the “Call Before You Dig” hotline at 1-800-424-5555. Calling the hotline two business days before digging is required by state law. Additional information can be found about utility locations and regulations at <http://www.callbeforeyoudig.com/>

Utility Relocation

If relocation of utility infrastructure is necessary to complete your work in the right-of-way, you are responsible for notifying Street Use and all affected utility agencies. You are also responsible for the costs incurred for the relocation of the impacted utility infrastructure. Refer to CAM 2600 for additional information.

Survey Monuments

If your work in the right-of-way requires removing, disturbing, or covering a survey monument, you must first obtain a permit from the Department of Natural Resources (<http://www.dnr.wa.gov/>) as directed by Washington Administrative Code (<http://apps.leg.wa.gov/wac/>), Chapter 332-120. Refer to the Seattle Public Utilities Survey Monument Protection Client Assistance Memo (http://www.seattle.gov/util/stellent/groups/public/@spu/@esb/documents/webcontent/spu01_002042.pdf) for more information.

Environmental Protection Practices

In order to protect our environment, you are responsible for controlling surface runoff, erosion, and sediment at the construction site.

Depending on the ROW use specified on your permit, Best Management Practices (BMPs) may be included as conditions of your permit. The Department of Planning and Development created a joint rule with SPU, the Construction Stormwater Technical Requirements Manual, to present approved methods, criteria, details, and general guidance for preventing contaminants from leaving a site during construction pursuant to the Seattle Municipal Code, Chapters 22.800 – 22.808, the Stormwater Code.

For the specific environmental codes, regulations, and guidelines that apply to work in the right-of-way, refer to:

- Department of Planning and Development Director’s Rule 16-2009
<http://web1.seattle.gov/dpd/dirrulesviewer/>
- Stormwater, Drainage and Grading Code, found in Title 22,800 Subtitle VIII of the Seattle Municipal Code

<http://clerk.ci.seattle.wa.us/~public/toc/22-800.htm>

- Standard Specifications for Road, Bridge, and Municipal Construction and the Standard Plans for Municipal Construction
http://www.ci.seattle.wa.us/util/Engineering/Standard_Plans_&_Specs/index.asp

Compliance with the City of Seattle Traffic Control Manual for In-Street Work

If the proposed work occurs on an Arterial street or within the High Impact Area, defined as Mercer Street to the north, South Spokane Street to the south, Interstate 5 to the east and Elliott Bay to the west, you will be required to submit a Traffic Control Plan prepared according to the City of Seattle Traffic Control Manual for In-Street Work. The purpose of the manual is to set forth the basic principles and standards to be observed by all those who perform work in a public street so as to provide safe and effective work areas and to warn, control, protect and expedite vehicular, bicycle and pedestrian traffic.

(<http://www.seattle.gov/transportation/trafficcontrolmanual.htm>) .A copy of the approved Traffic Control Plan and the current City of Seattle Traffic Control Manual for In-Street Work must be kept at the work site at all times.

Lane Closures. Certain moving traffic lanes may not be closed during peak hours. Affected streets and peak hours include:

- Central Business District: 6:00-9:00 AM and 3:00-7:00 PM
- Other Arterials: 7:00-9:00 AM and 4:00-6:00 PM

Public Notification

You must notify all potentially affected residents and businesses at least one week prior to starting work within the public right-of-way.

Meter hoods

When working in a metered zone, meter hoods must be obtained from SDOT Traffic office. Applicants may only hood the minimum number of meters required to complete the work being performed. The Traffic Office will review the request and verify the information provided. Note

that red hoods are applicable to 24-hour, Sunday and nighttime usage and yellow hoods are applicable to business day and time usage only.

Meter hoods must be removed when not in use. You are responsible for notifying all potentially affected residents and businesses at least 72 hours prior to placing the parking restriction in place. More information is available at (206) 684-5086.

Temporary No Parking Signs and Easels

Temporary no parking signs and easels will not be considered valid if they do not clearly indicate a contact name and telephone number, if they do not clearly indicate start and stop dates and times, and if there is not a copy of the confirming public notice placed on at least two signs per block.

Information about Temporary No Parking Zones, with a link to the online application and a photo example of how to place a confirming public notice on an easel can be found here:

<http://www.seattle.gov/transportation/parking/tempnoparking.htm>. The Seattle Traffic Control Manual for In-Street Work describes how to place the signs in the right of way and can be found here: <http://www.seattle.gov/transportation/trafficcontrolmanual.htm>.

The Online No Park Verification Form shall be submitted after setting the Temporary No Parking signs, at least 24 hours and preferably 72 hours prior to the beginning of the desired restriction and enforcement.

Please refer to CAM 2114 for additional information.

Referenced Materials and Related Information

The following list provides website addresses or phone numbers for all materials referenced in this document, as well as a few additional helpful websites. With the exception of websites maintained by SDOT, the links to information is provided for your convenience. SDOT does not make any assumptions or guarantees about the accuracy or completeness of the information provided by referenced websites. Please contact the website owner with any questions or

comments about content provided on any non-SDOT maintained website.

Street Use Information

- Street Use Website:
http://www.seattle.gov/transportation/stuse_home.htm
- Street Use Reception: (206) 684-5253
- Street Use Job Start Hotline: (206) 684-5270 or SDOTJobStart@Seattle.gov
- Street Use Publications, Forms and Client Assistance Memos:
http://www.seattle.gov/transportation/stuse_docs.htm
- Right-of-Way Improvements Manual:
<http://www.seattle.gov/transportation/rowmanual/manual/>
- Street and Sidewalk Pavement Opening and Restoration Rule (SDOT Director's Rule 5-2009):
http://www.seattle.gov/transportation/stuse_pavementopen.htm

Other Reference Materials

- Standard Specifications for Road, Bridge, and Municipal Construction and the Standard Plans for Municipal Construction:
http://www.ci.seattle.wa.us/util/Engineering/Standard_Plans_&_Specs/index.asp
- Traffic Control Manual for In-Street Work:
<http://www.seattle.gov/transportation/trafficcontrolmanual.htm>
- SDOT Traffic Engineer's office: (206) 684-5086
- Seattle Municipal Code (SMC) (15.04.074, 22.800, Storm Water, Drainage and Grading Code, found in Subtitle VIII):
<http://clerk.ci.seattle.wa.us/~public/code1.htm>
- Washington Administrative Code (Chapter 332-120): <http://apps.leg.wa.gov/wac/>
- Seattle Public Utilities Survey Monument Protection Client Assistance Memo:
<http://www.seattle.gov/util/stellent/groups/public/@spu/@esb/documents/webcontent/spu01002042.pdf>
- Department of Planning and Development Director's Rule 16-2009:
<http://web1.seattle.gov/dpd/dirrulesviewer/>

- Department of Planning and Development Noise Variance Information:
http://www.seattle.gov/dpd/enforcement/noise_abatement/apply_for_a_noise_variance/default.asp
- Department of Natural Resources:
<http://www.dnr.wa.gov/>
- Utility Location Regulations:
<http://www.callbeforeyoudig.com/>
- Seattle Police Department: (206) 684-5101
- SDOT Temporary No Parking Zone Information:
<http://www.seattle.gov/transportation/parking/tempnoparking.htm>

Additional Resources

- King County Metro – Temporary Bus Stop Relocation: Contact Faye Smith at (206) 263-5280
- Revised Code of Washington (RCW):
<http://apps.leg.wa.gov/rcw/>
- Seattle Public Utilities – Water Meter Shutoff: (206) 386-1800