

Seattle Permits

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

Utility Permit Types and Application Process

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SUMMARY

The Seattle Department of Transportation Street - Use Division offers several types of Utility Permits. This Client Assistance Memo is intended to clarify the correct type of permit to apply for, the application submittal requirements, and what to expect during the permit application processing. These are general guidelines and additional site specific information may be required, depending on the exact location of work and the type of work proposed.

PERMIT TYPES

Street Use Utility Permits fall into three categories depending on impacts to the City of Seattle infrastructure and public mobility. Generally as the impacts to the infrastructure and public increase, the submittal requirements and permit processing times increase. The general categories are described below. However, the permit reviewer will complete an initial review of the permit application and may modify the permit type, based on the location or specific impacts to the infrastructure.

- Annual Vehicle Permits – No impact to City of Seattle infrastructure and minimal impact to pedestrian mobility. Refer to [CAM 2108](#) for requirements.
- Single Use, Over the Counter Utility Permits – Work that will impact City infrastructure but will not disturb more than total of 100 linear feet of City of Seattle Right of Way (ROW) or any intersection area. Complete permit applications will be processed within 15 business days unless otherwise noted at the time of permit intake.
- Single Use, Major Utility Permits – Work that impacts over 100 linear feet of ROW or any intersection area. A major utility permit may also be required if the project has other significant

impacts to City infrastructure or requires review and approval by multiple entities within the City of Seattle. Generally, complete permit applications for major utility permits will be processed within 4 to 6 weeks unless otherwise noted at the time of permit intake.

PERMIT APPLICATION REQUIREMENTS

Over the Counter Permits

1. Permit Application – Permit applications may be submitted on-line at http://www.seattle.gov/transportation/stuse_permits_online.htm or at the street use permit counter. A copy of the permit application can be found at http://www.seattle.gov/transportation/stuse_docs.htm
2. Site Drawing – A scaled drawing showing the proposed work in the City right of way is required. The drawings should show the area of impact and any impacted infrastructure.
3. Traffic Control Plan – A traffic control plan is required for all work on arterial streets that will impact vehicle or pedestrian traffic. Work completely within a parking lane or in a planting strip will not require a traffic control plan, but the work must adhere to the [City of Seattle Traffic Control Manual](#) for in Street Work.

Unless otherwise noted at the time of intake, over the counter permits applications will be reviewed by Street Use within 15 business days.

Major Utility Improvement Permits

The following documents are required prior to the review of any major utility permit:

1. Permit Application – Permit applications must be submitted at the street use permit counter. On-line applications are not available for Major Utility Permits.
2. Site Drawing – two scaled drawings showing the proposed work in the City right of way are required. The drawings should show any impacted infrastructure.

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3. Restoration Plan – A restoration plan is required for any work that will disturb more than 100 linear feet of paving or impact an intersection. The restoration plan should be drawn to the drafting standards below, and include all information as required in the Information Required on Plans section below.

The following documents may also be required, depending on the location and type of work:

1. Traffic Control Plan – a traffic control plan is required for all work on arterial streets that will impact vehicle or pedestrian traffic. Work completely within a parking lane will not require a site specific traffic control plan, but the work must adhere to the City of Seattle [Traffic Control Manual](#) for in Street Work.
2. Materials Testing Plan – For work with more than 500 linear feet of restoration or more than 10 separate cuts, you may be required to provide a materials testing plan. The plan should identify the proposed testing lab, the proposed tests, and the frequency of the testing.
3. Shoring Review – a shoring review from a licensed geotechnical engineer is required for trenches deeper than 20 feet, or deeper than 10 feet in a liquefaction zone.

The initial review for a major utility permit will be completed and returned to the applicant in no more than 6 weeks.

Drafting Standards

Site and restoration plans for Major Utility projects should meet the following standards:

1. The current edition of the “Seattle Standard Specifications” and “City of Seattle Standard Plans” shall be adhered to.
2. Plan sets for submittal – Initial plan submittal may be done on 22“x34” sheets of paper (black ink print). Two copies are required.
3. Engineer’s Seal is required on the final plans-.
4. Plan Title Block - Use the following format for the title block in the lower right portion of the sheet: “MAIN STREET, et al” (first line), “STORM DRAIN, etc.” (second line). The third line is used to identify street names when multiple streets are involved or for the subject shown on a particular sheet. This means the project is principally located on Main Street and primarily consists of storm drain improvements.
5. Survey Datum - Use NAVD88 shown as vertical datum with Benchmarks and NAD83(1991) shown as horizontal datum.

6. Dimensions - For all existing and proposed improvements, locate and show dimensions to City of Seattle survey monuments, monument lines, or street centerlines. Dimensioning must be done by stationing and offsetting from these control lines.
7. Scale – Generally, the scale should be Horizontal 1" = 20', Vertical 1" = 10' for most of the City. Because of added congestion in business districts, SDOT Street Use Section requires Horizontal 1" = 10'.
8. Compass Orientation - Draw the plan so the north arrow points to the left or to the top of the sheet.
9. Vicinity Map - Include a vicinity map on the cover of or first sheet of the plans with a scale no less than 1" = 200'. Include right of way around the perimeter of the project plus a half block beyond the area of work. Shade the vicinity map area of scope of work and use as an index of the sheets.
10. Lettering - Use of a lettering guide is preferred but very neat, legible, free hand lettering is acceptable. The minimum letter size is 1/8 inch. This will ensure the plan is still legible after microfilming or reduction to half size.
11. Symbols – Use the standard symbols given in Standard Plans 002 and 003, Standard Plans for Municipal Public Works Construction, current edition (Available from the Seattle Public Utilities, Record Vault, Seattle Municipal Tower Suite 4700 or download: http://www.seattle.gov/util/Engineering/Standard_Plans_&_Specs/index.asp)

Information Required on Plans

1. Existing Improvements and Topography - Show all existing underground and surface improvements in proximity to the proposed project. If modifying the existing profile the topography should be shown as well. This information must be shown for the full width of the adjacent right of way, and at least 50 feet from the boundaries of the proposed project, to show possible impacts on neighboring properties. Although the applicant is responsible for providing accurate surface and underground improvements, the following sources may be helpful:
 - a. The “Vault” has information on public sewers, public storm drains, curbs, sidewalks, and grading. The Seattle Public Utilities Engineering Records Vault is located at the Seattle Municipal Tower 47th Floor, 700 Fifth Avenue, (206) 684-5132.

- b. The DPD Permit Counter has information on sanitary side sewers and service drains. See the DPD Permit Counter on the 20th floor of the Seattle Municipal Tower.
 - c. Some City Light, telephone, cable TV, steam, natural gas, and other private and public utilities information can be found at the Street Use Permit Counter, located on the 23rd floor of the Seattle Municipal Tower.
 - d. Also, the Seattle Department of Transportation's Traffic Counter, also located on the 37th floor of Seattle Municipal Tower, has traffic signal information.
2. All existing utilities, improvements and topography determined necessary in the project scope, shall be illustrated in the drawing.
 3. Utility Improvements - Provide profiles of all proposed utility lines. Show existing underground improvements where they cross or connect to the new improvements.
 4. Photos (Optional) - Photos are strongly encouraged. Submit photographs of the project site if these will aid the Seattle Department
 5. Plans shall be prepared with such precision and in such detail as to permit the convenient layout in the field for construction and other purposes within a degree of accuracy acceptable to Seattle Department of Transportation.

Unless otherwise noted at the time of intake, major utility improvements will be reviewed by Street Use within 30 business days of a complete application submittal. The review time represents the time it takes for Street Use to review the plans; it is the responsibility of the applicant to review and respond to any comments that might arise from the review. The permit will be issued once all of the City of Seattle comments are addressed by the applicant.

REFERENCES

The many of the above references can be found at the City of Seattle website following links may be helpful when completing a permit.

- [Seattle Department of Transportation Client Assistance Memos - http://www.seattle.gov/transportation/stuse/docs.htm](http://www.seattle.gov/transportation/stuse/docs.htm)
- [Pavement Opening and Restoration Rule - http://www.seattle.gov/transportation/stuse/pavementopen.htm](http://www.seattle.gov/transportation/stuse/pavementopen.htm)
- [Utility Permit Application - http://www.seattle.gov/transportation/stuse_docs.htm](http://www.seattle.gov/transportation/stuse_docs.htm)
- [City of Seattle Traffic Control Manual for in Street Work - http://www.seattle.gov/transportation/trafficcontrolmanual.htm](http://www.seattle.gov/transportation/trafficcontrolmanual.htm)