

Seattle Permits

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

Guidelines for Affixing Seasonal Lighting

Last Revised 8/6/08

GENERAL

Persons, corporations, or associations are allowed to temporarily attach electrical wires, lights or any other devices for the purpose of holding ornamental lights to any tree(s) growing within the public right-of-way area, provided the following conditions are met.

ATTACHING THE LIGHTING

In general, lighting should be affixed to trees no sooner than November 1, and be removed before February 1, to avoid injury to developing leaf buds. Consideration may be given to extending the removal deadline, but any extension must be approved in writing by the City Arborist's office. All lighting fixtures, electrical wiring, and other electrical devices must be UL approved, and applicants must meet all City Light and Traffic Engineering Safety regulations.

Under no circumstances should light fixtures, electrical wires, or other devices be attached to tree trunks, branches, or limbs with wire, duct tape, or masking tape. Plastic connectors, florist tape, or other flexible tapes may be used to temporarily affix light fixtures or electrical wiring to the tree trunk, branches, or limbs of a tree. Velcro attachment materials are the only acceptable method of attachment if lights are to remain installed for an extended period. Keep all attachments loose around the units or trunk area to reduce chances of girdling the trunk or tree limbs.

Under no circumstances will pruning of branches be permitted to accommodate the installation and/or the removal of electrical wires or lights. In the case of City-owned trees, any tree trunk, branches or limbs found cut, pruned or damaged resulting from this activity will be assessed for damages. The City shall be compensated the lost value of the trees based on the "Council of Tree and Landscapers Guide for Plant Appraisal – current edition" 3rd paragraph under "Attachment". If electrical lights, wires, connectors or other devices are found on City-owned tree(s) after the expiration date, they may be removed and discarded

by the City without notice and the deposit may be forfeited.

FEES

All applicants will be required to pay a permit fee of \$101 at the time of application. A minimum deposit of \$75 is required for each permit to cover the final inspection fee. Seasonal Lights must be removed prior to February 1st. You must call for a final inspection on the first business day following the removal of all equipment. Inspection time in excess of 1/2 hour shall be charged at \$150 per hour. In the event additional inspections are required, the permittee will be billed. However, additional inspection fees will not be necessary providing all lights, electrical wires, attachments and any other devices are removed by the deadline, and there is no damage to the tree trunk, branches or limbs. If an extended attachment period is approved, there will be a \$150.00 additional inspection charge to allow monitoring of the installation.

INSURANCE REQUIREMENT

You must submit a Certificate of Insurance with a minimum liability of \$1,000,000 showing the City of Seattle as an additional insured. The Client Assistance Memo CAM #2102 is available on-line, or upon request and outlines the requirements of the insurance.

TRAFFIC CONTROL PLAN

Traffic Control Plans must be approved by the Traffic Division for arterial streets. Non-arterials must meet the requirements of the City of Seattle in the Street Work Manual. No work is to be completed during the peak hours of 6AM to 9AM and 4PM to 6PM.

For more information, contact the City Arborist's office, at 684-TREE (8733).

www.seattle.gov/transportation



City of Seattle

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