

Seattle Permits

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

What You Will Need to Apply for an Online Permit

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The first step in applying for a permit is to create a user account. Once created, this account will allow you to apply for, check the status of and pay for permits. The information that you will need to provide to create an account includes:

- Preferred user name and password
- Email address
- First name
- Last name
- Mailing address
- City
- State
- Zip Code
- Daytime phone number

The time required to create your account will be only a few minutes and your account will be activated instantaneously. You may use this account again, if all the information remains the same. Once an account has been created, you will be able to apply for your permit. Some of the information that you will be asked to provide is:

Permit type –either a Simple street use (issued for the temporary use of a right-of-way during construction) or an Annual street use (issued for long-term use of a right-of-way).

Use code –a code that defines how you will use the right-of-way. For a list of use codes, please see Client Assistance Memo (CAM) 2100 at <http://www.seattle.gov/transportation/cams/>

Description of Work –any information that is needed for your permit that specifically pertains to the uses for which you are applying. Please review the “Information Needed in Description of Work” field for the use code that applies to your permit (see CAM 2100). It is

imperative that all pertinent information is accurately entered in the Description of Work field. Doing so will allow Street Use staff to evaluate your permit application and help to ensure timely processing.

Type of work –either Utility or Other Use of a right-of-way. Utility should be selected for any permit request to repair or connect utilities (water, sewer, gas or electricity) and Other Use should be selected for non-utility permits.

Permit site address –the street address, city, state and zip code of where the work in the right-of-way will be performed. If there is no address, choose the closest address and make a notation in the location details of the exact location.

Permit location details –the information about the specific location of the right-of-way work being performed (e.g. “In the alley behind the house.”).

Duration – the number of days (in 10-day increments) that you will occupy the right-of way

Square footage of right-of-way area being used (some permits) –the measured square footage of occupation during the use of the right-of-way area. Please make sure that the measurements you provide with your application are as accurate as possible. An inspector will be verifying the measurements and any discrepancies (shortages) will be billed accordingly.

Applicant information –the information about the individual who is submitting the application.

Responsible Party –the information about the party responsible for the payment of any future permit charges or annual invoices (e.g. the charges for a sign permit, the owner of the business utilizing the permit, etc). This includes your relationship to the permit and who is responsible for billing.

Street type – indicates whether the work is on an arterial or a non-arterial. Since the cost of the permit depends on street type, it is important that this information be accurate. The work location may be different than the permit site address. For example, if your site address is on an arterial but the location of work is around the corner on a non-arterial then your street type will be non-arterial. If your work location is

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in an intersection of an arterial and non-arterial, then your street type is arterial. If your work area goes around the corner, where one portion is on an arterial and another is on a non-arterial, you will need two permits. Please refer to the maps at the following web site address

<http://www.seattle.gov/transportation/streetclassmaps.htm> for help determining street type. If you are uncertain about the correct designation, please contact Street Use before applying for your permit.

In the process of applying for a permit, you are agreeing to both the City's privacy policy* and a statement indemnifying** the City.

* *All information submitted to the City of Seattle in this transaction is considered to be public information, with the exception of credit card information that you may provide to pay fees.*

** *By accepting this permit, the permit owner agrees to forever hold and save the City of Seattle free and harmless from any and all claims, actions or damages of every kind and description, including reasonable attorney fees and necessary litigation expenses incurred by the City, which may accrue to or be suffered by, any person by reason of permit owner's use or occupation of the public rights-of-way. The permit is temporary and subject to revocation by the Director of Transportation.*

Once you are ready to apply for your permit, you can begin the application process at the following address http://www.seattle.gov/transportation/stuse_permits_online.htm. The application process will consist of the following steps:

1. Signing into your account (or setting one up if you haven't already done so)
2. Indicating the Application Type
3. Indicating the Permit Type
4. Providing information about the right-of-way area pertinent to the permit
5. Providing the permit site address
6. Providing permit location details
7. Providing details about the work for the permit being requested (square footage, use code type and arterial/non-arterial information)
8. Providing billing information for the responsible party
9. Confirming the application information
10. Submitting the application

At any time after submission, you may log in to your account and check the status of the permit application. A permit specialist from Street Use may contact you to clarify information already submitted or to request additional information.

If you're applying for certain use codes, a field report will be needed. A field report is a proposed description

and scope of work that the applicant should create. A copy of the required form is available at http://www.seattle.gov/transportation/stuse_docs.htm#Forms

Please fax (206-684-5347) or email a detailed plan for the work to Street Use with your application. A detailed plan is a scaled drawing that shows the proposed work in the right-of-way area. It can be drawn in 1 to 10 or 1 to 20 scale (1 inch equals 10 feet or 1 inch equals 20 feet).

When submitting information or documents to SDOT via email or fax, please include your permit number and site address on all correspondence.

If, after you've submitted your application, you would like to modify the information on the application or completely withdraw it, please email SDOT at sdotpermits@seattle.gov.

Standard permits are typically reviewed within two business days but may require more time if information is missing. You will be notified by email when your permit has been reviewed. After your permit has been reviewed, you will be able to log in to your account and pay for the permit and all associated fees online using a debit or credit card. Your permit is not approved until you have paid the permit fees. Your debit or credit card will be charged at the time of payment. If you choose not to pay online, you can pay in person at the Street Use counter. If you are asked to pay for a deposit, the payment will be placed into an account with the Seattle Department of Transportation to cover anticipated Street Use service and labor charges (e.g., for inspections). This deposit amount does **not** cover permit fees.

Once your permit is paid for, you will be able to access and print the actual permit by logging onto your account. You must print your permit and save a copy for your records. A copy of the permit must also be available on the job site. A list of permit fees can be viewed at http://www.seattle.gov/transportation/stuse_permitlist.htm.

Additional Documentation

Depending on the use code, certain permits may require additional documentation to be submitted. The various additional documents that may be requested are:

Traffic Control Plan – If your permitted work is on an arterial street, please follow SDOT CAM number 2110, Steps to an Approved Traffic Control Plan. Traffic control plans should include the permit number and site address. The plan can be emailed to sdotpermits@seattle.gov. This plan is not needed if your work is being done on a non-arterial street. Please visit the Right-of-Way Improvements Manual for

more information about Traffic Control Plan requirements at the following location
http://www.seattle.gov/transportation/rowmanual/manual/5_2.asp

Proof of Insurance – Property damage liability insurance is sometimes required in the amount of \$1 million with an endorsement listing the city as an additional insured party. You can find more information about this insurance in CAM 2102 at
<http://www.seattle.gov/transportation/cams/cam2102.pdf>

Indemnity Agreement – Once your permit is received and reviewed, you may be required to file an Indemnity Agreement with the County.

If You Have Applied In Person

If you have already submitted an application in person at Street Use, you can use the online permitting system to check the status of your application and pay for your permit. To do so, you must create an online account at http://www.seattle.gov/transportation/stuse_permits_online.htm to either sign in to your existing account or to create a new one.

When setting up a new account to tie to an existing permit, it is imperative that you use the exact same last name in setting up your online account that was used on your application at the Street Use office. You must also enter an exact match of your contact ID (provided by Street Use) or one of:

- Your email address
- Daytime phone number
- Address and state
- The first letter of your first name and your last name

If these entries do not match, you will not be able to create an account linked to your permit. After you have entered and submitted your account information, you may select from a list of possible matches that the system provides. If you do not see your record, click the “Previous” button and retry your entry.