



**Seattle Department of Transportation**  
**Street Use & Urban Forestry Division**  
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**Assigned PIN**

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**Intake**

**Review**

(Official Use Only)

## STREET USE & URBAN FORESTRY PERMIT SERVICES ONLINE - PIN APPLICATION

**Permit Services Online** allows users to **apply for, check the status of, and pay for permits online.**

**Apply:** A unique personal identification number (**PIN**) is required to **apply** for permits online. PIN access is reserved for high volume applicants who have successfully submitted a minimum of 15 to 20 permits in the last year.

**Check Status and Pay:** A **PIN is not required** for **checking** the status of and **paying** for permits online.

DO I NEED A PIN?	
Apply for permits using <a href="#">PDF forms</a>	No PIN needed
<a href="#">Check status</a> of permits online	No PIN needed
<a href="#">Pay</a> for permits online	No PIN needed
Apply for permits online	PIN Required

If you would like to request a PIN, use this application form. If you need to apply for permits before you receive your PIN, use the [PDF application forms](#). See [www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm).

### 1 PIN ACCESS CRITERIA

PIN access is granted to applicants who have successfully submitted at least 15 to 20 permit applications in the last year. For applicants who do not qualify, use the Street Use & Urban Forestry PDF application forms or visit the Permit Services counter.

**I understand the criteria for PIN access:**  Yes

Only the Microsoft Windows operating system is compatible with Permit Services Online. Macintosh operating systems are not compatible including OS X® and Apple® supported mobile devices. In order to be approved for a PIN, you must have a Microsoft Windows operating system available.

**I understand the Microsoft Windows operating system requirement:**  Yes

### 2 APPLICANT INFORMATION

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

**WHAT IS YOUR ROLE?**

- Contractor
- Developer
- Permit Runner (submits permits on behalf of multiple companies)
- Engineer
- Architect
- Home or Business Owner
- Utility/Transit Operator or Subcontractor (Seattle Public Utilities, InfraSource, King County Metro)

Other

**3 PROJECT INFORMATION**

**Provide information about your typical projects.**

**PERMIT TYPE** (Check all that apply)

- Construction (material storage, scaffolding, pumping, sidewalk repair)
- Utility (electrical, gas, water, potholing, soil boring)
- Urban Forestry (tree planting, pruning, or removal)
- Public Space Management
  - Annual (sidewalk café, encroachment, signs)
  - Vending
- Yearly Vehicle/Truck Permit

**PROJECT TYPE** (Check all that apply)

- Single Family
- Multifamily
- Commercial/Mixed Use
- Industrial
- Community/Festival
- Business (annual or vending)

**REASON**

Describe the types of projects that you would like to apply for using Permit Services Online and the reason for your PIN request.

**PIN REQUEST**  
(Official Use Only)

- PIN approved     PDF forms recommended

Request reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

PIN assigned by: \_\_\_\_\_ Date: \_\_\_\_\_