

How to use the SDOT Street Use Online Webform to apply for permits

GENERAL TIPS

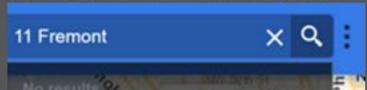
1. For best visibility maximize your internet browser window and all pop-up windows.
2. Instructions/help are located by clicking the Information icon 
3. Click, hold and drag the lower right-hand corner of pop-up windows to expand for best visibility. You may also use the scroll-bars at the edges of the pop-up window to view content. For some pop-up windows, you will need to click the icon at the right-hand upper corner to expand.
4. Clicking the 3 dots or the X at the upper right-hand corner of pop-up windows collapses the window.
5. You may use your mouse wheel to zoom in and out on the map, or use the plus and minus icons in the lower left-hand corner of the screen 

FIND YOUR PROJECT ADDRESS

Locate your project address by typing it into the search bar at the bottom of the application and hit return. Only addresses within the City of Seattle will be recognized. If an exact match is not located, addresses similar to the one entered may appear in the white bar above the search bar (ie. enter 400 9th and "400 9th Ave" appears in the white bar above)



For addresses not recognized by the system, a black box indicating "no results" appears below the search bar.**On the permit application form you will need to enter the project address exactly as it appears in the search result box on the map.



6. Click the "Zoom to" hyperlink in the "Search result" box to center and zoom to the point on the map

CREATE A PERMIT APPLICATION

7. Zoom in to your project location area
8. Click the Edit Tool icon 
9. Click "Street Use Permit Initial Information"
10. Click on the map at your project location 11. The "Permit Initial Information" form will display in a pop-up window next to an orange point

COMPLETE AND SUBMIT A PERMIT APPLICATION

12. Fill out all of the required information according to the table below.
13. Once the required information has been entered **the system will automatically accept your application.**

IMPORTANT

- You **will not** see a pop-up box or **receive any other signals** that the application has been submitted.
- Once you've filled out all of the required information, the application is submitted, so **do not edit your entries**—the system will not recognize your edits. After required information has been filled-out you may hit the "done" button or hit the "X" at the right-hand corner of the pop-up window.

14. You will receive an email from SDOTPermits acknowledging receipt of your application and providing you with a permit number.
15. Submit Site Plans and Traffic Controls to SDOTPermits@seattle.gov referencing your permit number after you've received it.

Applicant Name (Required)	First and Last Name
Primary Applicant AC# (Required)	<ul style="list-style-type: none"> - Contact identification number (for individual, not company) - Number is preceded by the characters "AC", please include "AC" prior to number - If you don't know your ID#, email SDOTpermits@seattle.gov
24-Hour Contact AC# (Required)	<ul style="list-style-type: none"> - Contact identification number (for individual, not company) - Number is preceded by the characters "AC", please include "AC" prior to number - If you don't know your ID#, email SDOTpermits@seattle.gov - Primary Applicant and 24-Hour Contact may be the same person
Contactors Agent or Other Applicant AC# (Optional)	<ul style="list-style-type: none"> - 24-Hour Contact person is the contact for 24-hour emergency response - Contact identification number (for individual, not company) - Number is preceded by the characters "AC", please include "AC" prior to number - If you don't know your ID#, email SDOTpermits@seattle.gov - Provide Contractor Agent AC# if different from Primary Applicant/24-Hour Contact
Billing Company ID (Required)	<ul style="list-style-type: none"> - Also known as "Company Billing Party identification number" - If you don't know the Company ID#, email SDOTpermits@Seattle.gov
Work Order # (Optional)	- For your use (insert work order or job number; this will print on your permit)
Permit Address (Required)	<ul style="list-style-type: none"> - Must exactly match address populated in the map's lookup tool - You may copy and paste address from map
Location of Work (Required)	- Provide exact location(s); for example: 10' S of C/L on Columbia St, 50' S of C/L on 6th Ave
Scope of Work (Required)	<ul style="list-style-type: none"> - Describe Work: type(s); activities (install, remove); length of trench; # of access points; # and type of vaults/conduit; nature of restoration - List all impacted street frontages, including alleys
Start Date (Required)	Write as xx/xx/xxxx
Duration in Days (Required)	
Work Zone in square feet (Required)	<ul style="list-style-type: none"> - Include square footage for staging of work equipment; areas closed for public safety; parking lanes that are no-parked; etc. - Include length and width of work zone(s) on plans
Pedestrian Mobility During Work Hours (Required)	<ul style="list-style-type: none"> - Select the option that best explains how pedestrians will get around your project site - For multiple frontages with differing mobility, select "Other" and describe in "Scope of Work" section above
Work Impacts (Required)	<ul style="list-style-type: none"> - Indicate all right of way impacted by your project - For multiple frontages with differing mobility, select "Other" and describe in "Scope of Work" section above.