



PERMITTING REQUIREMENTS FOR UTILITY MAJOR PERMITS

Last revised 12/5/17

The Seattle Municipal Code requires a Seattle Department of Transportation (SDOT) permit for all utility work in the public right of way (ROW). The type of utility permit depends on the complexity of the project and the impacts to the right of way. These include annual vehicle permits, minor utility permits, and utility major permits (UMPs). This Client Assistance Memo (CAM) defines the thresholds for when a project triggers an UMP. To learn more about other Street Use processes for annual vehicle or minor utility permits, visit the [Street Use](#) web page.

I. UTILITY MAJOR THRESHOLDS

Utility projects may trigger an UMP based on the scope of work, the method of installation, or the impact to other existing City assets (such as pavement, curb ramps, or water lines). Please see the figure below to learn more about these specifications.

Scope of work

- Installation of a utility mainline greater than 2 inches in diameter;
- Installation of a utility mainline 2 inches or smaller in diameter or a non-mainline that are longer than 100 linear feet on an arterial street, or 300 linear feet on a residential street;

- SEPA determination required;
- Removal of a underground storage tank;
- High potential for removal of contaminated soils; or
- Environmental remediation work.

Installation method

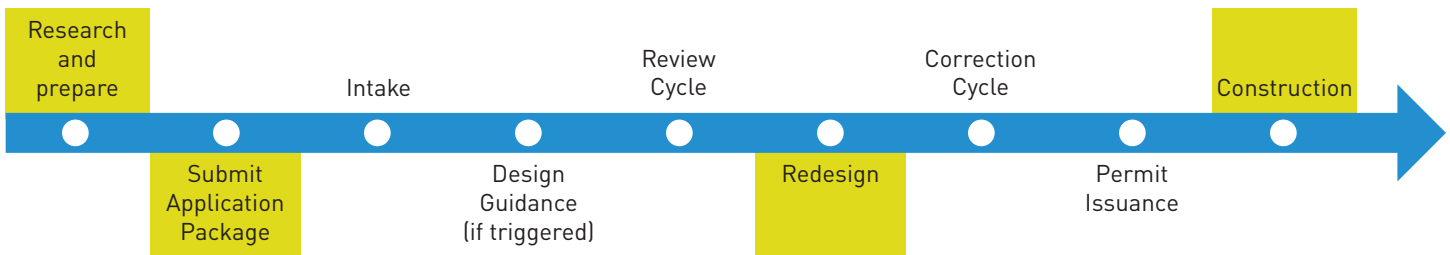
- Directional drilling

Impact to other existing City assets

- Triggers ADA ramp installation, per the ROWORR
- Requires changes to existing surface elevations
- Adjacent to a City structure, such as a bridge or retaining wall

II. STEPS FOR OBTAINING AN UMP

The permittee (or designated authorized agent) is responsible for obtaining a permit before any construction related activity. The figure below outlines both your steps in the permit application process (the boxes that are highlighted) and our application review process.



LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

1) Research and Prepare

- A. Ways to conduct research include:
- Getting to know current permit application requirements, processes, hours of operations, and timelines by visiting our website at www.seattle.gov/transportation/permits-and-services/permits;
 - Reviewing current codes, rules, and regulations related to the proposed work; and
 - Researching existing utilities or underground structure locations.
- B. In preparation for your application, please develop plans that meet current codes, rules, and regulations, including:
- The [ROW Right of Way Opening and Restoration Rules \(ROWORR\)](#);
 - The [ROW Right of Way Improvement Manual \(ROWIM\)](#);
 - The [City of Seattle Standard Specifications and Plans](#);
 - The utility major and restoration plans, per the checklist attached to this CAM; and
 - The site plan for your work zone, as found in [CAM 2116](#).

2) Submit Application Package

Your permit application must be submitted in-person at the Street Use Permit Services Counter on the 23rd floor of the Seattle Municipal Tower at 700 5th Ave. The counter is open from 8 AM – 5 PM on Monday, Wednesday, and Friday, and from 10:30 AM – 5 PM on Tuesday and Thursday.

- Please note that we do not accept payments after 4:30 PM. Applicants arriving after 4:30 PM may not receive a permit that day.

When submitting your completed permit application, you must include the following items:

- A Utility Major Transmittal Form (found at the end of this document);
- A [Utility Permit Application](#);
- A Utility and Pavement Restoration Plan Checklist (found at the end of this document);
- 3 copies of your utility, restoration, and work zone site plans; and
- 2 copies of the Phase Schedule Manager (found at the end of this document).

Additional materials may be required as part of your application, including:

- 3 copies of your profile, if working with City-owned infrastructure or if boring is proposed;
- 2 copies of your Traffic Control Plan, if work will be occurring on arterial streets;
- 2 copies of your [Pedestrian Mobility In and Around Work Zones Checklist](#), if work will impact pedestrian mobility;
- Letter of Authorization, if the permit is being applied for by an authorized agent of the property or utility owner; and
- Utility owner approval, if work is being performed by someone other than the utility owner.

3) Intake

When you submit your application, we will make sure that all the required documents have been submitted. If required documents are missing, the application will not be taken in and a revised application package will need to be submitted. Once a completed application has been submitted, a reviewer will be assigned to the project. That reviewer will function as your primary point of contact for the remainder of the review process.

4) Design Guidance (Optional)

If you have questions about design options, requirements, or the permitting process, you can request a design guidance meeting at the time of application. To request a design guidance meeting, please provide a list of questions in addition to the required plan submission materials. If you request a design guidance meeting, the reviewer will screen the plans and provide you with a list of all the possible subject matter experts. You will be able to select which groups you would like in attendance, and the reviewer will schedule the design guidance meeting. The design guidance meeting will take the place of a typical review cycle. Once the meeting is complete, we will provide you with a set of meeting notes that outline plan changes or modifications needed to make a submittal for review.

5) Review Cycle

The primary reviewer will screen the plans to determine the level of completeness; if there is enough information to start a review; and if any additional technical experts will need to review the plans. The plans will then be distributed to the additional technical experts to complete their review. The additional reviewers will send any corrections or comments back to the primary reviewer to reconcile between the groups and compile. These compiled comments and mark up plans will be sent back to you. If there are no corrections or comments, then the primary reviewer will send you a notice of plan approval.

6) Correction Cycle

The correction cycle is similar to the initial review cycle; however, plans will only be sent to the technical experts who provided comments and corrections in the initial review cycle, or to those who will be brought in due to changes from the initial submittal.

7) Permit Issuance

Once the plans have been approved, additional steps such as fulfilling an additional permit condition or paying fees may be required prior to permit issuance.

8) Construction

During construction, you may need to modify your schedule, scope of work, or plans. If this happens, you need to notify your inspector and reviewer quickly with the updates to your plans and schedule for review and approval prior to making any changes. All changes must be approved before work continues.

III. RESOURCES

1. Utility Permit Application www.seattle.gov/transportation/permits-and-services/permits/utility-work-in-the-right-of-way
2. City of Seattle Traffic Control Manual for In Street Work www.seattle.gov/transportation/document-library/manuals/traffic-control-manual
3. Seattle Department of Transportation Client Assistance Memos www.seattle.gov/transportation/document-library/client-assistance-memos
4. [Right of Way Opening and Restoration Rule \(ROWORR\)](#)

Access to Information

Client Assistance Memos are available online at: www.seattle.gov/transportation/document-library/client-assistance-memos. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

UTILITY MAJOR AND RESTORATION PLAN CHECKLIST FOR UTILITY MAJOR PROJECTS

Effective Date 9/5/17

THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH ALL REQUIRED APPLICATION MATERIALS

COVER SHEET REQUIREMENTS

- Vicinity Map**
 - Sized appropriately to clearly indicate the location of the work within the city
 - Area of work in the ROW is shaded
 - North arrow is oriented to the top or left of the page
 - Sheet numbers are identified
- Sheet Index**
- Contact Information**

GENERAL NOTES REQUIREMENTS

- General Notes**
 - Y / N Is SPU sewer or drainage infrastructure is being installed or modified?
 - If yes, the Standard SPU Sewer and Drainage Notes must be shown on plans
 - Y / N Is SPU Water Main Infrastructure is being installed or modified?
 - If yes, the Standard SPU Water Main Notes must be shown on plans
 - Y / N Is Lighting or Signal infrastructure is being installed or modified?
 - If yes, the Standard Lighting and Signal Notes must be shown on plans

UTILITY AND RESTORATION PLAN REQUIREMENTS

- Plans are 22"x34"** and have a title block
- North Arrow** is provided on all sheets and oriented to the top or left
- Bar Scale** is shown and scaled correctly
- Horizontal Scale** is 1"=10' or 1" = 20'
- Vertical Scale** is 1"=5' (if a profile is required)
- Washington State Professional Engineer Stamp**
- Base Map** (Existing Conditions) is:
 - Screened back and readable on the plan sheets Topographic information extends from roadway centerline to adjacent property line
 - Existing surface infrastructure is shown from the roadway centerline to the adjacent property line
 - Existing utilities must be shown within 15 feet of each side of the proposed work
- Cuts are perpendicular or parallel** to the centerline of the roadway
- Utility services, ducts, or mains are shown and labeled** with length, type, and size
- Utility structures are labeled** with type, size, and COS standard plan (if applicable)
- Station and Offsets or Dimensions** are shown for all proposed elements (offsets are not required for catch basins or inlets)
- Extent of restoration** is shown for all surfaces and labeled with size and type

Cross Sections

- Provided for each street or alley frontage on plans
- Elements in the cross section are labeled (curb, sidewalk, etc.)
- Elements in the cross section are dimensioned
- Pavement sections are identified in the cross section and meet the ROWORR
- Type, size, elevation, and clearance of existing utility crossings are provided in cross sections

Landscaping and Street Trees

- All existing trees within and adjacent to the right of way are shown
- The drip line of all existing trees is shown
- All existing planting areas within the right of way are shown

Y / N Is utility work being installed with directional drilling?

- Profile is provided aligned with the plan view
- Existing and proposed utilities are shown and identified on plan and profile

Y / N Are there curb ramps installations?

- All existing and new curb ramps are shown
- New (or retrofitted) curb ramps are called out, per [City of Seattle Standard Plans for Municipal Construction](#)
- Companion ramps are identified and labeled as existing, existing to be retrofitted, or new and called out, per [City of Seattle Standard Plans for Municipal Construction](#). See [SDOT Companion Ramp Requirements](#) for more information.
- A minimum 1-foot separation between curb ramps is provided
- A minimum 1-foot clearance from the ramp to any vertical obstruction is provided
- Two ramps are provided at each corner, when feasible
- Curb ramps are dimensioned along the curb face (ramp and wings)
- Spot elevations are provided at the flow line, top of curb, top of ramp and at the back of sidewalk at 5-foot intervals, and at all corner points of the ramp, wings and landing
- The wing slope is shown and does not exceed 1:10. See the [SDOT Policy for Curb Ramp Flares/Wings](#) where existing roadways have steep slopes or other site constraints.
- The ramp slope is shown and does not exceed 1:12 (8.33%)
- Required Maximum Extent Feasible (MEF) documentation has been provided. See the [SDOT Policy for MEF Documentation for Curb Ramps](#) for more information.

UTILITY MAJOR PERMIT SUBMITTAL MATERIAL TRANSMITTAL FORM

This form must accompany **ALL** the required Utility Major materials listed below at the time of submittal to the SDOT Street Use Counter.

Project Address _____

Materials Submitted by _____
(Sign and Print Name)

Utility Major Permit # _____

(For Official Use Only)

DATE STAMP HERE

Utility Major Permit Submittal Requirements	
<input type="checkbox"/> Utility Permit Application (if not previously submitted) <input type="checkbox"/> Utility and Pavement Restoration Checklist (if not previously submitted) <input type="checkbox"/> Site Photos (if not previously submitted)	<input type="checkbox"/> 3 Paper Copies of Utility Major and Restoration Plans <input type="checkbox"/> 3 Paper Copies of Profile (if required) <input type="checkbox"/> 2 Paper Copies of Traffic Control Plan (if required) <input type="checkbox"/> 2 Paper Copies of the Phase Schedule Manager <input type="checkbox"/> 2 Paper Copies of the Work Zone Site Plan <input type="checkbox"/> 2 Paper Copies of the Pedestrian Mobility In and Around Work Zones Checklist
Required Electronic Material Submittals: <input type="checkbox"/> 1 Electronic file of all required documents	
Other Submittal Materials <input type="checkbox"/> _____	<input type="checkbox"/> _____

(SDOT Street Use Staff to Fill Out Bottom Portion of Form)

STREET USE - RECEIPT OF DOCUMENTS

Utility Major Permit # _____ Project Address _____

<input type="checkbox"/> Utility Permit Application <input type="checkbox"/> Utility and Pavement Restoration Checklist <input type="checkbox"/> Site Photos <input type="checkbox"/> 3 Paper Copies of _____% Plans <input type="checkbox"/> 3 Paper Copies of _____% Profile <input type="checkbox"/> 3 Paper Copies of _____% Restoration Plans <input type="checkbox"/> 2 Paper Copies of Traffic Control Plan <input type="checkbox"/> 2 Paper Copies of Phase Schedule Manager <input type="checkbox"/> 2 Paper Copies of Work Zone Site Plan <input type="checkbox"/> 2 Paper Copies of Pedestrian Mobility In and Around Work Zones Checklist <input type="checkbox"/> Other Submitted Materials	
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(For Official Use Only)

DATE STAMP HERE

