

Seattle Permits

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

Street Use Utility Permitting Requirements

Effective 1/1/2011

Utility permits are issued for the installation of underground and overhead utility services in the public rights-of-way (ROW). These include power, communication, gas, steam, water, sewer, drainage, and privately owned facilities such as oil pipelines and side sewers.

SDOT Utility Permits fall into three categories depending on impacts to the City of Seattle infrastructure and public mobility: Annual Vehicle, Utility Over the Counter (OTC) and Utility Major permits. This Client Assistance Memo (CAM) is intended to define each permit type and describe how to apply for each type of permit.

Permit applications may be submitted in person by visiting the Street Use Counter located in the Seattle Municipal Tower (SMT), 23rd Floor. Applications for Annual Vehicle Permits and Utility OTC Permits may also be submitted using the online permitting system at:

http://www.seattle.gov/transportation/stuse_permits_online.htm

Required submittals as outlined in this CAM must be submitted at the time of the permit application in person at the Street Use Counter, via email to SDOTPermits@seattle.gov, or by fax to (206) 470-6988.

These are general guidelines; additional site specific information may be required depending on the exact location of work and the type of work proposed.

Work within the public right of way shall not commence without a valid Street Use Permit. Unpermitted work within the public right of way may be subject to enforcement actions resulting in fines up to \$1,000 per day in which the violation(s) occur. A copy of the issued Street Use Permit and all permit related documents (i.e. approved traffic control plan(s),

approved utility plans, approved restoration plans, etc.) must be kept at the permitted work locations available for inspection by the SDOT Street Use Inspector.

I. ANNUAL VEHICLE PERMITS

An annual vehicle permit will be required for all work performed within the City of Seattle ROW unless a single use permit has been issued for the work. The annual vehicle permit is intended for agencies, companies or individuals who will frequently be performing work at multiple locations and for short durations in the City of Seattle ROW. Work under the annual vehicle permit must not involve any disturbance to improvements within the street ROW (e.g. trenching in the street or sidewalk) or a possibility of damage to the City's improvements (e.g. crossing a sidewalk with heavy equipment). Refer to CAM 2108 for more information regarding the Annual Vehicle permit.

II. UTILITY OTC PERMIT

Utility OTC permits may be obtained when the work involves installation, repair or extensive maintenance on a utility that impacts infrastructure and does not exceed the minimum requirements for a Utility Major permit. Please refer to Section III to determine if the proposed work requires a Utility Major permit.

The following documents must be submitted when applying for a Utility OTC permit:

- Completed Permit Application
- Plan – Refer to Section IV
- Traffic Control Plan – A traffic control plan is required for work on arterial streets and streets within a designated High Impact Area

Unless otherwise noted at the times of intake, complete permit application submittals are typically processed within 15 business days.

III. UTILITY MAJOR PERMIT

All Major Utility permit applications must be submitted in person by visiting the Street Use Permit Counter located on the 23rd floor of the SMT Building.

www.seattle.gov/transportation



A Utility Major Permit is required when the proposed work meets one or more of the following criteria:

- Work that results in 100 or more **contiguous** lineal feet of ground disturbing activity
- Work that results in 300 or more **cumulative** lineal feet of spot ground disturbing activity
- Work that results in ground disturbing activity within a marked or unmarked crosswalk within an intersection
- Construction that includes new curb or sidewalk and/or modifications to an existing curb
- Alteration of existing grades
- Projects where the scope and/or location trigger a SEPA review
- Installations involving directional drilling; regardless of length
- Utility work that requires review(s) from agency(s) other than SDOT, such as Seattle Public Utilities, Seattle City Light, King County, etc.

The following submittals are required to obtain a Utility Major permit:

- Completed Utility Major Transmittal Form
- Completed Utility Permit Application
- Completed Utility and Pavement Restoration Plan Checklist
- Site Photos
- Plans (2 copies) – Refer to Section IV B
- Profile (if required, 2 copies) – Refer to Section IV B
- Restoration Plan (2 copies) – Refer to Section V
- Traffic Control Plan (2 copies) – A traffic control plan is required for work on arterial streets and streets within a designated High Impact Area.

The following submittals may also be required if the utility is being installed to service new development, new infrastructure will be constructed that is beyond the requirements of the PORR, the infrastructure includes green infrastructure, permittee is a private owner or contractor installing a public utility, etc.:

- \$2,500 Review Deposit
- Liability Insurance naming the City of Seattle as additional insured
- Surety Bond
- Inspection Deposit
- Documentation of design approval by Seattle Public Utilities

Unless otherwise noted at the time of intake, complete Utility Major Permit application submittals are typically reviewed within 6 weeks.

IV. PLAN REQUIREMENTS

Plans are required on all utility permit applications showing details of the work being proposed in the public ROW. The level of detail needed for each type of utility permit varies. Please see the requirements for each type of utility permit below.

A. UTILITY OTC PERMIT PLAN REQUIREMENTS:

Plans for Utility OTC Permits must include the following information:

- Permit number on the upper right hand corner
- North arrow shown pointed up or to the left of the plan
- Proposed improvements are shown
- Existing conditions are shown
- Existing utilities are shown in the vicinity of the proposed work
- Dimensions of existing and proposed improvements are shown
- Street names on all abutting and surrounding streets are shown.
- Property line(s) and addresses in the vicinity of the work are shown.

B. UTILITY MAJOR PERMIT PLAN REQUIREMENTS

Plan requirements for Utility Major Permits can be found in the Utility and Pavement Restoration Plan Checklist attached to this CAM.

V. RESTORATION PLAN REQUIREMENTS

Restoration plans are required for utility permits if the ground disturbing utility work is 100 or more contiguous lineal feet; 300 or more cumulative lineal feet; or within a marked or unmarked crosswalk within an intersection. If the ground disturbing utility work is 300 or more contiguous lineal feet, the restoration plans must be stamped by a Licensed Professional Engineer within the State of Washington.

Restoration plans must comply with the requirements set forth in the Street and Sidewalk Pavement Opening and Restoration Rule (Director's Rule 5-2009), the Right of Way Improvements Manual and the Utility and Pavement Restoration Plan Checklist attached to this CAM. Incomplete submittal requirements will delay the processing of your permit application.

VI. ANNUAL PERMIT (NON-CONSTRUCTION)

An annual permit may be required in addition to the utility permit if the utility being installed will not be owned by a public or franchise utility company or if the utility crosses a right-of-way and connects between private properties.

VII. EMERGENCY WORK IN THE PUBLIC RIGHT OF WAY

When a street opening is necessary for health or safety reasons that could not be anticipated, a permit is still required for which application shall be made on the same day or the next business day after the opening is started.

When emergency work occurs in the public right of way:

1. Respond to the emergency.
2. Notify SDOT.
 - a. During work hours:
Street Use Division at (206) 684-5283
 - b. During non-work hours:
Charles Street Shop at (206) 386-1218
3. Submit a permit application to Street Use on the same day or by the end of the next business day after the opening is started.

Once the initial emergency work has been completed, contact the Street Use Inspector to determine which, if any, follow up actions need to take place:

- If the work is complete, no other information is required.
- If the work is still underway,
 - And the work is expected to take more than five (5) days to complete, a traffic control plan and other documents as required by the Inspector must be submitted to Street Use.
 - Work may continue if the traffic control setup is safe and the work can be completed in a safe and timely manner.

VI. REFERENCES

1. Utility Permit Application
http://www.seattle.gov/transportation/stuse_permits_online.htm
2. City of Seattle Traffic Control Manual for In Street Work
<http://www.seattle.gov/transportation/trafficcontrolmanual.htm>
3. Seattle Department of Transportation Client Assistance Memos
http://www.seattle.gov/transportation/stuse_docs.htm
4. Street and Sidewalk Pavement Opening and Restoration Rule (PORR)
http://www.seattle.gov/transportation/stuse_pavementopen.htm

Utility and Pavement Restoration Plan Checklist For Utility Major Projects



City of Seattle
Seattle Department of Transportation, Street Use
700 Fifth Avenue, Suite 2300, Seattle, WA 98104

Phone: (206) 684-3679

**UTILITY AND PAVEMENT
RESTORATION PLAN
CHECKLIST**
For Utility Major Projects
Effective Date 01/01/2011

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

Permit Information Section

Utility Work Associated with a Development?

Y / N *Does the development require a Department of Planning and Development (DPD) permit?*

If yes, provide the DPD permit number: _____

If no, explain why: _____

Utility Work Associated with a Street Improvement Permit (SIP)?

Y / N *Is the utility work associated with a SIP?*

If yes, provide the SIP permit number and explain why the utility work is separated from the SIP: _____

Parks Permit Required?

Y / N *Is the work located on or within a Boulevard and/or Parks Property?*

If yes, please provide the Parks permit number: _____

Annual Utility Permit Required?

Y / N *Will the proposed utility infrastructure be owned by the utility company?*

If yes, an annual utility permit will not be required

If no, the annual utility permit application must be submitted at the time of application

Construction Stormwater Erosion Control Plan (CSECP) Required?

Y / N *Does the proposed work affect more than 5,000 square feet?*

If yes, the CSECP is provided at time of application

Drainage Review Required?

Y / N *Does the proposed work affect more than 750 square feet?*

If yes, a drainage review is required by SPU

Utility and Pavement Restoration Plan Checklist

Plan Requirements Section

- Base Map (Existing Conditions)**
 - Base map is screened back and readable on the plan sheets.
 - Topographic information extends from roadway centerline to adjacent property line.
 - Existing surface infrastructure from the roadway centerline to adjacent property line
 - Existing utilities must be shown within 15 feet of each side of the proposed work
- 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
- Vicinity Map**
 - Scaled at 1" = 200'
 - Area of work in the ROW is shaded
 - North Arrow is oriented to the top or left of the page
 - Sheet Numbers are identified on the Vicinity map
- North Arrow is provided on all sheets and is oriented to the top or left**
- Bar Scale is shown and scaled correctly**
- Horizontal Scale is 1"=10' or 1" = 20'**
- Line types and shading are per COS Standard Plans**
- Standard Title Block is provided**
- Typical Cross Sections**
 - A typical cross section is 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
 - Type, size, elevation and clearance of existing utility crossings are provided in cross section
- Station and Offsets, or Dimensions**
 - Stations and Offsets or dimensions are shown for all proposed elements (offsets are not required for catch basins or inlets)
- Landscaping and Street Trees**
 - All existing trees within the right of way 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

Utility and Pavement Restoration Plan Checklist

- Utility Work is being installed with Directional Drilling**
 - All new and existing utilities are shown in plan and profile
 - Type, size, elevation and clearance of existing utility crossings are provided in profile
- Storm, Sewer or Water Main Installation, Extension or Replacement**
 - All new and existing utilities are shown in plan and profile
 - Pipe type, length, size, and slope are shown in profile
 - Type, size, elevation and clearance of existing utility crossings are provided in profile

Y / N Is the PSS on private property?

 - Easement is shown and called out
- Inlets**
 - All new inlets are shown
 - New inlets are called out per standard plan with the rim and invert elevations provided
 - New connections are shown
- Catch Basins**
 - All new catch basins are shown
 - New catch basins are called out per standard plan with the rim and invert elevations provided
 - New connections to the main or other outfall are shown
- Manholes**
 - All new manholes are shown
 - New manholes are called out per standard plan with rim and invert elevations of all pipes entering or existing the structure called out
- King County Sewer Mains**
 - All connections to King County Metro Sewer lines are shown and called out
- Water Vaults**
 - All new water vaults are shown
 - All water vaults are labeled as existing, new, to be retired, or to be reused with type and size information provided
- Curbs**
 - All new (or replaced) curbs are shown
 - New (or replaced) curbs are called out per standard plan
- Utility Vaults**
 - All new utility vaults are shown
 - New utility vaults are called out with type and size information provided
- Utility Hand Holes**
 - All new hand holes are shown
 - New hand holes are called out with type and size information provided

Utility and Pavement Restoration Plan Checklist

- Utility Ducts**
 - All new utility ducts are shown
 - New utility ducts are called out with type and size information provided
- Utility Poles**
 - All new utility poles and guy wires are shown
 - Dimensions from the curb to the proposed pole and guy wire system is shown
- Curb Ramps**
 - All existing and new curb ramps are shown
 - New (or retrofitted) curb ramps are called out per standard plan
 - A 4' x 4' landing is shown with dimensions
 - The wing slope is shown and does not exceed 1:10
 - The ramp slope is shown and does not exceed 1:12 (8.33%), 9% acceptable
 - Companion ramps identified and labeled existing, existing to be retrofitted or new and called out per standard plan
 - 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 and wings

- Profile**

Y / N Is the project installing or modifying a Main Line (PSD, PSS, or Water) or using directional drilling as the installation method?

- Profile is provided aligned with the plan view
- Vertical Scale is 1" = 5'
- Existing and proposed utilities are shown and identified
- Existing and proposed utility crossings are shown and identified
- Proposed manholes, catch basins, and/or inlets structure are shown and called out
- Rim and Invert elevations are shown for proposed manholes, catch basins and inlets along with the inverts for all pipes entering and exiting the structures
- Catch basin and inlet connections to outfall is shown
- Type, length, and slope are shown for all proposed main lines

Y / N Is the project using directional drilling as the installation method?

- Profile is provided aligned with the plan view
- Vertical Scale is 1" = 5'
- Existing and proposed utilities are shown and identified

Utility and Pavement Restoration Plan Checklist

Pavement Restoration Section

Pavement Restoration

Y / N *Is the Permittee doing the restoration?*

If yes, the restoration is covered under this permit

If no, provide who will be performing the restoration (e.g. Street Maintenance or private contractor as permittee) and the associated permit number, if applicable:

Y / N *Is the ground disturbing utility work 100 or more contiguous lineal feet?*

Restoration Plans are required per the Street and Sidewalk Pavement Opening and Restoration Rule (PORR)

Y / N *Is the ground disturbing utility work 300 or more cumulative lineal feet?*

Restoration Plans stamped by a Professional License Engineer are required per the Street and Sidewalk Pavement Opening and Restoration Rule

Cross section as specified in the Street and Sidewalk Pavement Opening and Restoration Rule 6.4 & 7.5 is shown

All cuts are perpendicular and/or parallel to the centerline of the roadway

Y / N *Is the Pavement Restoration 100 or more contiguous lineal feet of asphalt concrete surface without reflective cracking at PCC joints?*

Full lane restoration is shown

Y / N *Is the Pavement Restoration PCC?*

Joint layout is shown for intersection areas

Y / N *Are there trenches for Utilities?*

Extent of restoration is shown

Restoration area is per the Street and Sidewalk Pavement Opening and Restoration Rule

Y / N *Is the pavement restoration area within a marked crosswalk?*

Restoration for the pavement area and all crosswalk markings are shown

Y / N *Is 6' or more of pavement being restored within an existing marked crosswalk?*

Required Stop Bar is shown and called out

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)

For Official Use Only

DATE STAMP HERE

Check the % Complete that applies to the submittal

Utility Major Submittal		
<input type="checkbox"/> 30% Plans	Required Submittal Materials: <input type="checkbox"/> Utility Permit Application <input type="checkbox"/> Utility and Pavement Restoration Checklist <input type="checkbox"/> Site Photos	<input type="checkbox"/> 2 Paper Copies of Plans <input type="checkbox"/> 2 Paper Copies of Profile (if required) <input type="checkbox"/> 2 Paper Copies of Restoration Plans (if required)
	Optional Material Submittals: <input type="checkbox"/> 1 Electronic file of 30% Plans	
	Other Submittal Materials <input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> 60% Plans	Required Submittal Materials: <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"/> 2 Paper Copies of Plans <input type="checkbox"/> 2 Paper Copies of Profile (if required) <input type="checkbox"/> 2 Paper Copies of Restoration Plans (if required)
	Optional Material Submittals: <input type="checkbox"/> 1 Electronic file of 60% Plans	
	Other Submittal Materials <input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> 90% Plans	Required Submittal Materials: <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"/> 2 Paper Copies of Plans <input type="checkbox"/> 2 Paper Copies of Profile (if required) <input type="checkbox"/> 2 Paper Copies of Restoration Plans (if required)
	Optional Material Submittals: <input type="checkbox"/> 1 Electronic file of 90% Plans	
	Other Submittal Materials <input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> 100% Plans	Required Submittal Materials: <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"/> 2 Paper Copies of Plans <input type="checkbox"/> 2 Paper Copies of Profile (if required) <input type="checkbox"/> 2 Paper Copies of Restoration Plans (if required) <input type="checkbox"/> 2 Paper Copies of Traffic Control Plan (if required)
	Optional Material Submittals: <input type="checkbox"/> 1 Electronic file of 100% Plans	
	Other Submittal Materials <input type="checkbox"/> _____	<input type="checkbox"/> _____

SDOT STREET USE STAFF TO FILL OUT BOTTOM PORTION OF FORM



Seattle Department of Transportation | Street Use Division
 700 Fifth Avenue, Suite 2300 | PO Box 34996
 Seattle, Washington 98124-4996
 (206) 684-5253 | SDOTPermits@Seattle.gov

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"/> 2 Paper Copies of _____ % Plans <input type="checkbox"/> 2 Paper Copies of _____ % Profile <input type="checkbox"/> 2 Paper Copies of _____ % Restoration Plans <input type="checkbox"/> 2 Paper Copies of Traffic Control Plan <input type="checkbox"/> Other Submitted Materials _____	For Official Use Only DATE STAMP HERE
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