

## Seattle Permits

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

## Permittee Responsibilities

Last Revised 11/15/07

Performing work in the Right-of-Way comes with many responsibilities. Work must be in compliance with Seattle Municipal Code, Best Practices, and City, State, and Federal regulations. Those performing work in the Right-of-Way must also take into consideration impacts on pedestrian, bicycle, and vehicle traffic, businesses, and other parties working in the same or nearby areas. Your permit will describe or refer to the specific responsibilities and restrictions that apply to your permitted work. This document will explain some of those responsibilities and list locations of referenced materials that can provide you with additional information.

All activities performed in the Right-of-Way under a Street Use permit, and the rules and restrictions specified on a Street Use permit, are ultimately the responsibility of the Permittee, whether that work is performed personally by the permittee or by a designated agent. The term “you” used throughout this document refers to the “permittee”.

### Compliance with Technical Requirements and Standards

There are many technical requirements and standards that must be followed when working in the Right-of-Way. The following documents should be reviewed to ensure work in the Right-of-Way is in compliance with all technical requirements and standards.

- Right-of-Way Improvements Manual; <http://www.seattle.gov/transportation/rowmanual/default.asp>
- Standard Specifications for Road, Bridge, and Municipal Construction and the Standard Plans for Municipal Construction; [http://www.ci.seattle.wa.us/util/Engineering/StandardPlans & Specs/index.asp](http://www.ci.seattle.wa.us/util/Engineering/StandardPlans&Specs/index.asp)

- Street and Sidewalk Pavement Opening and Restoration Rule [http://www.seattle.gov/transportation/stuse\\_pavementopen.htm](http://www.seattle.gov/transportation/stuse_pavementopen.htm)
- Traffic Control Manual for In-Street Work <http://www.seattle.gov/transportation/trafficcontrolmanual.htm>

### Notification Prior to Starting Work

Before beginning work in the Right-of-Way, you must notify Street Use of your intended start date. Notice must be provided 24-72 hours prior to the start of work. The notification must include:

- Permit Number
- Job Site Address
- Start Date
- Brief Work Description
- Job Site Contact Name and Phone Number

If you do not fulfill this requirement, a penalty fee will be assessed in the amount of \$300, or such other amount as may be established in accordance with SMC 15.04.074.

**Utility Permits:** Two notification methods are available. You can call the Job Start Hotline at (206) 684-5270, or you can send an email to [SDOTJobStart@Seattle.gov](mailto:SDOTJobStart@Seattle.gov).

**Other Permits:** Notify the inspector named on your permit using the contact information provided.

### Coordination of Work

In addition to complying with all requirements named in your permit, you will need to coordinate with other parties in the Right-of-Way. Examples of coordination between multiple parties in the Right-of-Way include:

- Adjusting and coordinating Traffic Control Plans (as approved by SDOT) to ensure pedestrian, bicycle, and vehicle traffic flow through the area is maintained in a safe manner (ex. both sidewalks adjacent to a street may not be closed at the same time)

[www.seattle.gov/transportation](http://www.seattle.gov/transportation)



- Interacting with other project managers to coordinate construction schedules.
- Joint trench and/or joint restoration

### Hours of Work

In order to ensure that work in the Right-of-Way is performed with minimal adverse affect to the public, hours of work are restricted under the City of Seattle Noise Control Ordinance (SMC 25.08) and the Traffic Control Manual for In-Street Work (<http://www.seattle.gov/transportation/trafficcontrolmanual.htm>).

If work must be performed outside of hours permitted in the City of Seattle Noise Control Ordinance, you must contact the Seattle Department of Planning and Development to obtain a noise variance ([http://www.seattle.gov/dpd/enforcement/noise\\_abatement/apply\\_for\\_a\\_noise\\_variance/default.asp](http://www.seattle.gov/dpd/enforcement/noise_abatement/apply_for_a_noise_variance/default.asp)).

Additional restrictions on the hours of work may apply based on the type of road where the work will take place (Arterial vs. Non-Arterial), and your proposed Traffic Control Plan.

### Holiday Moratorium

There are certain areas of the city in which work is halted during the winter holiday season. Based on SDOT Director's Rule 2004-02 ([http://www.seattle.gov/transportation/stuse\\_pavementopen.htm](http://www.seattle.gov/transportation/stuse_pavementopen.htm)), this time period runs from Thanksgiving Day through January 1st. The areas affected by the Holiday Moratorium include:

- The area bounded by Seneca Street, Interstate 5, Denny Way, Virginia Street, and 1st Avenue; and
- The area bounded by Columbia Street, 2nd Avenue South, South King Street, and Elliott Bay.

### Inspection Fees

Fees will be assessed for the inspection of Right-of-Way work. These inspections are performed to verify that work was completed in accordance with the terms and conditions of your permit and applicable city rules and regulations. Additional information regarding inspection fees can be found in Client Assistance Memo 2101 – Inspection Costs: What to Expect after a Permit is Issued (<http://www.seattle.gov/transportation/cams/cam2101.pdf>).

### Utility Notification, Identification, and Protection

Utility infrastructure, like water, sewer, cable, phone, and power lines, are prevalent above and below ground in the city Right-of-Way. You are responsible

for verifying the location of utility infrastructure and for providing adequate protection for all utility infrastructures in the work area.

Identification of utilities can be provided by calling the "Call Before You Dig" hotline at 1-800-424-5555. Calling the hotline two business days before digging is required by state law. Additional information can be found about utility locations and regulations at <http://www.wucc.org/>. Another helpful document, the 'Guide for the Education and Enforcement of Underground Utility Excavation', can be found at <http://www.wucc.org/Big%20Gopher%20Book.htm>.

### Utility Relocation

If relocation of utility infrastructure is necessary to complete your work in the Right-of-Way, you are responsible for notifying affected utility agencies and for the costs incurred for the relocation of the impacted utility infrastructure.

### Survey Monuments

If your work in the Right-of-Way requires removing, disturbing, or covering a survey monument, you must first obtain a permit from the Department of Natural Resources (<http://www.dnr.wa.gov/>) as directed by Washington Administrative Code (<http://apps.leg.wa.gov/wac/>), Chapter 332-120. Refer to the Seattle Public Utilities Survey Monument Protection Client Assistance Memo ([http://www.seattle.gov/util/stellent/groups/public/@s\\_p\\_u/@esb/documents/webcontent/spu01\\_002042.pdf](http://www.seattle.gov/util/stellent/groups/public/@s_p_u/@esb/documents/webcontent/spu01_002042.pdf)) for more information.

### Restoration

Per the Street and Sidewalk Pavement Opening and Restoration Rule ([http://www.seattle.gov/transportation/stuse\\_pavementopen.htm](http://www.seattle.gov/transportation/stuse_pavementopen.htm)), the Right-of-Way must be left in or restored to its original or better condition. Your restoration plan, if applicable, must be submitted and approved prior to issuance of your permit.

### Environmental Protection

In order to protect our environment, you are responsible for controlling surface runoff, erosion, and sediment at the construction site. The site and the surrounding area must also be kept clean and free of construction debris or other material, including mud, dust, rock, asphalt, and concrete. Waste must be collected and disposed of at an appropriate disposal site. All materials must be prevented from entering the public sewer and storm drain system, as well as any surface waters. For the specific environmental codes, regulations, and guidelines that apply to work in the Right-of-Way, refer to:

- Regional Road Maintenance Endangered Species Act (ESA) Program Guidelines (<http://www.metrokc.gov/kcdot/roads/esa/index.cfm>)
- Storm Water, Drainage and Grading Code, found in Subtitle VIII of the Seattle Municipal Code: <http://clerk.ci.seattle.wa.us/~public/code1.htm> .
- Standard Specifications for Road, Bridge, and Municipal Construction and the Standard Plans for Municipal Construction; [http://www.ci.seattle.wa.us/util/Engineering/Standard\\_Plans\\_&\\_Specs/index.asp](http://www.ci.seattle.wa.us/util/Engineering/Standard_Plans_&_Specs/index.asp)
- Department of Planning and Development Director's Rule 16-2000 (<http://web1.seattle.gov/dpd/dirrulesviewer/>)

### **Compliance with the Traffic Control Manual**

In order to provide safe and effective work areas and to ward, control, protect, and expedite vehicular and pedestrian traffic, signage for all construction within the public right-of-way must comply with the City of Seattle Traffic Control Manual for In-Street Work (<http://www.seattle.gov/transportation/trafficcontrolmanual.htm>) unless the construction is subject to a traffic control plan approved by SDOT Traffic. A copy of the current City of Seattle Traffic Control Manual for In-Street Work, and approved traffic control plan for arterial streets, must be kept at the work site.

### **Lane Closures**

Certain moving traffic lanes may not be closed during peak hours. Affected streets and peak hours include:

- Central Business District: 6:00-9:00 AM and 3:00-7:00 PM
- Other Arterials: 7:00-9:00 AM and 4:00-6:00 PM

### **Public Notification**

You must notify all potentially affected residents and businesses at least one week prior to starting work within the public Right-of-Way.

### **Meter hoods**

When working in a metered zone, meter hoods must be obtained from SDOT Traffic Engineer's office. Call (206) 684-5086 for additional information.

### **No Parking Signs**

No parking" must be placed 72 hours before parking will be prohibited. The signs must clearly state the Permittee's name and telephone number. A copy of the No Parking sign used must be faxed to Seattle Police Department, at (206) 684-5101, using the Notification of Temporary No Parking Zone form

(<http://www.seattle.gov/filmoffice/docs/BarricadeVerification.doc>). For additional information on using No Parking signs, visit [http://www.seattle.gov/transportation/parking/tempno\\_parking.htm](http://www.seattle.gov/transportation/parking/tempno_parking.htm).