

# Street Use 101 and Q&A Session - Q3 2021

External Workshop



SDOT Street Use  
Melody Berry  
9/20/21 Department of Transportation



City of Seattle

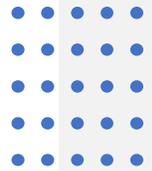
# Our vision, mission, and core values

**Vision:** Seattle is a thriving equitable community powered by dependable transportation

**Mission:** to deliver a transportation system that provides safe and affordable access to places and opportunities

Committed to **6 core values:**

- Equity
- Safety
- Mobility
- Sustainability
- Livability
- Excellence



# Street Use 101

- Temporary No Park permit requirements and process overview
- Traffic Control Plan requirements overview
- Holiday season reminders:
  - Seasonal lighting permit process
  - Holiday moratorium process
- New help articles
- Accela how-to's:
  - How to set the permit priority
  - Conditions overview – what are they and how to resolve them
  - Corrections document - how to download and respond w/demo
  - Corrections Response condition – how to upload and satisfy the condition w/demo
  - Stuck in Awaiting Corrections tips
  - Job start rules
  - How to submit and reschedule a job start w/demo on utility permits
  - Amendment's overview
- Upcoming Total Days in ROW options to track uses
- Virtual coaching
- How to get help
- Open Q&A

# Webinar rules of conduct

- Please only use the **Q&A Chat** to ask questions during the presentation
- Any questions not answered in the **Q&A Chat** can be asked again in the open Q&A session at the end of the webinar
- If you would like to be unmuted to ask a question, please request that in the **Q&A Chat**



# Temporary No Park requirements and process overview

- If work is removing **paid** parking from the public, SDOT recovers the lost revenue for those removed spaces through a Temporary No Park (TNP) permit
  - If you are using barricade signs in a paid area, you are still responsible for the reservation fees and must submit a TNP request
- Street Use permits have a new requirement to ensure a TNP permit is applied for before we issue our permit when paid parking is removed
- To satisfy the **Temporary No Parking Confirmation** condition on your Street Use permit, you must upload one of the following documents:
  - A copy of the Application Received email
  - A screen image of the application record details page
  - A copy of the permit
  - A copy of a signed billing agreement
  - A copy of an email from Traffic staff indicating no reservation needed
- TNP permits can be applied for only up to **90 days** in advance of your start date
  - TNP record may not be approved until closer to your confirmed start date



# Temporary No Park requirements and process overview

- What your Temporary No Parking zone **WILL** do for you
  - It will provide space for your construction or construction staging
  - It will provide space for loading/unloading of materials related to your project
  - It will provide space for storage containers or dumpsters
- What your Temporary No Parking Zone **WILL NOT** do for you
  - Will not provide reserved parking spaces for worker's vehicles



# Temporary No Park requirements and process overview

Long Term or Short Term? How do you know?

- **Short-term** requests is anything less than 30 and does not require removing street signs or pay station devices.
  - There is a process for extending the request for additional days, but this must be done before the current request expires.
  - Additional questions related to short term requests may be directed to [bobby.lindsey@seattle.gov](mailto:bobby.lindsey@seattle.gov)
- **Long-term** requests is anything longer than 30 days and/or requires removal of street signs or pay station devices. The long-term requests are coordinated through SDOT Curb Space Management by emailing [fred.perez@seattle.gov](mailto:fred.perez@seattle.gov)

# Traffic Control Plan (TCP) requirements

- TCPs are required when:
  - ✓ Work impacts sidewalk, bike lane, and/or travel lane mobility on an arterial street
  - ✓ Work impacts sidewalk, bike lane, and/or travel lane mobility on *any* street within a Construction Hub
  - ✓ At the discretion of SDOT if the work poses a significant mobility impact
- TCPs must meet the minimum requirements listed in [CAM 2111](#) and the [current version of the Traffic Control Manual](#)

# Traffic Control Plan (TCP) tips

- To minimize corrections cycles when a (TCP) is required, be sure to follow these tips:

- 1. Channelization shown on the TCP must meet current conditions**

- Channelization on the [TCP Base Map Tool](#) may not be current
- You can use the cameras found on the [SDOT Traveler's Map](#) to confirm current channelization
- If you're in an area that doesn't have cameras, perform a site visit to confirm current channelization

- 2. If you need to close the sidewalk:**

- Ensure the pedestrian reroute or detour has the correct signs at the right locations
- Provide a narrative on why pedestrian access cannot be maintained per [CAM 2110](#) and the [10-2015 Director's Rule](#)

- 3. If you need to close a bike lane:**

- Provide a narrative on why bike access cannot be maintained

- 4. If you need to close a Protected Bike Lane (PBL):**

- Bike traffic cannot be merged with traffic and a detour must be provided

- 5. If you need to submit a revised TCP:**

- Ensure all comments were addressed

**Types of plans required:**

- ✓ Work-hours plan: Submit a TCP that shows all mobility impacts during construction hours.
- ✓ Non-work hours plan: Submit a TCP that shows all mobility impacts after work hours when traffic control differs from work hours.
- ✓ Changing construction phases: Submit a TCP for each phase of work. IE: Demo, Excavation, Concrete.
- \* When additional plans are to be active concurrently use "Match Lines" to connect the plans appropriately.

Provide a current and accurate base map. Detail Right of Way features and channelization.

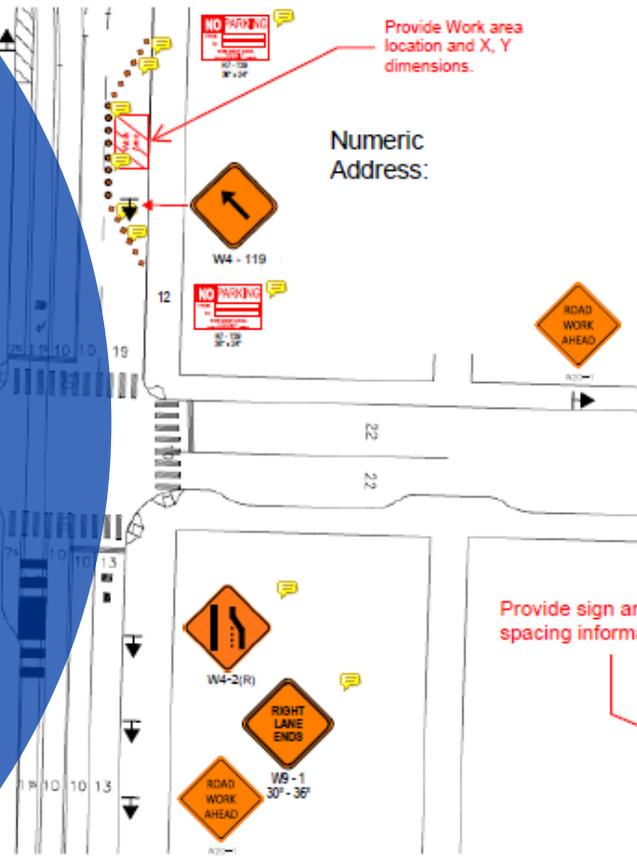
# TCP Top 5 Requirements

1. Accurate base map
2. Work description
3. Work hours duration (Proposed)
4. Work area dimensions: length x width
5. Naming convention, phasing/after hours/detour plans

Provide street names

## LEGEND

Traffic Traffic Cone 28":	
Work Area:	
Advance Warning Sign Location/direction indicator:	



24hr Contact Phone/Email:  
 Permit/Job #:  
 Work Hours:  
 Work Phase:  
 Project Duration:

**(\*)REQUIREMENTS**

- \*Signs, Devices and spacing shall conform to the Seattle TCM/ MUTCD. Signs **shall not** be placed in a way that will partially or totally block **active** travel lanes, bike lanes or sidewalks.
- \* Notify SDOT TOC when setting up and when removing arterial travel lane impacts - 206-684-5117
- \*Priority access shall be provided to emergency vehicles.
- \*Coordinate/ facilitate driveway/ load zone access (10 days in advance).
- \*Maintain 11' Minimum travel lane widths.
- \*Maintain 4' sidewalk widths (8' in the down town core) unless otherwise approved via this TCP. A sidewalk is closed when a minimum of 4' cannot be maintained. Pedestrians shall not be routed within 18" of the curb face/ vehicle lane edge.
- \*Refer to The Seattle Manual for in Street Work page 35 section: VI and SDOT Director's Rule 10-2015 for pedestrian requirements.
- For more information visit:  
<http://www.seattle.gov/transportation/document-library/directors-rules-and-ordinances>.
- \*Reserve curb space including paid parking w/ SDOT traffic permits @ (206) 684-5086.
- \*Notify Metro of bus route/stop impacts (Metro trolley coaches shall not shift more than 9' off center of lines): Trolley 206-477-1150/ Non-trolley 206-477-1140

Class of Road	Warning Sign Spacing in Feet			Taper Length (L) in Feet		Channelizing Device Spacing in Feet (maximum)				Warning Sign Min. Size in Inches
	A	B	C	Lane Width		Vehicle Barricades & Drums		Other**		
				18'	12'	Taper (S)	Tangent	Taper (S)	Tangent	
I	*			75	90	Speed Limit	Speed Limit x 2	15	30	30x30
II	150	150	75	150	200	Speed Limit	Speed Limit x 2	20	50	30x30
III	350	350	350	450	540	Speed Limit	Speed Limit x 2	30	80	48x48

**Read Class Definitions**  
 Class I - Central Business District, University District  
 Class II - Arterial Streets  
 Class III - All partially or full controlled access arterial streets

\*Advance warning sign spacing depends on availability of curb space  
 \*\*Vertical barricades, cones, tubular guideposts

# Template

## WORK DESCRIPTION: (Provide a work description relevant to all mobility impacts within the Right of Way).

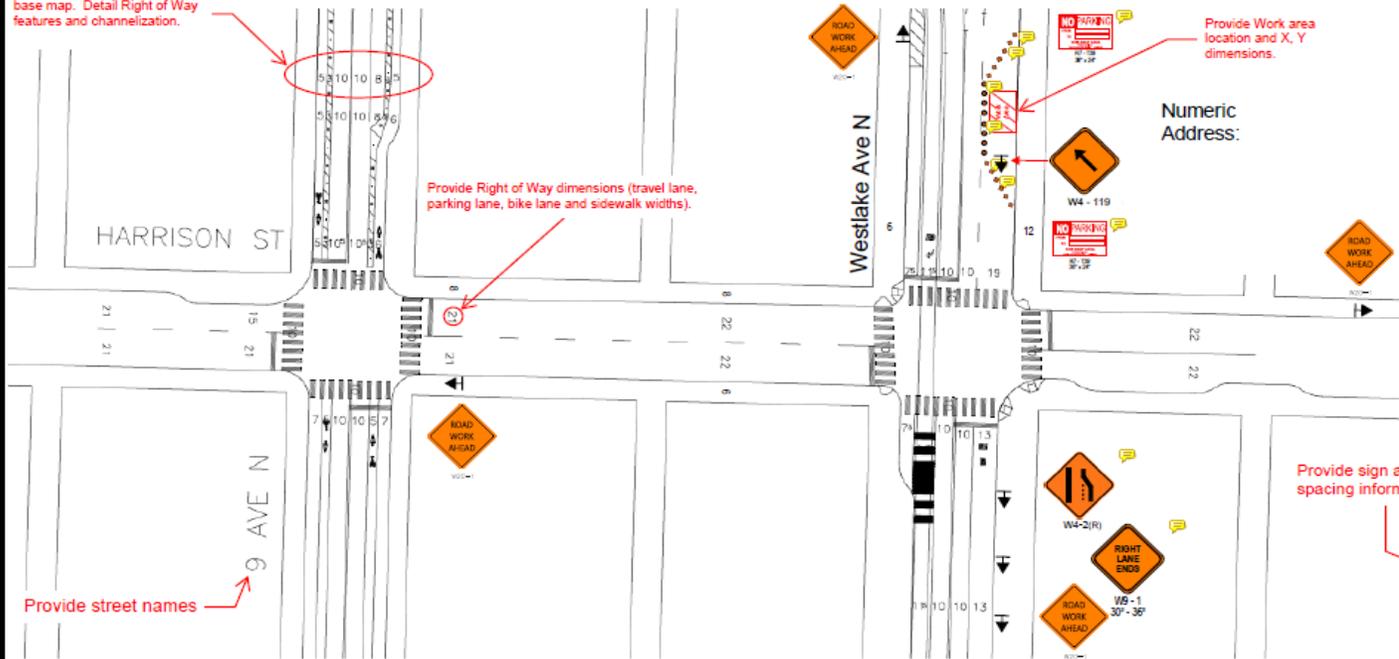
**Example:** Westlake Ave N: Close North bound curbside travel and parking lane for the purpose of Utility installation via trench/excavation. Merge traffic to the remaining Northbound lane.

### Types of plans required:

- ✓ Work-hours plan: Submit a TCP that shows all mobility impacts during construction hours.
- ✓ Non-work hours plan: Submit a TCP that shows all mobility impacts after work hours when traffic control differs from work hours.
- ✓ Changing construction phases: Submit a TCP for each phase of work. IE: Demo, Excavation, Concrete.

\* When additional plans are to be active concurrently use "Match Lines" to connect the plans appropriately.

Provide a current and accurate base map. Detail Right of Way features and channelization.



## TRAFFIC CONTROL PLAN

Project Address:  
 24hr Contact:  
 24hr Contact Phone/Email:  
 Permit/Job #:  
 Work Hours:  
 Work Phase:  
 Project Duration:

### LEGEND

Traffic Traffic Cone 28":	
Work Area:	
Advance Warning Sign	
Location/direction indicator:	

### (\*)REQUIREMENTS

- \*Signs, Devices and spacing shall conform to the Seattle TCM/ MUTCD. Signs **shall not** be placed in a way that will partially or totally block **active** travel lanes, bike lanes or sidewalks.
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I	*			75	90	Speed Limit	Speed Limit x 2	15	30	30x30
II	150	150	75	150	200	Speed Limit	Speed Limit x 2	20	50	30x30
III	350	350	350	450	540	Speed Limit	Speed Limit x 2	30	80	48x48

**Road Class Definitions**  
 Class I - Central Business District, University District  
 Class II - Arterial Streets  
 Class III - All partially or full controlled access arterial streets

\*Advance warning sign spacing depends on availability of curb space  
 \*\*Vertical barricades, cones, tubular guideways

All TTC devices shall meet crashworthy performance criteria contained in the National Cooperative Highway Research Program (NCHRP) Report 350

PAGE #:

# Seasonal lighting requirements

- Information on street lighting can be found in our guidance document, [Client Assistant Memo \(CAM\) 2301](#)
- Street lighting installations that need to use a scissor or mobile lift or will remain on the trees longer than 3 months must apply for a **ROW Construction** permit (use type Seasonal Lighting).
  - **Please note in project description if requesting permission for long-term application – Urban Forestry review is required!**
- Information on how to apply for that type of permit can be found on our [ROW Construction permit website](#)
- Step by step instructions on how to apply for a ROW Construction permit in Accela can be found in the [How Do I Submit a ROW Construction Application help article](#)

## ▼ ROW Construction

- Annual Vehicle Application  
Short term work in the public right of way with no ground breaking activity that meets the requirements and conditions of the Annual Vehicle Record. If you are looking for a permit that allows you to park near your home in a restricted area, please go to [Restricted Parking Zone \(RPZ\)](#) permits.
- Construction and Storage Containers  
Short term staging of portable containers such as moving containers, bathrooms, or dumpsters
- Heavy Crane Permit  
This permit type is specific to the installation and/or removal of cranes larger than 100 tons. This permit type can only be applied for by the crane company and requires a City of Seattle Certificate of Liability Insurance outlined in [Client Assistant Memo \(CAM\) 2102](#). For more information, refer to [our Heavy Crane webpage](#).
- ROW Construction Permit  
You may need this permit if you are staging materials and/or equipment for construction related purposes, including sign and scaffolding installations. Before you start, review [our ROW Construction webpage](#) to determine the appropriate use and permit type required for your project.

### Right-of-Way Use Details

Enter a use type row for each frontage and use type. For more information, refer to [our ROW Construction webpage](#).

\* Use Type:  \* Side of Street:  \* Use Area (sq ft):

# Holiday moratoriums

- Information on holiday construction moratoriums and how to apply for an exception can be found in [CAM 2107](#)

- There are two holiday construction moratoriums coming up this year:

1. **The Downtown Retail Core, which includes Pioneer Square.**

This moratorium starts Thanksgiving Day and ends on New Year's Day (January 1).

## Downtown + Pioneer Square Holiday Moratorium Waiver Due Dates:

- **August 31<sup>st</sup>, 2021 (Priority)**
- **September 30<sup>th</sup>, 2021 (Final Submission)**



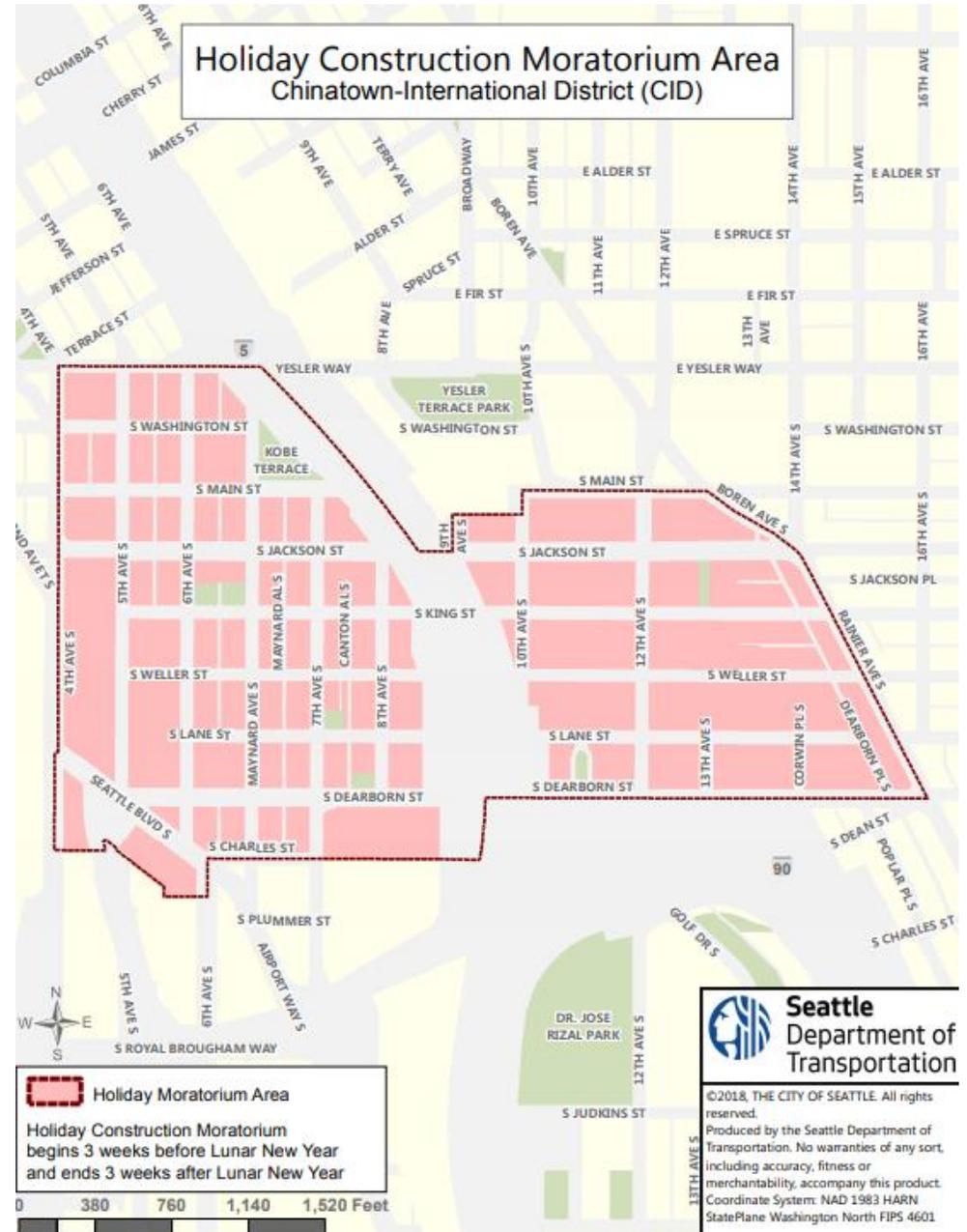
# Holiday moratoriums

2. The Chinatown-International District (CID). This moratorium starts three weeks before Lunar New Year and ends three weeks after.

This year's Lunar New Year moratorium starts January 12<sup>th</sup>, 2022, and ends February 22<sup>nd</sup>, 2022

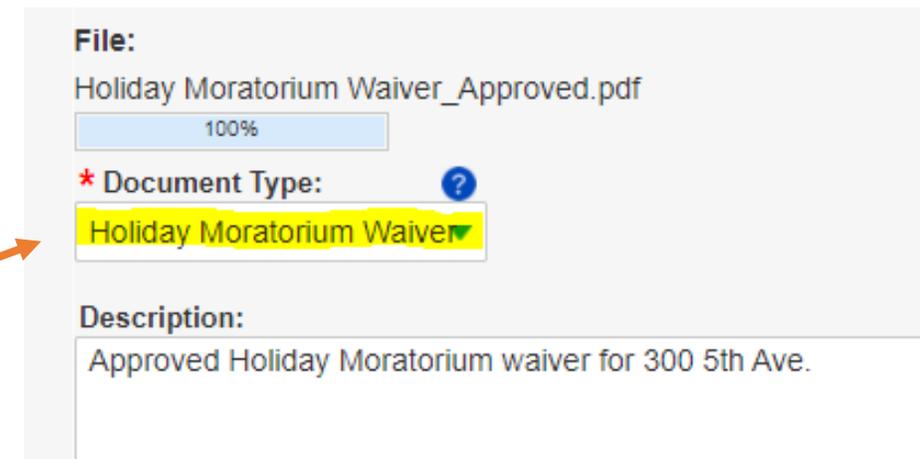
Chinatown-International Holiday Moratorium Waiver Due Date:

- **December 1<sup>st</sup>, 2021 (Final Submission)**



# Holiday moratoriums

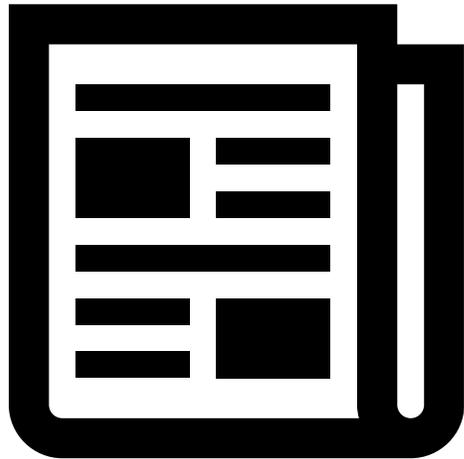
- To apply for a holiday moratorium exception:
  1. Complete the [Holiday Construction Moratorium Exception Request Form](#)
  2. Email the completed form to [SDOTConstructionHub@seattle.gov](mailto:SDOTConstructionHub@seattle.gov)
    - If the form is submitted in Accela or emailed to the Street Use reviewer, the Street Use reviewer will route the form for you
  3. If the exception is approved, upload the approved document to Accela using a **Document Type** of **Holiday Moratorium Waiver**
- The Holiday Construction Moratorium Exception must be approved before the Street Use permit can be approved during the moratorium period



**File:**  
Holiday Moratorium Waiver\_Approved.pdf  
100%

\* **Document Type:** ?  
Holiday Moratorium Waiver

**Description:**  
Approved Holiday Moratorium waiver for 300 5th Ave.



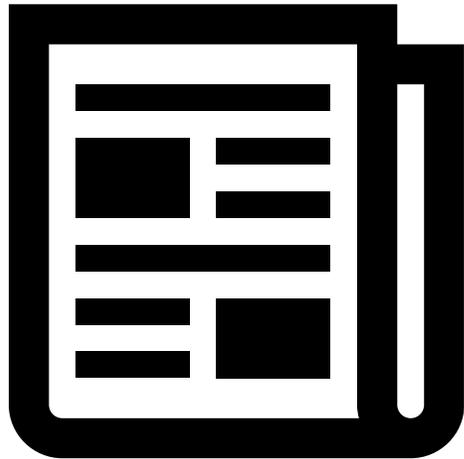
# New help articles!

## [How Do I Make a Contact Change Request](#)

- How to request a change to an existing contact on a Street Use permit before and after issuance
- For information on how to add a contact, refer to our [How Do I Give Someone Access to My Record](#) help article

## [What Changes Can I Make on My Street Use Application or Permit](#)

- This help article provides guidance on how to do the following in the Seattle Services Portal:
  - i. Submit updated documents after the application has been submitted
  - ii. Submit an amendment request
  - iii. Submit a job start notification and schedule inspections after the initial inspection has been passed
  - iv. Pay fees on your application or permit



# New help articles!

## [How to Apply for a Storage and Construction Container permit](#)

- How to apply for a permit to stage a storage container for residential moves and short-term dumpsters for on-site construction projects such as tenant improvements

## [How to Provide or Reschedule a Job Start Notification help article](#)

- Updated to outline the steps on how to reschedule the job start and show the new 6-month timeline to schedule the job start on utility permits

# How to set the Permit Priority

- We have a new Permit Priority section in the **Related Information** (Step 4) page of the application
- If the work supports one of the below priorities, select the corresponding permit priorities in this section:
  1. Emergency response – Emergency
  2. In support of a SDOT or other Transportation Project – Critical
  3. In support of an Office of Housing approved 100% Affordable Housing project – Affordable Housing

## Permit Priority

If your project is related to any of the below priority types, you will need to select the corresponding reason under the Permit Priority drop-down menu. Additional details can be added to the Permit Priority Reason field.

- Emergency response (Emergency)
- In support of a SDOT or other Transportation Project (Critical)
- In support of a 100% Affordable Housing Project (Affordable Housing)

Permit Priority:

- Affordable Housing
- Critical
- Emergency
- Standard

Permit Priority Reason:

Review Cycle Count:

# Conditions overview

- **What is a condition on a Street Use record?**
  - A condition is what Street Use uses to communicate when additional information is needed and/or when a document needs to be revised
- **When is a condition required?**
  - A condition can be required to apply, to respond to corrections, or before issuance
- **How do I know when a condition is required?**
  - Required conditions can be found on the **Status** tab of the record
  - The type, status, and due information can be found by clicking the **View Condition** button

Record SUUMP0000353  
Utility Major Permit  
Record Status: Awaiting Corrections

Record Info:  
[Record Details](#) **Status** [Related Records](#) [Attachments](#) [Inspections](#)

Payments:  
[Fees](#)

Conditions: 2

 One or more documents are required during the permitting process as of 09/13/2021.  
Condition: Utility and Restoration Plan Severity: Required  
Total Conditions: 2 (Required: 2) View Condition

### Conditions of Approval

[Hide Those Met](#)  
Showing 1-4 of 4 | [Download Results](#)

<b>Street Use - 2 Update Required, 2 Received</b> <b>Street Use Documents</b> <b>Right of Way Impact Plan UMP</b> <i>See comment sheet for required updates</i> Update Required    09/13/2021	<b>Utility and Restoration Plan</b> <i>See comment sheet for required updates</i> Update Required    09/13/2021	<b>Phase Schedule Manager</b> <i>This document is required to complete the Review Evaluation step of the application process.</i> Received    09/13/2021
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**Annotations:**

- Status** (points to the 'Status' tab in the Record Info section)
- Condition Name = Document Name** (points to the document title 'Right of Way Impact Plan UMP')
- Notes from the reviewer** (points to the comment 'See comment sheet for required updates')
- Date the condition was applied** (points to the due date '09/13/2021')
- If not due at the current workflow step, when it's due can be found here** (points to the 'Phase Schedule Manager' section)

# Conditions overview

- **How does a condition get met?**
  - A condition is met when a document type that matches the condition name is uploaded onto the record
  - If there are multiple conditions, a document will need to be uploaded for each condition
- **How do I know a condition has been met?**
  - The status of the condition will change once Accela has processed a document upload (sometimes can take 30-60 seconds and you may need to refresh)
  - For correction cycles, the record status will also change when all conditions are met
    - The page may need to be refreshed for the record status to change

## Unmet Condition

**Status** → Right of Way Impact Plan UMP  
See comment sheet for required updates  
Update Required | | 09/13/2021

Condition Name = Document Name

## Document Upload (Document Type = Condition Name)

**File:**  
ROWIP UMP.pdf  
100%  
\* **Document Type:** Right of Way Impact Plan

Upload a document with the same name as the unmet condition

## Met Condition

**Status** → Right of Way Impact Plan UMP  
See comment sheet for required updates  
Received | | 09/15/2021

# Corrections document and how to download it

- The **Corrections** document is the **Street Use Comment Sheet**
- To download the **Street Use Comment Sheet**:
  - a. Click on the **Attachments** tab of your permit
  - b. Find the most current **Corrections** document in the attachments list
  - c. Click on the document blue hyperlink
  - d. Download to your computer

Record SUUTIL0000442  
Minor Utility Permit  
Record Status: Corrections Submitted  
Expiration Date: 12/31/2020

Record Info:  
Record Details Status Related Records **Attachments** Inspections

Payments:  
Fees

Also access to the printed permit and marked up documents

Attachments

The maximum file size allowed is 500 MB.

Name	Type	Latest Update
<a href="#">SUCONST475_Corrections_10/19/2020.pdf</a>	Corrections	10/19/2020

The screenshot shows a web interface for a permit record. At the top, it displays the record ID 'SUUTIL0000442' and the permit type 'Minor Utility Permit'. Below this, it shows the record status as 'Corrections Submitted' and the expiration date as '12/31/2020'. A navigation bar includes tabs for 'Record Details', 'Status', 'Related Records', 'Attachments', and 'Inspections'. The 'Attachments' tab is highlighted with an orange box and labeled 'a'. Below the navigation bar, there is a section for 'Payments' with a sub-tab for 'Fees'. The main content area is titled 'Attachments' and includes a note: 'The maximum file size allowed is 500 MB.' Below this note is a table with three columns: 'Name', 'Type', and 'Latest Update'. The table contains one entry: a blue hyperlink 'SUCONST475\_Corrections\_10/19/2020.pdf' under the 'Name' column, 'Corrections' under the 'Type' column, and '10/19/2020' under the 'Latest Update' column. This entry is labeled 'c'. An orange arrow points from a text box at the top right, which says 'Also access to the printed permit and marked up documents', to the 'Attachments' tab, labeled 'b'.

# Corrections document and how to respond

1. Update information and plans per each comment
2. Add a note on how you responded to each comment in the Applicant Response column of the **Street Use Comment Sheet**
3. Upload the completed **Street Use Comment Sheet** as the **Corrections Response** document to the record

	SDOT Reviewer	Susi Hansen	Applicant Name	Apples Const.
	Date Corrections Sent	10/22/20	Response Date	
Priority		Applicant Response		
	H	UPO added to that intersection.		



# Corrections Response document and condition

- When the reviewer wants the **Street Use Comment Sheet** to be returned with your responses added, they will add the **Corrections Response** condition
- To satisfy the Corrections Response condition, you must upload the completed **Street Use Comment Sheet** as the **Corrections Response** document

[Hide Those Met](#)  
Showing 1-4 of 4 | [Download Results](#)

**Street Use - 2 Update Required, 2 Received**  
**Street Use Documents**  
**Right of Way Impact Plan UMP**  
*See comment sheet for required updates*  
Update Required || 09/13/2021

**Corrections Response**  
*This document is required to process your request*  
Pending || 04/26/2021

# Corrections Response document and how to upload

1. Go to the **Attachments** tab of your record
2. Scroll down the Attachments page and click the **Select** button
3. Go through the steps to upload the completed **Street Use Comment Sheet**
4. Select the **Corrections Response** Document Type
5. Click the **Save** button

Record SUUMP0000353

Utility Major Permit

Record Status: Awaiting Corrections

Record Info:

Record Details

Status

Related Records

**Attachments**

Inspections

Payments:

Fees

Traffic Control Plan UMP_1.pdf	Traffic Control Plan UMP	09/13/2021
SUUMP0000068_4616 UNION BAY PL NE_Comments.xlsm	Corrections	09/13/2021

2

Select

1

4

File:

Corrections Comment Sheet.docx

100%

\* Document Type: ?

Corrections Response

Description:

Street Use Comment Sheet with responses. |

5

Save

Select

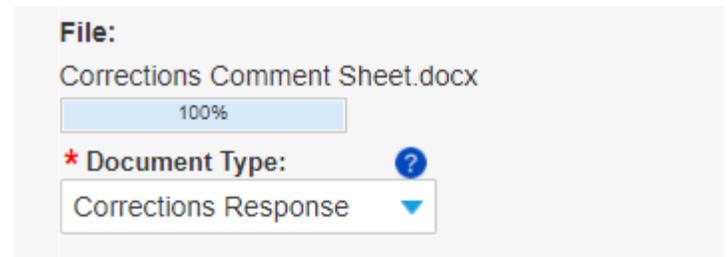
Remove All

# Corrections and Corrections Response concept review

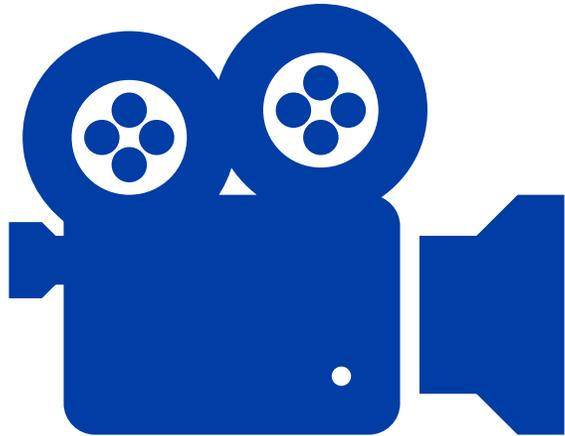
1. Corrections document = Street Use Comment Sheet
2. Corrections Response document = Street Use Comment Sheet with Applicant Responses
3. To satisfy the **Corrections Response condition**, upload the completed Street Use Comment Sheet as the **Corrections Response Document Type**



SDOT Reviewer	Susi Hansen	Applicant Name	Apples Const.
Date Corrections Sent	10/22/20	Response Date	
Priority	Applicant Response		
H	UPO added to that intersection.		



# Demo



1. How to view the **Corrections Response** condition
2. How to download a **Corrections** document
3. How to complete the **Corrections** document
4. How to upload the completed **Corrections** document as the **Corrections Response** document
5. What it looks like when the Corrections Response condition has been satisfied

# Stuck in Awaiting Corrections?

Here's what to look for:

## 1. Have your documents fully uploaded?

- The upload is complete when the **Latest Update** date changes from Pending to today's date
- If the record status still hasn't changed, refresh the page

## 2. Are there any unmet conditions? If yes:

- Check to see that the Document Type(s) chosen matches the name of the condition
- Check to see if there is another document that needs to be uploaded to satisfy an unmet condition

Record SUUMP0000353

Utility Major Permit

Record Status: **Awaiting Corrections**



Record Info:

[Record Details](#)

[Status](#)

[Related Records](#)

[Attachments](#)

[Inspections](#)

Payments:

[Fees](#)

Latest Update date on the Attachments page

Name	Type	Latest Update
<a href="#">Right of Way Impact Plan UMP_1.pdf</a>	Right of Way Impact Plan UMP	09/15/2021

A condition with a status of Update Required or Pending is unmet

**Utility and Restoration Plan**

*See comment sheet for required updates*

**Update Required** | 09/13/2021

**Phase Schedule Manager**

*This document is required to complete the Review Evaluation*  
Received | 09/13/2021

**Traffic Control Plan UMP**

*This document is required to complete the Review Evaluation*  
Received | 09/13/2021

# Resources on document uploads and responding to Corrections

- If the record status does not change to **Corrections Submitted**, double check that all conditions have been met. If you are still having trouble, email our support team at [dot\\_su\\_ssportal\\_questions@seattle.gov](mailto:dot_su_ssportal_questions@seattle.gov)
- Below are helpful how-to articles on these subjects:
  - [How to Find the Status of a Record](#)
  - [What Does the Banner \(Conditions of Approval\) on My Record Mean](#)
  - [How to Respond to Street Use Corrections](#)
  - [How to Upload a Document](#)
  - [What Changes Can I Make on My Street Use Application or Permit](#)

# Job start rules

- The **Initial Inspection** is scheduled for 5 business days after the **Issued Use Start Date**
- The **Job Start Notification** re-schedules the **Initial Inspection**
- If the **Job Start Notification** does not get scheduled, the inspector may visit the site on the scheduled date of the **Initial Inspection**
- Instructions on how to schedule or re-schedule the **Job Start Notification** can be found on the [How to Provide or Reschedule a Job Start Notification help article](#)

## Pending and Scheduled (3)

Click the Actions dropdown to:

- Tell us about your Job Start (and update your scheduled Initial Inspection)
- Schedule an inspection that is Pending

Note: a 2 business day advance notice is required to schedule an inspection

TBD Pending Job Start Notification (2841879)

Inspector: *unassigned*

Actions ▾

Pending Job Start Notification

[View Details](#)  
[Schedule](#)

09/23/2021 Scheduled Initial Inspection (2841880)

Inspector: Nalini-c Chodagudi-C

Actions ▾

Originally Scheduled Initial Inspection

10/04/2021 Scheduled Initial Inspection (2841880)

Inspector: Nalini-c Chodagudi-C

Actions ▾

Rescheduled Initial Inspection

10/04/2021 Scheduled Job Start Notification (2841879)

Inspector: *unassigned*

Actions ▾

Scheduled Job Start Notification

# Job start rules

- For **non-utility permits**, the job start can be scheduled **30 business days** from the day you are scheduling

## Schedule/Request an Inspection

Type: Job Start Notification

Use the calendar to request an inspection. Click Confirm Da

Jun 2021							Jul 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

« Prev

# Job start rules

- For **utility permits**, the job start can be scheduled **through the permit expiration date**

## Schedule/Request an Inspection

Type: Job Start Notification

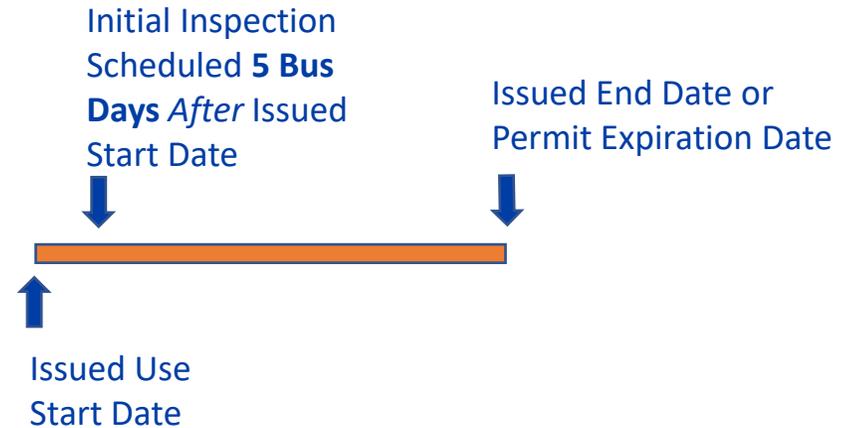
Use the calendar to request an inspection. Click Confirm Date and then Continue.

Jun 2021							Jul 2021							Aug 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

« Prev

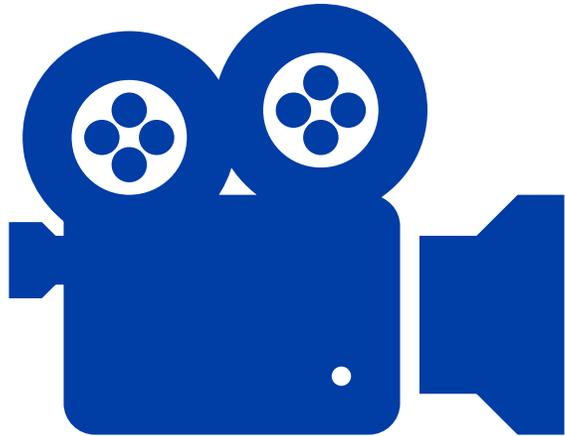
Next »

# Job start rules concept review



- The **Initial Inspection** will automatically schedule 5 business days *after* the **Issued Use Start Date**
- The **Job Start Notification** re-schedules the **Initial Inspection**
- After the **Initial Inspection** has been completed, the **Job Start Notification** is no longer available to schedule in the Seattle Services Portal
  - Email the assigned inspector to re-schedule the next inspection

# Demo - Utility Permit



1. Where to find the scheduled **Initial Inspection**
2. How to schedule a **Job Start Notification** to change the date of the **Initial Inspection** if pending
3. How to reschedule a job start to change the date of the **Initial Inspection** if pending
4. How to reschedule a job start when the **Initial Inspection** has been passed
  - **Scenario 1:** Work is before the Permit Expiration date (contact inspector)
  - **Scenario 2:** Work is after the Permit Expiration date (apply for an Extension Amendment)

# Other inspections that need to be scheduled

Scheduled Inspections	When Required
Site	Inspection required outside the normal Interim Inspection cadence.
Curb Ramp	Inspection to confirm new curb ramps meet ADA requirements.
Mark Out	Inspection to request SDOT to mark-out restoration limits.
Restoration	<b>Inspection to ensure restoration meets current requirements.</b>

# Amendments after issuance overview

- **An Amendment on an issued permit is used to request a change to application information (e.g., contacts), scope of work, dates, duration etc.**
  - Changes to a permit not yet issued are done with a Corrections Cycle
- **Amendments have different (shorter) process steps than an initial application**
- **Documents are not required for an Amendment, but can be optionally uploaded**
  - We may require a document to be uploaded (e.g., Change Existing Contact Form), but Accela does not ask for it at this time
- **When an Amendment is issued, it updates information on its Parent (initial) permit record**



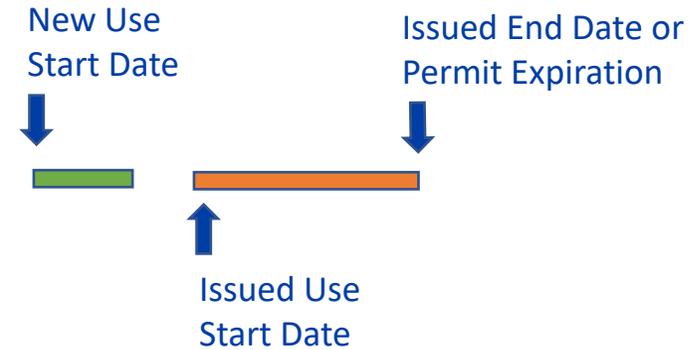
Amendment Type	When Available	Description
ROW Withdrawal	Initiated-Closeout	Withdraw an application
Enable Access	Initiated-Closeout	Add a contact to a record to grant them the ability to manage documents and respond to corrections
Revision	Issued	Amend the scope of work, extend a use(s), change an existing contact
ROW Date Change	Issued	Change the start date of a use(s) before the <b>Issued Use Start Date</b>
ROW Extension	Issued	Extend the <b>Issued Use End Date</b> or <b>Permit Expiration Date</b> of a use(s)

# Revision Amendment Rules

Revision Amendments are required for:

- Scope of work changes
  - New uses
  - Revised uses
  - Change of square footage in a space(s)
  - Change of method of installation
- Existing contact changes

# Date Change Amendment Rules



Work is taking place *before* the **Issued Use Start Date**

- Requires a **Date Change Amendment**
- In Hub areas, change in dates need to be coordinated directly with the Hub Coordinator at least 10 business days before working

# Extension Amendment Rules



Work is taking place *after* the **Issued End Date** for non-utility permits or the **Permit Expiration Date** for utility permits

- Requires an **Extension Amendment**
- In Hub areas, change in dates need to be coordinated directly with the Hub Coordinator at least 10 business days before working

# Utility Permit Amendment Rules



If the issued dates change within the 6-month expiration period:

- No amendment is required
- In Hub areas, change in dates need to be coordinated directly with the Hub Coordinator at least 10 business days before working

# Upcoming Total Days in the ROW option to track uses

- With our R2 Accela launch in Nov 2020, we added options to track uses with **Work Days** options
- However, these options didn't give an option for less than 5-days a week

## Right-of-Way Use Details

Enter a use type row for each frontage and use type. For more information, refer to [our ROW Construction webpage](#).

* Use Type: Row Construction Staging	* Side of Street: West	* Use Area (sq ft): 500
* Sidewalk Impact: Closed	* Bike Lane Impact: None	* Travel Lane(s) Impact: Some Lanes Closed
* Transit Lane Impact: None	* Parking Lane Impact: Closed	* Other ROW Impact: <input type="radio"/> Yes <input checked="" type="radio"/> No
* Use Start Date: 10/27/2020	* Duration (Calendar Days): 1	* Work Days: --Select-- Every Day Weekdays Only Weekends Only
* Space: A	* Rate Start Day: 1	10/27/2020

Submit Cancel

# Upcoming Total Days in the ROW option to track uses

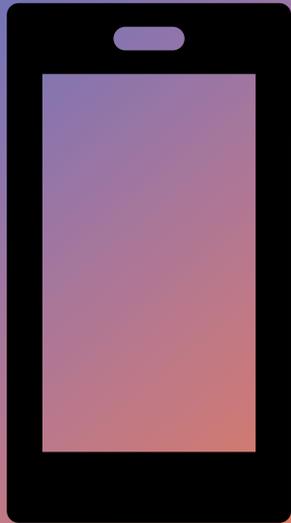
- Beginning **October 28<sup>th</sup>**, you will have the ability to let us know how many total days you are working in the right-of-way
  - News **Total Days in ROW** field is how many days you will be in the right-of-way
    - Used to calculate use fees
    - Not required for SIP or ROW Maintenance records
  - New **Partial Week** option under **Work Days**
    - Informational only, no impact on use fees

## Right-of-Way Use Details

Enter a use type row for each frontage and use type. For more information, refer to [our ROW Construction webpage](#).

* Use Type: --Select--	* Side of Street: ? --Select--	* Use Area (sq ft): ? <input type="text"/>
* Sidewalk Impact: None	* Bike Lane Impact: None	* Travel Lane(s) Impact: None
* Transit Lane Impact: None	* Parking Lane Impact: None	* Other ROW Impact: <input type="radio"/> Yes <input checked="" type="radio"/> No
* Use Start Date: ? <input type="text"/>	* Duration (Calendar Days): ? <input type="text"/>	* Total Days in ROW: ? <input type="text"/>
* Work Days: --Select-- Every Day Partial Week Weekdays Only Weekends Only	* Space: A	* Rate Start Day: 1

# Virtual coaching



- Since our permit counters are still closed, we are working to improve our virtual customer service
- Virtual 1x1 coaching is now available with ROWM and Major reviewers during the below hours:
  - 10:30am-noon
  - 1-3pm
- Virtual coaching is available by the below methods:
  - Virtual meeting using Webex
  - Phone meeting
- To request virtual coaching:
  - Email [SDOTPermits@seattle.gov](mailto:SDOTPermits@seattle.gov) or
  - Call the Street Use phone line at 206-684-5253

# How to get help on our websites

Our websites have been updated to walk you through the process

You can also find a link to the Seattle Services Portal on the right panel of every website

<http://www.seattle.gov/transportation/permits-and-services/permits>

To stay informed on Street Use updates, you can sign-up to receive our monthly newsletter

## Construction Use, Major Development, Street Improvement, and Utility Work in the Right-of-Way Permits

We issue a number of different types of permits for activities that impact mobility on Seattle's sidewalks and streets.

### Related permits

#### Annual Vehicle Permits

Apply for an Annual Vehicle Permit for short term-uses of the right-of-way.

#### Construction Use in the Right-of-Way

Any work conducted in the public right-of-way requires a Street Use permit.

#### Private Structures in the Right-of-Way (Fences, Rockeries, Walls)

If you're building all fence, wall, rockery, or stairway located fully or partially in the right-of-way, you'll need a [...]

#### Long-Term Storage in the Right-of-Way

With this permit, you can store materials in a pre-defined location in the public right-of-way

#### Private Utility Infrastructure in the Right-of-Way

Private utility infrastructure located fully or partially in the right-of-way requires a permit.

#### Storage Container and Residential Dumpster Permits

Moving and need a storage container? Need a dumpster for a home project? Apply for a permit here!

#### Street Improvement Permits

Learn more about Street Improvement Permits and when they are required!

#### SIP Lite

SIP Lite is a streamlined permitting process for small-scale street improvement projects.

#### Term Permits and Street Vacations

For long-term installations or private uses of the public right-of-way, apply for a term or street vacation permit.

#### Utility Work in the Right of Way

Staging a vehicle for utility work, utility installation and maintenance all require a utility permit.

Access to the Portal can be found on the right panel of every webpage

#### Ready to get started?

Go to the Seattle Services Portal to apply for a permit, make a payment, or check your permit status.

[Seattle Services Portal Login](#)

#### Latest News

Sign up to receive updates from Seattle Department of Transportation.

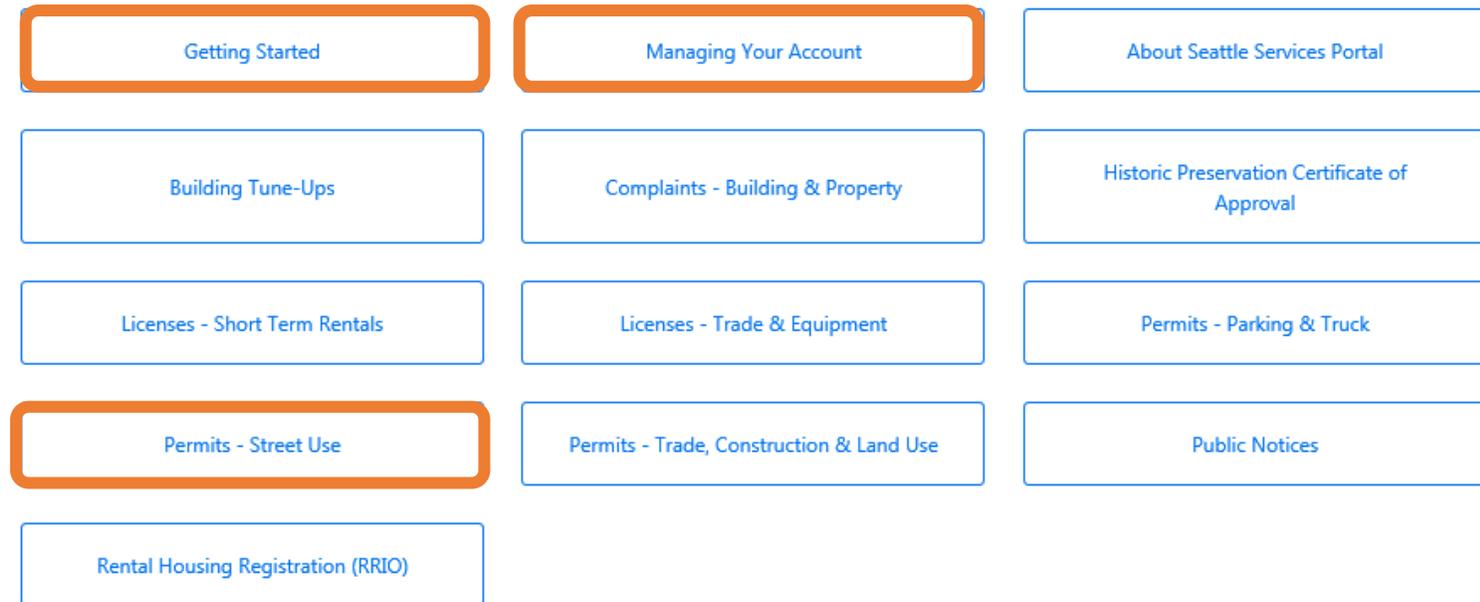
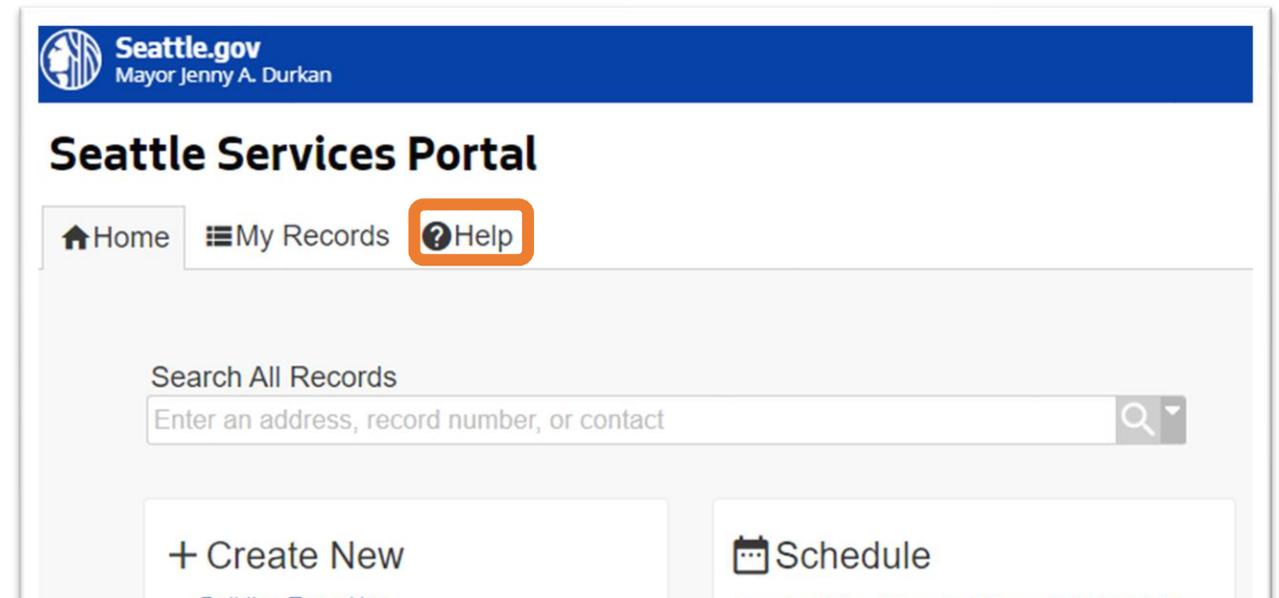
[Subscribe Now](#)

# How to get help on the SSP Help Center

You can find many help articles on how to navigate the Seattle Services Portal from the **Help Center**

Get familiar with these three sections:

- Getting Started
- Managing Your Account
- Permits - Street Use



# How to get help if you can't find the answer

Email [dot\\_su\\_ssportal\\_questions@seattle.gov](mailto:dot_su_ssportal_questions@seattle.gov) for:

- General Seattle Service Portal navigation
- Contact cleanup or fix needs
- Help on responding to Corrections, uploading documents, scheduling inspections etc.
- If you think an error has occurred in the Seattle Services Portal

Email [dot\\_permits@seattle.gov](mailto:dot_permits@seattle.gov) for:

- General inquiries and coaching
- Contact changes for permits or amendments in process
- Application changes for unassigned records
- Fee disputes

Email [SeattleServices\\_ITHelp@seattle.gov](mailto:SeattleServices_ITHelp@seattle.gov) for Seattle Services Portal account issues

# How to get help

## Email the assigned reviewer for:

- Application changes for permits or amendments in process
- Corrections required response clarification on
- Permit status inquiries *outside* the posted permit timelines

## Email the assigned inspector for:

- Job start changes after the Initial Inspection has passed
- Inspection questions including notification, inspection results etc.
- Scheduling an on-site meeting

Where to find the assigned reviewer on the Status tab

 Primary Review

Targeted for 03/12/2021, Assigned to **Nalini-c Chodagudi-C**  
Marked as No Action Required on 02/26/2021

## Pending and Scheduled (3)

Click the Actions dropdown to:

- Tell us about your Job Start (and update your scheduled Initial Inspection)
- Schedule an inspection that is Pending

Note: a 2 business day advance notice is required to schedule an inspection

10/04/2021 **Scheduled** Initial Inspection (2841880)

[Actions](#) ▼

Inspector: **Nalini-c Chodagudi-C**

Where to find the assigned inspector on the Inspections tab

# Open Q&A



# Questions?

Melody.Berry@seattle.gov

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

