



ANNUAL VEHICLE PERMIT REQUIREMENTS

Last Revised 6/2019

Title 15 of the Seattle Municipal Code requires that anyone performing work in the City's right of way (ROW) must obtain a permit before they may begin working. Either a single use or an annual vehicle permit is required.

The annual vehicle permit is allowed for short-term uses of the public right-of-way with minimal impacts to the traveling public. Allowable uses under the annual vehicle permit can be found in Section I. This CAM describes the restrictions and conditions of using an annual vehicle permit.

If your work does not meet the annual vehicle permit restrictions and conditions below, a single use permit must be obtained. Information on application requirements for single use permits can be found in [Client Assistant Memo 2109](#).

I. ALLOWABLE PERMIT USES UNDER AN ANNUAL VEHICLE PERMIT

The following types of work may be allowed under an annual vehicle permit if the work meets the restrictions and conditions listed in section II and III:

- Maintenance work;
- Maintenance hole access, splicing, and aerial work;
- Rot detection for wood poles;
- Public amenity installations such as benches, art, bike racks etc.;
- Building mounted sign installations; or
- Street tree pruning that falls under the threshold of minor pruning as defined in the [Street Tree Manual](#).

II. ANNUAL VEHICLE PERMIT RESTRICTIONS

The following list describes work that shall not be conducted under an annual vehicle permit.

- Potential damage to City-owned assets, such as damage to the sidewalk, pavement, signal infrastructure, trees, appurtenances (e.g. poles, fire hydrants, etc.);
- Street closures or detours onto other streets;
- Transit lane closures;
- Protected bicycle lane closures.
- Business or resident access closures;
- Lifting/booming materials;
- Work during the AM or PM peak hours, as defined by the [City of Seattle Traffic Control Manual for In-Street Work](#);
- Work longer than 8 hours in duration on residential streets;
- Work longer than 2 hours in duration on arterial streets and non-arterial streets in Urban Villages and Urban Centers except during the hours of 10 PM - 4 AM
- Pedestrian access closures on arterial streets in Urban Villages and Urban Centers (pedestrian re-routes allowed per [SDOT's Director's Rule 10-2015: Pedestrian Mobility In and Around Work Zones](#)).

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.

III. ANNUAL VEHICLE PERMIT CONDITIONS

The following list describes the conditions that must be met to perform work under an annual vehicle permit. If the work cannot meet all conditions listed below, a single use permit must be obtained.

- If performing work in [Construction Hubs](#) on a street that requires Hub review per the [Hub Hot Spot Maps](#), the work must be scheduled with the Hub Coordinator at least 10 business days before work is scheduled to begin.
- Work is not allowed within two lineal blocks of previously scheduled work, including Special Events
- All work shall be performed and completed according to the current or amended City of Seattle codes and rules, including the following:
 - The [Noise Ordinance](#);
 - The [Seattle Traffic Control Manual for In-Street Work](#); and
 - The SDOT [Director's Rule 10-2015: Pedestrian Mobility in and around Work Zones](#).

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.