



## DOCUMENTS REQUIRED FOR THE SEATTLE SERVICES PORTAL

Revised 10/10/19

The following table is to help you identify which documents are required to submit your application based on the type of use you are applying for on the [Seattle Services Portal](#). These are the minimum

required documents and additional documents may be identified during review. If you don't see a record type below, there are no documents required for application submittal. Document types with \* or \*\* are not required to submit your application, but will be required before the permit can be issued.

### SHORT TERM USE

Record Type	Site Plan	Photos/ Conceptual Image	Seattle Business License	King County Mobile Food Unit Permit	Insurance*	Fire Marshal Permit*
<b>Block Party (54B)</b>	NO	NO	NO	NO	NO	NO
<b>Construction and Storage Containers (31B)</b>	YES	NO	NO	NO	NO	NO
<b>Gardening/Planting (1)</b>	YES	NO	NO	NO	NO	NO
<b>Vending</b>						
Sidewalk/Plaza (19E)	YES	YES	YES	YES	YES	YES
Curb Space Vending (19G & 19H)	YES	YES	YES	YES	YES	YES
Stadium Vending (19C)	YES	YES	YES	YES	YES	YES
Route Vending (19J)	YES	YES	YES	YES	YES	NO
First Amendment Vending (19B)	NO	NO	NO	NO	NO	NO
<b>Temporary Activation</b>						
Street/Sidewalk Activities (3A)	YES	NO	NO	NO	YES	NO
Farmer's Market (3B)	YES	NO	NO	NO	YES	NO
Temporary Vending (19I)	YES	NO	NO	NO	YES	NO
First Amendment Expressive Activity (19K)	NO	NO	NO	NO	NO	NO
Event Pole Banner (52A)	YES	NO	NO	NO	YES	NO

**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.

## LONG TERM USE

Record Type	Site Plan	Photos/ Conceptual Image	Insurance*	Bond**	Indemnity Agreement**
<b>Private Structures/Uses</b>					
Public Amenity (i.e., street furniture, art) (52)	YES	YES	NO	NO	NO
Wall/Fence/Rockery/Other Access or Minor Structures (29A)	YES	NO	NO	NO	YES
Overhead signage (6)	YES	YES	NO	NO	NO
Fixed ground sign (2A)	YES	YES	NO	NO	NO
Sidewalk or curb space café (18E & 18D & 18B)	YES	YES	YES	NO	NO
Merchandise Display (18A)	YES	YES	YES	NO	NO
Below-, Above- or At-grade Structures (7C & 7)	YES	NO	NO	NO	YES
Long-term Material Storage (12)	YES	NO	NO	NO	NO
Active Areaways (16)	YES	NO	NO	NO	NO
Underwater Street Structures/Uses (7A)	YES	NO	NO	YES	YES
Private Utilities (8)	YES	NO	NO	NO	NO
Underground Storage Tank (21)	YES	NO	YES	YES	YES
<b>Shoreline Street End (11)</b>	YES	NO	NO	NO	YES
<b>Council Term Permit (62)</b>	YES	YES	YES	YES	YES
<b>Waterway (ww100/150)</b>	YES	NO	NO	YES	NO

\*Insurance and Fire Marshall permit documentation is not required to submit an application, but will need to be submitted prior to review approval

\*\*Bonds and indemnity agreements are not required to submit an application. If your application review is approved, we will give you bond or indemnity agreement forms to complete. You will need to finalize and resubmit these documents before the permit can be issued.

\*\*\*Note for Route Vending: For the site plan document type, you will need to submit your vending route map. For the King County Mobile Food Unit permit document type, you will need to submit your proof of permit exemption.

## DOCUMENT TYPE DEFINITIONS

**Site Plan:** A site plan is a plan view drawing, or an illustration of a site as if looking straight down from above. A site plan shows the project site, proposed installations, and existing conditions in relation to each other. Please refer to CAM 2116 for specific details of what is required for a site plan. For the online requirements, this can also include technical drawings like, elevation, cross-section, or other details.

**Photos/Conceptual Image:** Site photos, design proofs, and/or conceptual designs of the proposal

**Seattle Business License:** A license to operate a business in the City of Seattle: [www.seattle.gov/business-licenses-and-taxes](http://www.seattle.gov/business-licenses-and-taxes)

**King County Public Mobile Food Unit Permit:** A permit or proof of application or exemption from the Public Health-Seattle & King County department to operate a mobile food unit.

**Insurance:** Public liability insurance to protect the City from all potential claims and risks of loss in connection with the proposed use. Please refer to CAM 2102 for detailed insurance requirements

**Bond:** A sufficient surety bond executed by a surety company authorized and qualified to do business in the State of Washington as detailed in Seattle Municipal Code Section 15.04.044

**Indemnity Agreement:** An agreement that is signed and notarized by the property owner and recorded on the title of the abutting private property. This agreement needs to be recorded at the King County Records Office and the original recorded document submitted back to Street Use prior to permit issuance.

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### Access to Information

Client Assistance Memos are available online at: [www.seattle.gov/transportation/document-library/client-assistance-memos](http://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.