

# Street Use 101 and Q&A Session - Q2 2021

External Workshop



SDOT Street Use  
Melody Berry  
6/11/21 Department of Transportation



City of Seattle

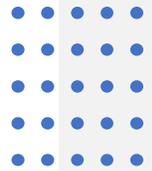
# Our vision, mission, and core values

**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

- Portal improvements
- SIP vs. SIP Lite overview
- Accela basics:
  - How to request a change to an existing contact
  - How to set the permit priority
  - How to view invoices
  - How to upload a document in the application w/ live demo
  - How to response to corrections w/ live demo
- Temporary No Park permit requirements
- Date change amendment vs. job start rules
- Utility permit amendment rules
- Use fees overview
- 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**

# Portal improvements

- The new **My Records** page launched June 10th
- The new **My Records** page will allow you to:
  - See all your records in one list
  - Search for records within the My Records list. You can search by address, record number, or another keyword.
  - Filter by Record Type, Status, and even an Action such as Pay Fees Due or Renew Application
  - Sort by each column heading more quickly. You can also now sort by Action.
  - Adjust the number of entries displayed in the table from 10 rows to 100 rows per page
  - Use the Select All check box to select all rows in your filtered table (not just the first page on the screen)
  - Download your My Records list more quickly, including a filtered view of your My Records list
- To learn more, you can watch this short video by [clicking this link.](#)

# Portal improvements - new view

Select rows to: [Add to Cart](#) | [Add to Collection](#) [Download this view to CSV](#)

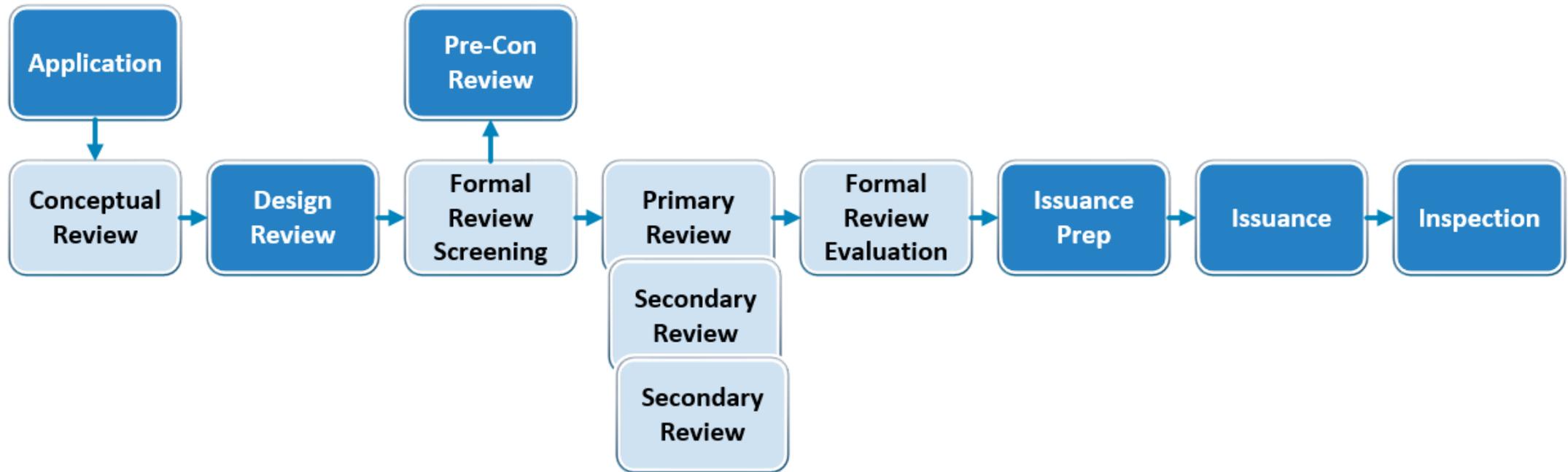
Showing 1 to 10 of 403 entries | Show  entries

<input type="checkbox"/>	Created Date	Record Number	Record Type	Status	Address	Property/Project Name	Description	Expiration Date	Action
<input type="checkbox"/>	05/17/2021	<a href="#">SUCONST0000782</a>	ROW Construction Permit	In Process	700 5TH AVE SEATTLE	700 5TH AVE	sald	12/31/2021	<a href="#">Make Changes</a>
<input type="checkbox"/>	05/03/2021	<a href="#">SUMAINT0000207-EXT001</a>	ROW Extension Request	In Process	800 5TH AVE SEATTLE	800 5TH AVE Container on 5th Ave	Container on 5th Ave between Marion and Cherry Streets		<a href="#">Make Changes</a>

- If you have any issues using the new My Records page, you can email [SeattleServices\\_ITHelp@seattle.gov](mailto:SeattleServices_ITHelp@seattle.gov)
- There will also be a feedback survey available through the end of summer

# SIP vs. SIP Lite overview

Full Street Improvement Permit (SIP) process:



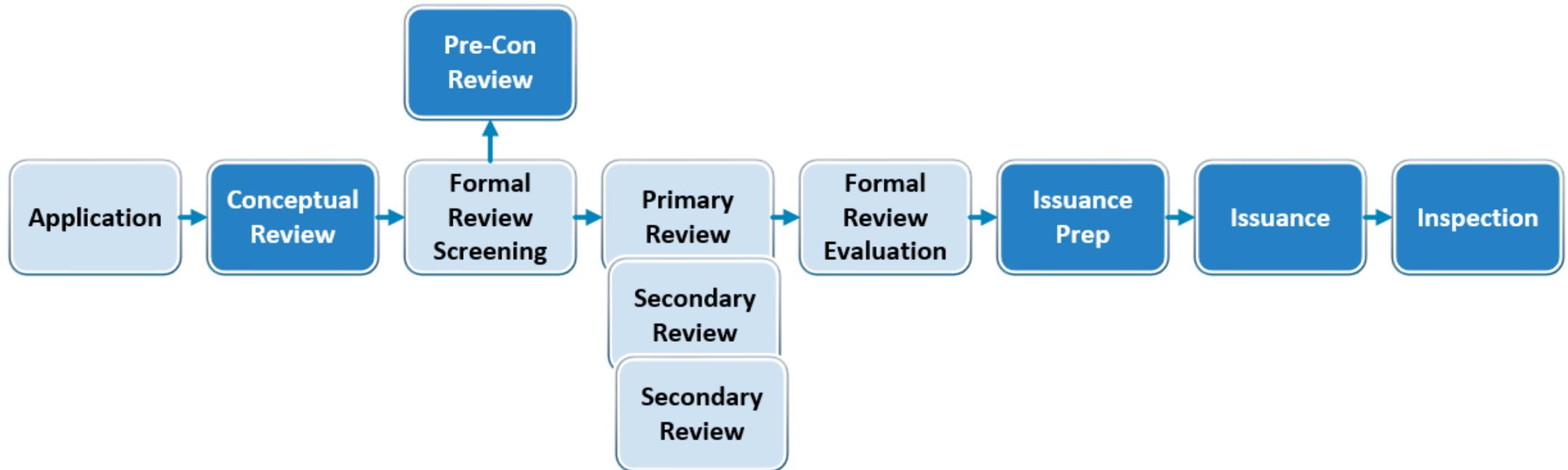
# SIP Lite

Streamlined review process for small scale ROW improvements

- ✓ Shorter timeline
- ✓ No Design Guidance meetings
- ✓ Reduced number of review cycles
- ✓ Reduced plan requirements
- ✓ Reduced permit issuance fee (Will be effective end of 2021)

# SIP vs. SIP Lite overview

## SIP Lite process:



# Projects Suitable for SIP Lite

- Land Use Code required curb ramps (corner lot curb ramp triggers)
- Small scale frontage improvements along with corner curb ramps (e.g. sidewalks, street trees, driveways) <2,000 SF
- Small scale alley improvements < 2,000 SF\*
- Voluntary street improvements < 2,000 SF
- Infill development (mid-block where there is established curb and gutter on either side of the street)
- Curb ramps triggered due to post construction activity
- Existing alley widening more than 2 feet.

\*Additional information such as full survey may be needed (similar requirement as regular SIP application)

# Projects under normal SIP

- Land Use Code required streets improvements (new curb, sidewalk, etc.)
- New or modifications to existing storm/water/sewer main
- Improvements to unimproved streets and alleys
- New paving/ road widening projects
- >2,000 SF of new plus replaced impervious surface improvements
- Projects with Green Factor elements in the ROW
- Major projects for CSO reductions (GSI, storm detention, etc.)
- Major interagency transportation projects such as Link Light Rail extensions
- Plat review (full and unit lot subdivisions)

# Summary

	SIP	SIP Lite
Project Scope	> 2,000 SF	< 2,000 SF
Review Time	6 months to 2 years +	4 - 6 months +
Issuance Fee	\$4,815	Reduced fee (Pending)
Review fee	Hourly	Hourly
Submittal Requirements	Current Standards	Reduced Requirements
DG Meetings	Required	Not required

# How to request an existing contact change

- Contact changes after permit issuance can be requested by applying for a [Revision Amendment](#)
- Complete and upload the [Change Existing Contact Form](#) to your Revision Amendment

 **Seattle**  
Department of  
Transportation

**Street Use Division**  
700 Fifth Avenue, Suite 2300 | P.O. Box 34996  
Seattle, Washington 98124-4996 | (206) 684-5253  
SDOTPermits@seattle.gov

## CHANGE EXISTING CONTACT FORM

Street Use Permit Number (REQUIRED):

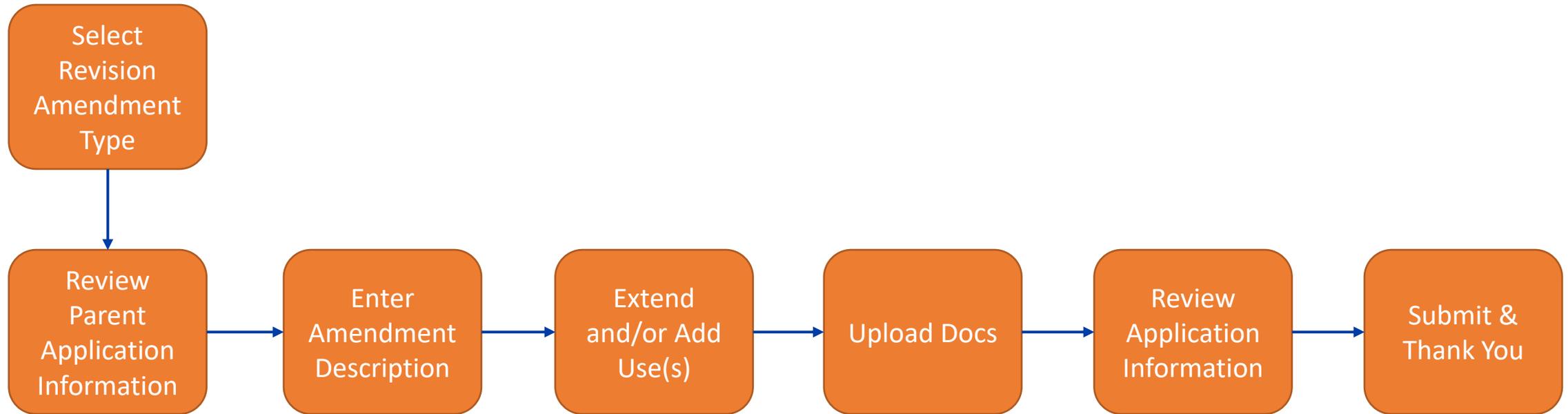
Project Address (REQUIRED):

Complete only the section(s) for which the contact needs to be changed.

Please indicate the contact(s) to be changed below:

<input type="checkbox"/> Applicant	<input type="checkbox"/> On-Site Contact
<input type="checkbox"/> Financially Responsible Party	<input type="checkbox"/> Additional Contact
<input type="checkbox"/> Owner	<input type="checkbox"/> All Contacts

# Revision amendment application steps



# Revision amendment overview

The Revision Amendment can be used to request one or more of the following:

- **Contact change(s)**
- Address change
- Related information change(s) (e.g., 24-hour contact, restoration party etc.)
- Scope of work change(s) (e.g., new and/or revised use types and areas)
- Extend the end date of a use(s)

# How to apply for a Revision Amendment

- 1. If the permit is in the **Issued** stage, under **Action**, Click on the **Make Changes** link
  
- 2. From the individual record, click on the **Make Changes** button

**My Street Use Permit Records**

Showing 1-10 of 27 | [Download Results](#) | [Add to Collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Project and Location Description	Project Address	Status	Action
<input type="checkbox"/>	08/06/2020	<a href="#">SUCONST0002722</a>	ROW Construction Permit	800 5TH AVE Driveway Replacement	Driveway	800 5TH AVE SEATTLE	Issued	<a href="#">Make Changes</a>
<input type="checkbox"/>	08/06/2020	<a href="#">SUMAINT0002521</a>	ROW Maintenance Permit	800 5TH AVE Building Maintenance	Building Maintenance	800 5TH AVE	Issued	<a href="#">Make Changes</a>
<input type="checkbox"/>	08/06/2020	<a href="#">SUCONST0002723</a>	ROW Construction Permit	700 5TH AVE Curb Cut Project	Curb			
<input type="checkbox"/>	08/05/2020	<a href="#">SUUMP0002644</a>	Utility Major Permit	700 5TH AVE Replace Gas Main	Gas Main			

**Record SUCONST0000406**  
**ROW Construction Permit**

Record Status: Issued  
Expiration Date: 02/22/2021

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

Payments:  
[Fees](#)

[Make Changes](#)

# How to apply for a Revision Amendment

3. Select the **Revision Amendment** type
4. Click the **Continue Application** button to start the amendment application process

## Select an Amendment Type

Amendments can be applied for to make changes on an existing permit. For more information on which to select, refer to [our permit webpage](#).

For information on what documents may be required to process an amendment request, visit [our permit webpage](#).

For more information on how to manage documents, refer to the [Seattle Services Portal Help page](#).

**3**  **ROW Construction Permit Revision**  
This amendment type can be applied for to make changes to the following on your existing permit:

- Contact change requests
- Address change requests
- Scope of work changes (e.g. new and/or revised use type and areas, etc.)
- Cancel permit requests

**ROW Date Change Request**  
This amendment type can be applied for to move a start date for a use that has not yet started. If your amendment includes a use and/or use area change, you must apply for a Revision Amendment. If you need to extend existing use types, you must apply for a ROW Extension Amendment.

**ROW Extension Request**  
This amendment type can be applied for to extend dates on issued use types only. If your amendment includes a use and/or use area change, you must apply for a Revision Amendment.

**4**

# How to apply for a Revision Amendment

## 4. In the **Related Information** section (Step 4), enter what contact changes are needed in the **Amendment Description**

**Tip:** Since you can't update read-only fields, add all the information you want to change in the *Amendment Description*.

Step 4: Related Information > Related Information

\* Indicates a required field

### Related Information

This is the Related Information on your issued permit. Any changes made here will override the information on your issued permit.

Complete the Amendment Description to provide detailed descriptions of any proposed changes such as:

- Project scope of work
- Uses (include: type, street, addition of uses or infrastructure)
- Contacts (include: first and last name, address, phone number, email and contact type; for example, Applicant, Owner, Financially Responsible Party, Onsite, etc.)

4

Amendment Description:  
Need to change the FRP contact per the attached Change Existing Contact Form.

SDCI MUD Permit:

SDCI Other Permit:

SDOT Other Permit:

Customer Reference/Work Order/Purchase Order:

Street and Utility Improvement Plan Number:

24-Hour Contact Name:  
Latha Hanumapur

Estimated Project Duration:

Project Name:

SDCI BLDG Permit:

SDOT Other Permit:

Warning/Citation/NOV:

Customer Reference/Work Order/Purchase Order:

Street and Utility Improvement Plan Exception Reason:  
--Select--

24-Hour Contact Phone:  
4444448888

Restoration Party:  
Latha Hanumapur

# How to apply for a Revision Amendment

8. In the **Attachments** section (Step 6), upload the [Change Existing Contact Form](#):
  - a. Click on the **Select** button
  - b. Choose the desired document from your computer
  - c. From the **Document Type** drop-down menu, select the type of document you are uploading

*Tip: For us to perform efficient plan review, only upload flattened PDF documents.*

- d. Add a description (optional)
- e. Click the **Save** button
- f. To upload another document, click the **Select** button
- g. To move to the next step, click on the **Continue Application** button

Step 6: Attachments > Documents

For information on what documents may be required to process an amendment request, refer to [our Utility Work in the Right-of-Way webpage](#).

\* Indicates a required field

Upload Document(s)

The maximum file size allowed is 1000 MB.

Name	Type	Size	Latest Update	Description	Document Status	Action
No records found.						

a. **Select**

File: Chrysanthemum.jpg  
100%

c. \* **Document Type:**  
Change Existing Contact Form

d. **Description:**

e. **Save**   **Select**   **Remove All**

f.

g. **Continue Application »**

Save and Resume Later

# 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:

# How to view invoices

- For fees that are billed, such as review and inspection charges, invoices are created at the beginning of each month and an email is sent to the person identified as the Financially Responsible Party
- To access invoices, two things are required:
  - You must have a Seattle Services Portal account
  - You must be identified as the Financially Responsible Party. Only the Financially Responsible Party, or a user they have delegated permissions to, has access to the invoice.

# How to view invoices

- From your **My Records Page**, look for a **Record Type** of **Invoice** and a **Date** in the current month. The date indicates the date the invoice was generated. A date in June, for example, is for May fees.
- Click on the blue link under **Record Number**. You can find the invoice document in the **Attachments** tab.
- Instructions on how to access the invoice document can be found in this help article: [How to Find and Pay Your Current Street Use Invoice](#)
- The invoice is also mailed to the address on record

My Street Use Permit Records

Showing 1-4 of 4 | Download Results | Add to Collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	05/24/2019	SUTERM0000	Council Term Permit
<input type="checkbox"/>	05/05/2019	SUINV-190605-01806	Invoice
<input type="checkbox"/>	05/01/2019	SUPSM0000	Private Structures/Uses

Invoice

Record Status: Invoiced

Record Info:

Record Details   Status   Related Records   **Attachments**   Inspections

Payments:

Fees

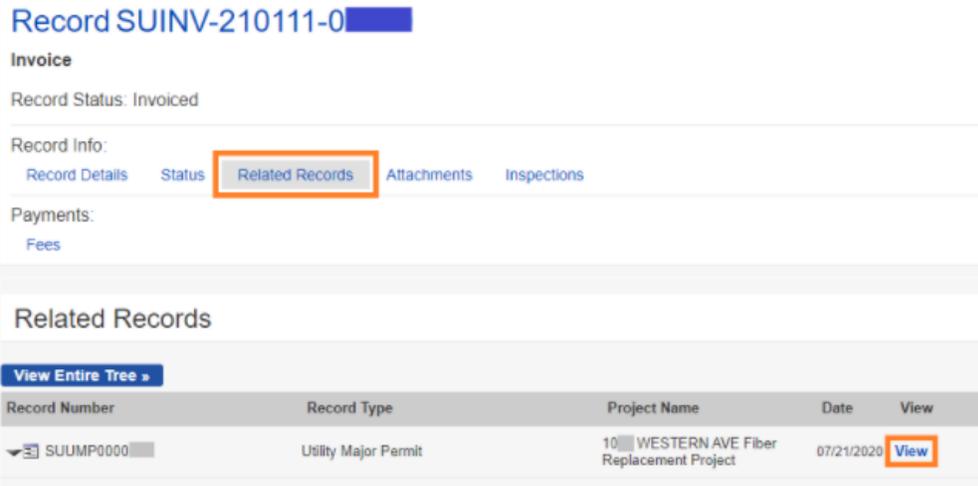
Attachments

The maximum file size allowed is 500 MB.

Name	Type	Latest Update
SU014_StreetUseCustomerInvoice_20190606_070503.pdf	Monthly Invoice	06/06/2019

# How to view invoices

- Even if you are not the Financially Responsible Party, you can see which permit(s) is tied to an invoice by searching on the Invoice record and clicking the **Related Records** tab.
- Then click on the **View** link to go to the related permit
- To pay fees, click on the **Fees** button and then the **Pay Fees** link
- Unpaid fees for this record are displayed. Click the **Check Out** button to add the fees to your Cart.



Record SUINV-210111-0

Invoice

Record Status: Invoiced

Record Info:

Record Details Status **Related Records** Attachments Inspections

Payments:

Fees

Related Records

[View Entire Tree >](#)

Record Number	Record Type	Project Name	Date	View
▼ SUUMP0000	Utility Major Permit	10 WESTERN AVE Fiber Replacement Project	07/21/2020	<a href="#">View</a>

Record SUUMP0000

Utility Major Permit

Record Status: In Process

Expiration Date: 12/31/2020

Record Info:

Record Details Status **Related Records** Attachments Inspections

Payments:

**Fees**

Conditions: 4

One or more documents are required during the permitting process as of 08/21/2020.  
Condition: Traffic Control Plan UMP Severity: Required  
Total Conditions: 4 (Required: 4) [View Condition](#)

Fees

Outstanding:

Date	Invoice Number	Amount	Pay Fees
01/11/2021	2545122	\$347.50	<a href="#">Pay Fees</a>

# How to upload a document in the application

- Determine what documents are required for your permit type on the corresponding website found at <http://www.seattle.gov/transportation/permits-and-services/permits>
- Develop the required documents per the requirements referenced on the permit type website
- Start the application process on the [Seattle Services Portal](#)

## Related permits

### Annual Vehicle Permits

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

### Right-of-way (ROW) Construction

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

### Right-of-way Maintenance

Get this permit for short term projects in the right-of-way with limited impacts to mobility such as minor sidewalk [...]

### 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.

### Heavy Crane

Get this permit if you need to stage a crane that weighs 100 tons or more in the right-of-way.



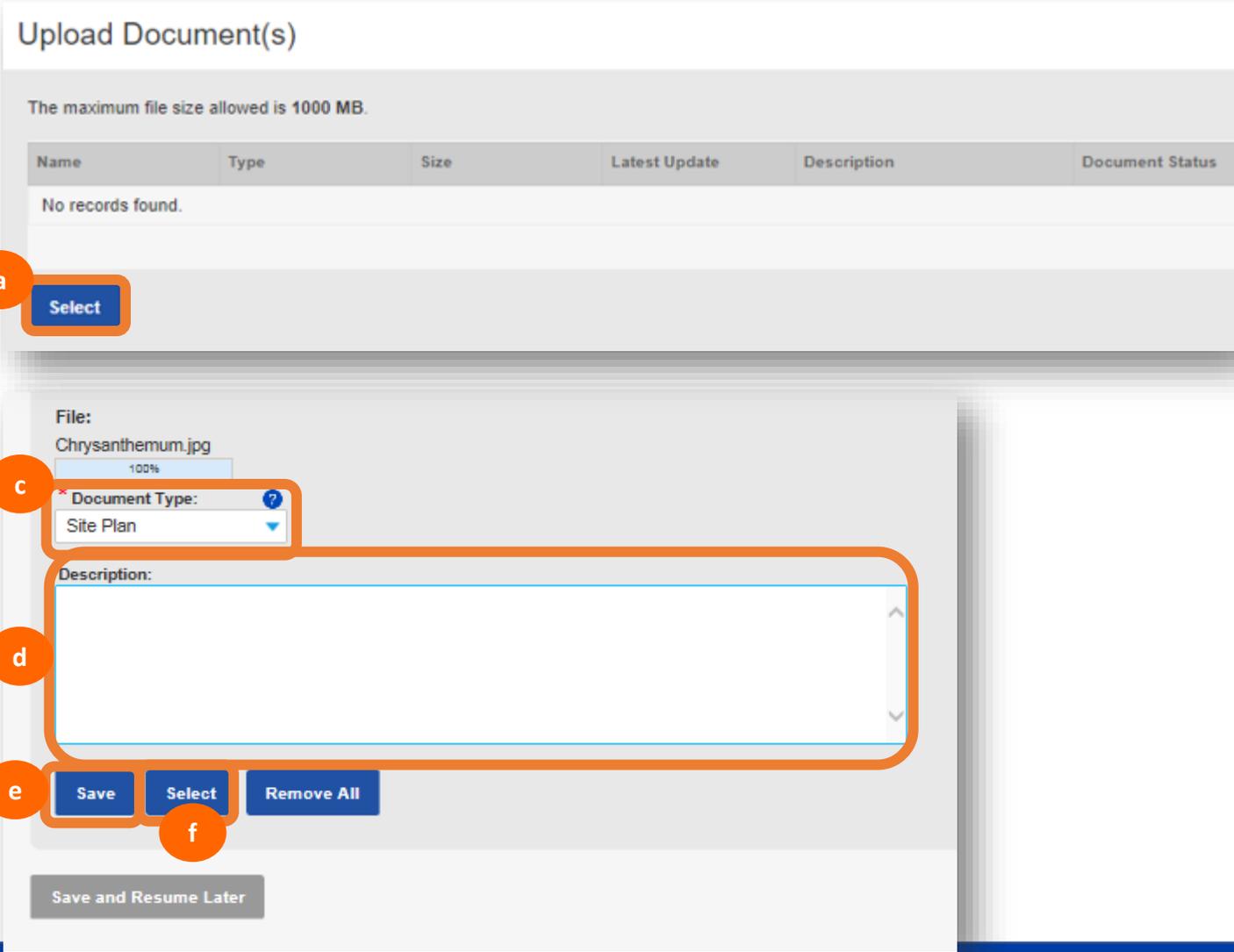
# How to upload a document

In the **Attachments** section (Step 6) of the application, upload all required documents:

- a. Click the **Select** button
- b. Choose the desired document from your computer
- c. From the **Document Type** drop-down menu, select the type of document you are uploading

*Tip: For us to perform efficient plan review, only upload flattened PDF documents.*

- d. Add a description (optional)
- e. Click the **Save** button
- f. To upload another document, click the **Select** button



# How to upload a document in the application

- Once all required and desired documents are uploaded, click the **Continue Application** button

**Attention**  
You must upload the following documents prior to submitting your application or change request:  
Right of Way Impact Plan

**If you click Continue Application before all required documents are uploaded, this banner will turn red alerting you what documents are still required to upload.**

## ROW Construction Permit

1 2 3 4 Related Information 5 Use Information 6 Attachments 7 Review 8 My Files

Step 6: Attachments > Documents

Document requirements to apply for a ROW Construction permit can be found on [our ROW Construction webpage](#).

Ensure the document(s) you are uploading matches the document type description. For example, select the Site Plan document type when uploading

If one document meets two requirements, upload the same document for each document type. Document types not listed can be submitted under the type.

For more information on how to manage documents, refer to the [Seattle Services Portal Help page](#).

The following documents may also be required:

- [Letter of Authorization](#) if the Applicant or Financially Responsible Party differ from the Owner
- [Traffic Control Plan](#) as required per [CAM 2111](#)

Additional documents may be required at different steps of the permitting process. This information can be found on [our ROW Construction webpage](#).

### Upload Document(s)

The maximum file size allowed is 1000 MB.

Name	Type	Size	Latest Update	Description	Document Status	Action
RoW Impact Plan.docx	Right of Way Impact Plan	11.52 KB	10/05/2020			Actions ▾
Site Plan.pdf	Site Plan	25.12 KB	10/05/2020			Actions ▾

Select

Save and Resume Later

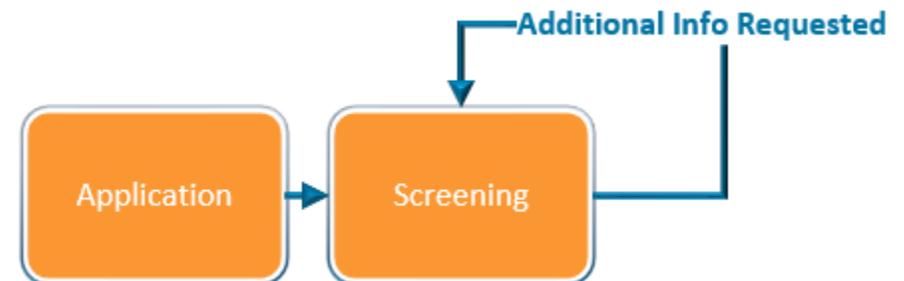
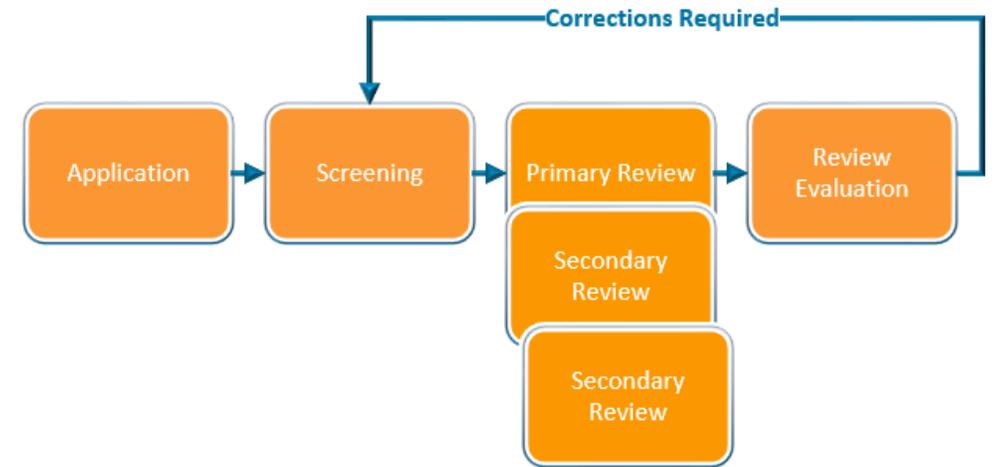
22 **Continue Application >**

# How to upload a document in the application

- Live demo!

# How to respond to corrections

- Corrections can be required in the **Screening** or **Review Evaluation** task
- At Screening, the task status will change from **In Process** to **Additional Info Requested**
- At Review Evaluation, the record status will change from **In Process** to **Awaiting Corrections**



# How to respond to corrections

1. From the **My Records** page, the **Status** of the permit will show as **Awaiting Corrections**
2. Click on the blue hyperlink permit number

## My Street Use Permit Records

Showing 1-10 of 100+ | [Download Results](#) | [Add to Collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Project and Location Description	Project Address	Status
<input type="checkbox"/>	10/02/2020	<a href="#">SUMAINT0000183</a>	ROW Maintenance Permit	1050 N 34TH ST	Permit for Maintenance on 34th ST	1050 N 34TH ST SEATTLE	Issued
<input type="checkbox"/>	10/02/2020	<a href="#">SUCONST0000533</a>	ROW Construction Permit	700 NW 100TH PL 700 NW 100TH PL	Construction on Asphalt driveway	700 NW 100TH PL SEATTLE	In Process
<input type="checkbox"/>	10/02/2020	<a href="#">SUCONST0000534</a>	ROW Construction Permit	700 NW 100TH PL 700 NW 100TH PL	Construction on Asphalt driveway	700 NW 100TH PL SEATTLE	Awaiting Corrections

# How to respond to corrections

## 3. Click on the **Status** tab

- The red banner will indicate what document is required
- Click on the **View Condition** button for more information about each document/condition
- The **Review Evaluation** task shows an asterisk indicating there has been at least one corrections cycle
- The **Screening** task shows as **In Process** with the hourglass because that is the beginning of the review process

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

Record Info: **3**  
Record Details **Status** Related Records Attachments Inspections **b**

Payments:  
Fees

Conditions: **1** **a**

**One or more documents are required during the permitting process as of 10/02/2020.**  
Condition: Right of Way Impact Plan Severity: Required  
Total Conditions: 1 (Required: 1) **View Condition**

**Status**

- ✔ Application
- c** ⌚ **Screening**
- ✔ Primary Review
- d** \* **Review Evaluation**
- Issuance Prep
- Issuance
- Inspection
- Closeout

# How to respond to corrections

- Required conditions can be found by clicking on the **View Condition** button on the record
- Conditions that are marked as **Update Required** or **Pending** must have a document type of the name of that condition uploaded to satisfy that condition
- There are some conditions that may be required later in the review process (e.g., indemnity agreement, insurance etc.).



One or more documents are required during the permitting process as of 02/26/2021.  
Condition: Traffic Control Plan UMP Severity: Required  
Total Conditions: 4 (Required: 4)

[View Condition](#)

Street Use - 1 Update Required, 4 Pending

Street Use Documents

**Utility and Restoration Plan**

*You plan needs to be resubmitted. See Corrections for details.*

**Update Required** | 03/15/2021

**Phase Schedule Manager**

*We are ready to review your PSM, please provide so we can continue your review*

**Pending** | 02/26/2021

Street Use Documents

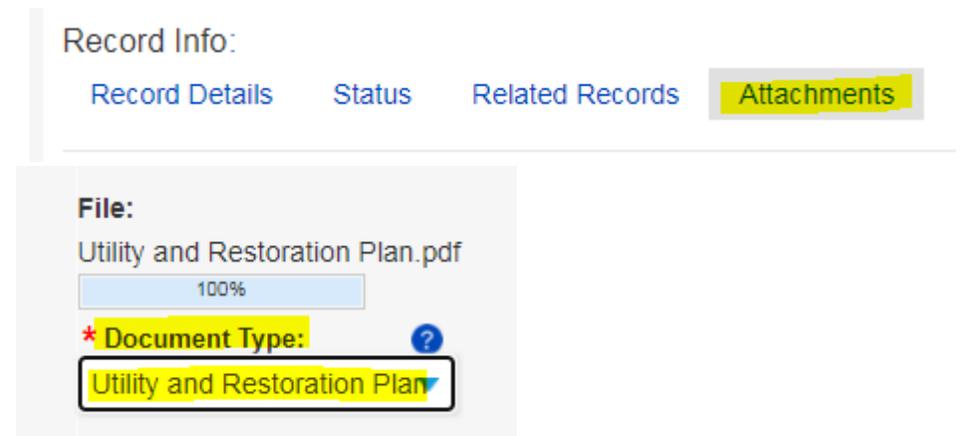
**Bond**

*This document is required to complete the **Issuance Prep** step of the application process.*

**Pending** | 01/25/2021

# How to respond to corrections

- To satisfy the **Utility and Restoration Plan** condition, you must upload a document type of Utility and Restoration Plan
- To upload a document, click on the **Attachments** tab of the record and click the **Select** button
- After you select the correct document from your computer, make sure you select the document type that matches the condition name
- Repeat until a document is uploaded for each required condition



Record Info:

Record Details   Status   Related Records   **Attachments**

**File:**  
Utility and Restoration Plan.pdf  
100%

\* **Document Type:** ?  
**Utility and Restoration Plan**

# How to respond to corrections

- After you upload a document that matches each required condition, the record status should change from **Awaiting Corrections** to **Corrections Submitted**
- 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 articles on this subject:
  - [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](#)

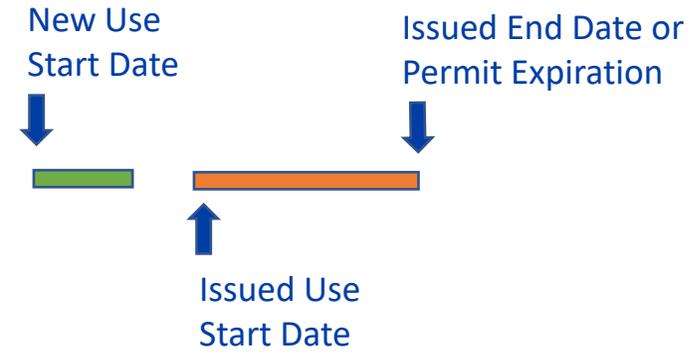
# How to respond to corrections

- Live demo!

# 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](#)
- 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

# Date Change Amendment rules



- A **Date Change Amendment** is required when the start date needs to move *before* the issued use start date

# Job start rules

- The **Job Start Notification** can be scheduled or re-scheduled through the Seattle Services Portal
- The **Job Start Notification** schedules the **Initial Inspection**
- Instructions on how to schedule or re-schedule the **Job Start Notification** can be found on this help article: <https://seattlegov.zendesk.com/hc/en-us/articles/360057058453-How-to-Provide-or-Reschedule-a-Street-Use-Job-Start-Notification>

## Pending and Scheduled (4)

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 (2838551)

Inspector: *unassigned*

Actions ▾

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

# Job start rules

- For **non-utility permits**, the job start can only 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 only be scheduled **through the permit expiration date** (As of June 10th)

## Schedule/Request an Inspection

Type: Job Start Notification

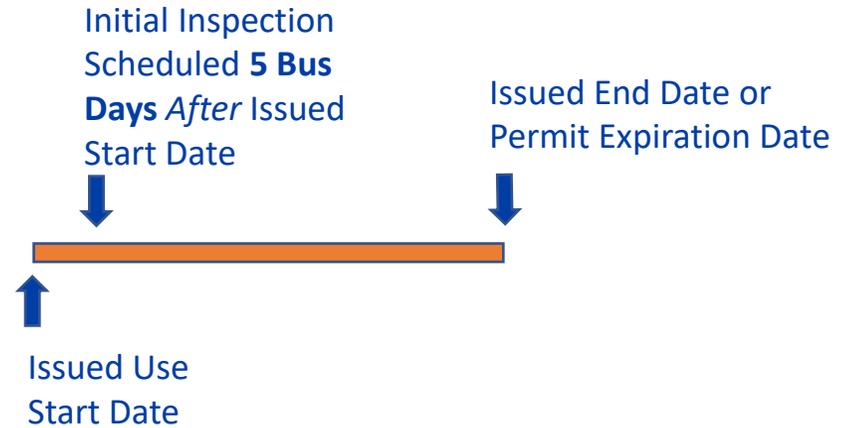
Use the calendar to request an inspection. Click Confirm Date and then Continue.

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



- If the **Job Start Notification** is **not** scheduled, the **Initial Inspection** will automatically schedule **5 business days after** the issued start date
- After the **Initial Inspection** has been completed, the **Job Start Notification** is no longer available to schedule or re-schedule on the Seattle Services Portal
  - To re-schedule the Initial Inspection, email the assigned inspector

# Utility permit amendment rules

Work is taking place *before* the **issued use start date**

Requires a **Date Change Amendment**

Work is extending *beyond* the **issued duration**

Requires an **Extension Amendment**

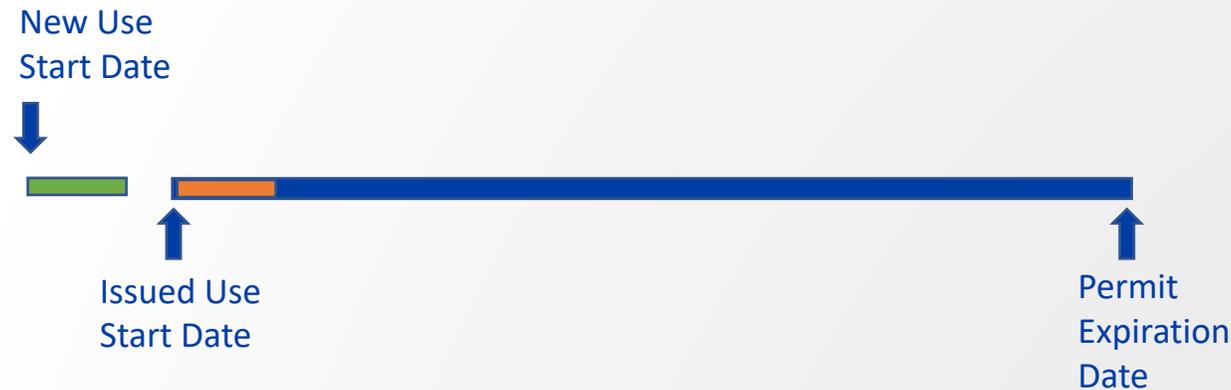
Work is taking place *beyond* the **Permit Expiration Date**

Requires an **Extension Amendment**

Scope of work changes (e.g., new use, change in area), contact changes etc.

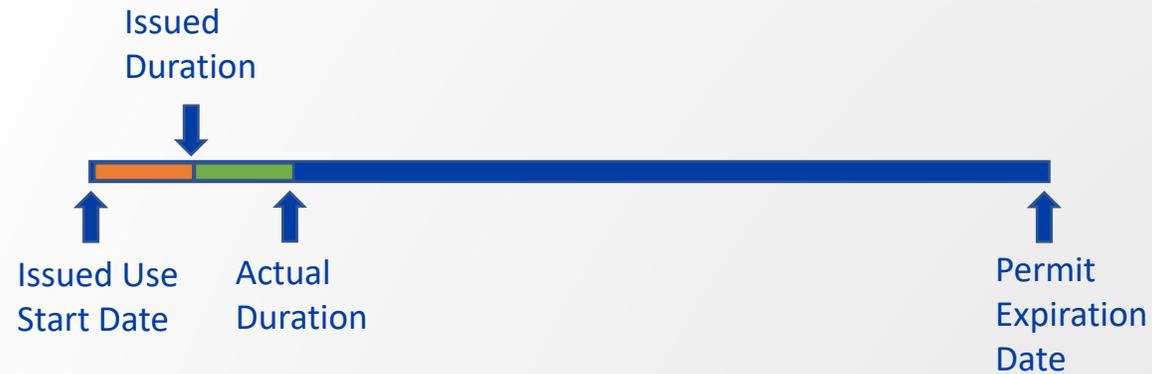
Requires a **Revision Amendment**

# Utility permit amendment rules - Date Change Amendment



- A **Date Change Amendment** is required when the start date needs to move *before* the issued use start date

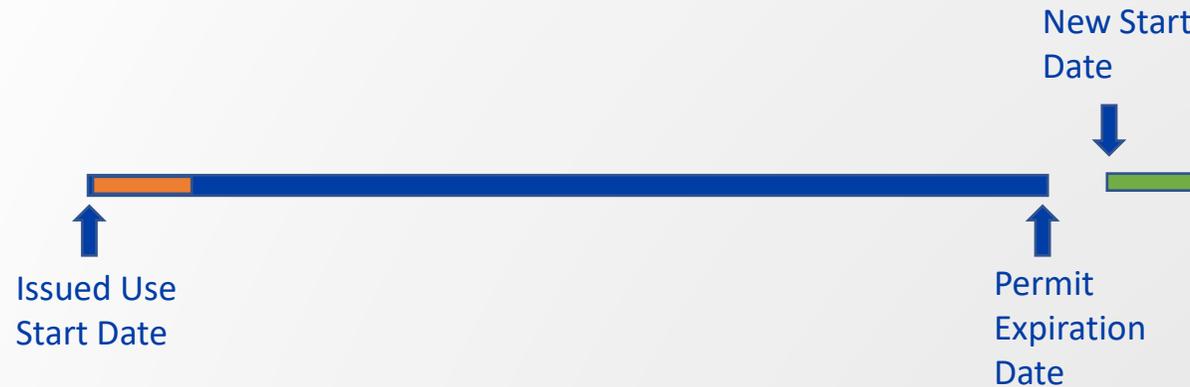
# Utility permit amendment rules - Extension Amendment



Work is extending beyond the issued duration

- Requires an **Extension Amendment**
- In Hub areas, requires Hub coordination documented in dotMaps

# Utility permit amendment rules - Extension Amendment



Work is taking place beyond the permit expiration date

- Requires an **Extension Amendment**
- In Hub areas, requires Hub coordination documented in dotMaps

# Use Fee Overview

1. What are 'Use Fees'?
2. How are use fees calculated
3. How to Estimate Use Fees
4. Ways to keep Use Fees down

# What are 'Use Fees'?

- **Use Fees** are charges for SDOT area used during the project/construction
  - E.G. A 100'x5' area of sidewalk closed to public during demolition. **Use Fees** are charged for the area and duration of that sidewalk closure.

*Definition found Online:* **Use fees** are what SDOT charges permit holders for the square footage area of the right-of-way that they use short-term for non-transportation uses. Use fees are charged in addition to permit and hourly (review or inspection) fees.

## **Use fee equation (Cost per day) –**

(Sum of Fee Factors) x (Square Footage of occupied space/100) x (Escalation Rate aka RSD)

# Determining “Fee Factors”

## Location Base Factor

(Urban Village, Urban Center)

## Street Type

(Arterial, Non-Arterial, or Alley)

## Mobility Impact

(Pedestrian, Bike, Transit Impacts)

Table B1 – Use Fee Model						
Density Factors	Urban Center		Urban Village		Neither	
	\$1.10		\$0.70		\$0.20	
Mobility/Safety Factors						
Street Category	Arterial		Non-Arterial		Alley	
	\$0.40		\$0		\$0	
Modal Priority	Transit Blocked	Transit Impacted	Bike Blocked	Bike Impacted	Ped Blocked	Ped Impacted
	\$0.20	\$0	\$0.20	\$0	\$0.20	\$0.10

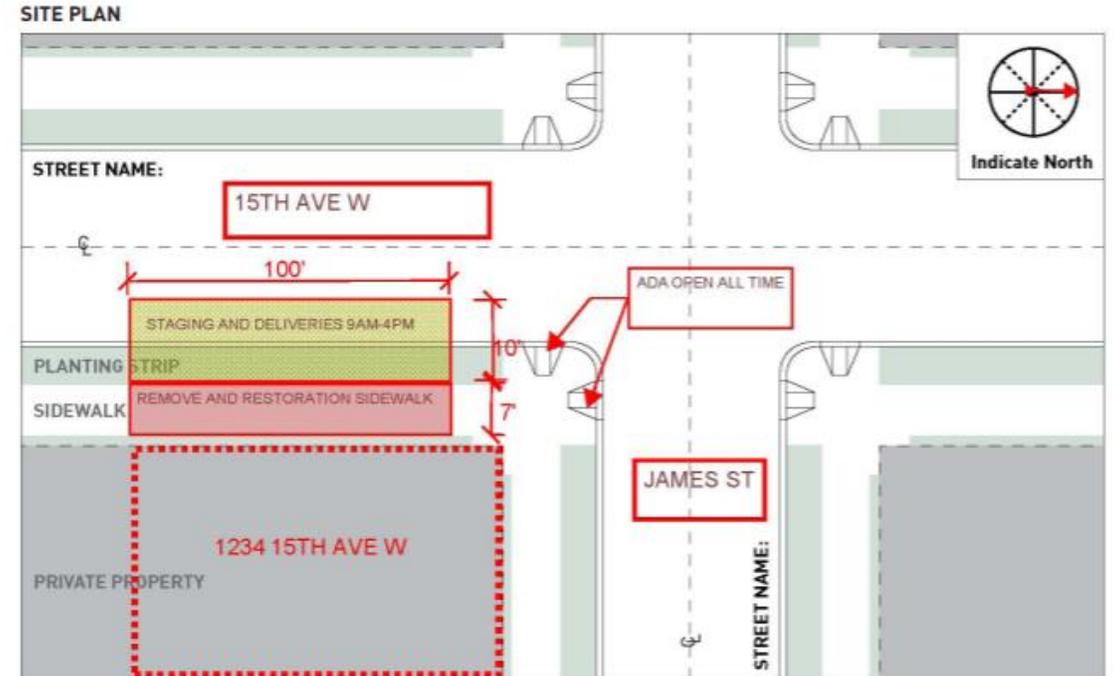
**Use fee equation (Cost per day) –**

**(Sum of Fee Factors)** x (Square Footage of occupied space/100) x (Escalation Rate aka RSD)

# Square Footage - Right of Way Impact Plan

- The Square footage of area being used for staging, materials, and construction in the Right-of-Way.
- This information and document are required for every permit type

*In the calculation of fees, the area is rounded up to the nearest 100 sq. ft.*



Use fee equation (Cost per day) –

(Sum of Fee Factors) x (Square Footage of occupied space/100) x (Escalation Rate aka RSD)

# What are *Rate Start Days (RSD)*?

## What are *Escalating Fees*?

Table B2 – Use Fee Model Escalation Rates		
Duration (days)	Arterial	Non-Arterial
0-30	x 1	x 0
31-60	x 2	x 1
61-90	x 4	x 1
91-120	x 8	x 2
121-150	x 12	x 2
151-210	x 12	x 4
211-270	x 12	x 8
271+	x 12	x 12



### Street Use Estimator for Use Fees

This tool is designed for Street Use permit applicants to estimate use fees based on our new fee model that took effect on November 7, 2020. This Use Fee Estimator supports utility and construction use permits.

You can look up information about Urban Centers, Urban Villages, and street types on [Streets Illustrated](#)

Hover over the column headers for more information about the column.

Show Graphs ->

Urban Village or Center?

Work Days Schedule

Use this row?	Arterial Category	Sidewalk Impact	Transit Lane	Bike Lane Impact	Other Impact	Rate Start Days	Duration Day(s)	Square Feet	Estimated Row Cost
<input checked="" type="radio"/>	Arterial Str...	Closed	None	None	No	1	70	500	\$1,105.00
<input type="radio"/>								500	

Use fee equation (Cost per day) –

(Sum of Fee Factors) x (Square Footage of occupied space/100) x Escalation Rate aka RSD

# Open Q&A



# Questions?

Melody.Berry@seattle.gov

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

