

# Tree Service Provider Workshop



SDOT Urban Forestry  
September 26 and 27, 2016



## Workshop overview

- Purpose of regulating public trees
- Requirements for TSPs
- Permits and forms
- Working as a subcontractor
- Powerlines and other hazards
- Questions

## SDOT Maintenance Operations Division

Our mission is to provide integrated maintenance, emergency response, and stewardship of the engineered and natural systems within the Right of Way to promote a safe, vibrant and interconnected city.

## SDOT Urban Forestry services

Urban Forestry provides the following **services** for activities in the right-of-way:

- Planting, pruning and removal permits
- Street tree inspections, planting, and maintenance
- Landscape maintenance
- Landscape architectural design and review
- Inspection related to tree preservation and protection at construction sites

## Why does SDOT regulate trees?

The City of Seattle's [Urban Forest Stewardship Plan](#) vision statement:

Seattle's urban forest is a thriving and sustainable mix of tree and understory species and ages that creates a contiguous and healthy ecosystem that is valued and cared for by the City and all of its residents as an essential environmental, economic, and shared community asset that reinforces Seattle's identity and legacy as a forested, livable city.

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Download the City of Seattle Urban Forest Stewardship Plan at <http://www.seattle.gov/trees/management.htm>

## Why does SDOT regulate trees?



Seattle departments that regulate and/or manage trees:

- Department of Transportation
- Parks and Recreation
- Office of Sustainability and Environment
- Seattle City Light
- Seattle Public Utilities
- Seattle Center
- Department of Construction and Inspections
- Finance and Administrative Services

## Why does SDOT regulate trees?

SDOT regulates trees in the right of way as per [Seattle municipal code 15.43.010](#).

Most street trees are privately-maintained.

“Regulated” does not equal “responsible”



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Seattle Municipal Code 15.43 is the law that supports Seattle residents’ interests in having a vibrant urban forest, a functional transit system, and robust business opportunities for tree care professionals. SDOT supports this code by regulating street trees in the right of way.

Although SDOT regulates trees in the right of way, it is not necessarily responsible for the care of these trees. Many trees in the right of way are owned by private parties. These private parties are responsible for the care of these trees, but these trees must be managed in accordance with Seattle Municipal Code 15.43 and SDOT regulations.

Seattle Municipal Code 15.43 available online at [www.municode.com/library/wa/seattle/codes/municipal\\_code](http://www.municode.com/library/wa/seattle/codes/municipal_code)

## Why does SDOT regulate trees?



Available online  
[www.seattle.gov/transportation/forestry.htm](http://www.seattle.gov/transportation/forestry.htm)

[Seattle Municipal Code 15.43](#) is achieved through Street Tree Manual policies.

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Seattle Municipal Code 15.43 is turned into policies and managed by SDOT. The Street Tree Manual has these policies and resources for complying with them. Resources include reminders about permit requirements, a copy of the ISA Risk Assessment form, etc.

The Street Tree Manual is available online at [www.seattle.gov/transportation/forestry.htm](http://www.seattle.gov/transportation/forestry.htm)



## Requirements



Street tree maintenance must be performed by a registered Tree Service Provider or the adjacent property owner.

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No one but a registered Tree Service Provider or an adjacent property owner is allowed to perform street tree maintenance in Seattle.

## Requirements



Must conform with

- Street Tree Ordinance
- Street Tree Manual
- ANSI A300 standards,
- Traffic Control Manual for In-Street Work
- Other regulations (ex: Labor and Industry standards)

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Even registered Tree Service Providers must conduct tree maintenance up to the standards that preserve Seattle's urban forest. These include ANSI A300, policies in the Street Tree Manual, and the Street Tree Ordinance. Work in the right of way must be conducted safely as per the Seattle Traffic Control Manual for In-Street Work. These requirements are specific to City authority. They do not include other requirements such as those enforced by other agencies like Labor and Industry.

- Street Tree Ordinance information is available at [www.seattle.gov/transportation/treeordinance.htm](http://www.seattle.gov/transportation/treeordinance.htm)
- Street Tree Manual is available at [www.seattle.gov/transportation/forestry.htm](http://www.seattle.gov/transportation/forestry.htm)
- ANSI A300 are available for purchase at [www.isa-arbor.com/store/category.aspx?cid=117](http://www.isa-arbor.com/store/category.aspx?cid=117)
- Traffic Control Manual for In-Street Work is available at [www.seattle.gov/transportation/trafficcontrolmanual.htm](http://www.seattle.gov/transportation/trafficcontrolmanual.htm)

## Requirements



Tree Service Providers have:

- WA contractor's license
- Seattle business license
- Liability insurance
- Supervision by ISA certified Arborist or Tree Worker
- Annual Truck Permit

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### **Registration requirements for tree service providers**

- Have a State of Washington General Contractor's License
- Have a City of Seattle Business License
- Provide proof of commercial general liability (CGL) insurance that names the City of Seattle as an additional insured for primary limits of liability, with a minimum of \$1,000,000 in coverage (see Client Assistance Memo 2102)
- Identify at least one employee who is a credentialed ISA certified arborist or ISA Certified Tree Worker who is responsible for supervision of street tree pruning (this person can be a non-staff consultant)
- Affirm that the Tree Service Provider has read and understands the following documents:
  - Street Tree Ordinance (Ord. # 124166)
  - Street Tree Manual
  - ANSI A-300, Pruning Standards, and
  - City of Seattle Traffic Control Manual for In-Street Work

### **For more information about registering as a Tree Service Provider:**

- visit [www.seattle.gov/transportation/treecompanypermits.htm](http://www.seattle.gov/transportation/treecompanypermits.htm)
- reference page 24 of the Street Tree Manual, available at [www.seattle.gov/transportation/forestry.htm](http://www.seattle.gov/transportation/forestry.htm)
- call 206-684-TREE (8733)
- email [Seattle.Trees@seattle.gov](mailto:Seattle.Trees@seattle.gov)

## Requirements

Many street tree jobs require

- Tree Service Provider registration
- Annual Truck Permit
- Urban Forestry Permit

Some require additional materials.



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Your Tree Service Provider registration, Annual Truck Permit, and Urban Forestry Permit satisfy your permit requirements for many street tree jobs. There are, however, special circumstances that necessitate additional documentation or permits. We'll review those situations later in this presentation. First, we'll look closely at what your Annual Truck Permit does and doesn't allow, and what it takes to submit an accurate Urban Forestry Permit.

## Permits

All permits are obtained through SDOT Street Use.

Submit permit applications and supporting materials

- By email to [SDOTPermits@seattle.gov](mailto:SDOTPermits@seattle.gov). Please include project address and permit number (if known) in subject line
- In person at the Street Use Permit Services Counter on the 23<sup>rd</sup> floor of Seattle Municipal Tower.

Services at the Street Use Permit Services Counter include

- Permit coaching
- Application intake
- Application forms, plan templates, client assistance memos
- Traffic Control Plan coaching (Tuesdays, 1 pm to 3 pm)

Street Use Permit Services Counter hours and address are available online at [www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm).

## Annual Truck Permit

Annual Truck Permits allow a certain level of work in public rights of way.

You must have an Annual Truck Permit to be registered as a Tree Service Provider.



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Annual Truck Permits are also known as Annual Vehicle Permits. Annual Truck Permits allow a certain level of work in public rights of way. These permits, when paired with an approved Urban Forestry Permit, grant Registered Tree Service Providers the ability to perform specified maintenance on street trees. The limits of Annual Truck Permits relate to the duration and location of the work being done. When proposed work exceeds these limits additional permits are required.

You can apply for an Annual Truck Permit at the Street Use Permit Services Counter located at:

700 5<sup>th</sup> Avenue, Seattle, WA  
Seattle Municipal Tower  
23<sup>rd</sup> Floor

For more information about the Street Use Permit Services Counter including hours of operation please visit [www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm)

## Annual Truck Permit - Restrictions

2. Annual Truck Permits allow work to occur for 2 hours on arterial streets and 8 hours on non-arterial streets.
3. Minimum staging is allowed within permitted durations.  
Work footprints must be minimized.
5. No crossing of the curb with motorized vehicles or heavy equipment.
6. No full street closures.
8. No work during peak traffic hours.
  - Standard: 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m.
  - Central Business District: 6:00 a.m. to 9:00 a.m., and 3:00 p.m. to 7:00 p.m.
10. Pedestrian access and traffic control measures must be implemented per the Manual on Uniform Traffic Control Devices (MUTCD), Seattle Traffic Control Manual for In-Street Work, and SDOT Director's Rule for Pedestrian Mobility in and Around Work Zones.
13. Annual Truck Permits do not allow vehicles to be driven on the sidewalk.

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These are some of the annual truck permit restrictions that are most likely to relevant to street tree maintenance. Please see the complete and up to date list or restrictions on your Annual Truck Permit. The numbers and test are taken from the full list of restrictions that are a part of all Annual Truck Permits.

## Annual Truck Permit - Restrictions

**Priority** - Allow other contractors with existing approved permits priority.

**HUB** - If work will be in a Hub area, the contractor must coordinate with SDOT at least 3 weeks prior to beginning work. Contact SDOT at [SDOTPermits@seattle.gov](mailto:SDOTPermits@seattle.gov) to schedule work in these areas.

**Events** - For events with 10,000 or more people: Permittee may not work in the vicinity during the event, two hours prior to the event, or two hours following it.

The Construction Hub Coordination map is available at [www.seattle.gov/transportation/hub.htm](http://www.seattle.gov/transportation/hub.htm)



## Annual Truck Permit - Restrictions

**Major Streets** - Annual Truck Permit activity is prohibited on major thoroughfares such as (e.g. 99, I-90, 520, Mercer, etc.) during weekend closures.

**Street Car** - Annual Truck Permit activity does not allow for street car interruptions. Single use Street Use permits must be obtained if work is to interrupt or impact street car mobility.

# Urban Forestry permits

The image shows a screenshot of the 'URBAN FORESTRY PERMIT APPLICATION' form from the Seattle Department of Transportation. The form is titled 'URBAN FORESTRY PERMIT APPLICATION' and includes the following sections:

- 1 APPLICATION DATE:** A field for the application date.
- 2 PROJECT ADDRESS:** A field for the address number and a field for the street name (including 'St', 'Ave', 'Bl', ' Blvd', etc.).
- 3 PROJECT DESCRIPTION:** A section for describing the project and work in the right of way. It includes a text area and a 'Tree Service Problems Will you be working?' section with a 'Yes' or 'No' checkbox. Below this, it states: 'If yes, you must submit additional documents. Please see www.seattle.gov/transportation/permits for more information or contact (206) 434-7333 for details.'
- 4 WORK DESCRIPTION:** A table with columns for 'Tree Work Type', 'Number of Trees Affected', 'Number of Stumps', 'Estimated Work Time', and 'Permitting Requirements'. The table lists four types of work: Pruning (100), Planting (100), Removal (100), and Unconstrained Right of Way (100). Each row has a corresponding 'Permitting Requirements' column with specific requirements like 'Tree Pruning Checklist' or 'Site Plan'.

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All permit applications are reviewed by Street Use and Urban Forestry experts. Please expect the review period to be approximately 20 business days. Urban Forestry permits are reviewed by district, each of which has a dedicated city arborist reviewing all permit applications for that region.

You can submit Urban Forestry Permit applications in person at the Street Use Permit Services Counter or by email.

## Street Use Permit Services Counter

700 5th Avenue

Seattle Municipal Tower

23<sup>rd</sup> floor

[www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm)

## Email

[SDOTPermits@seattle.gov](mailto:SDOTPermits@seattle.gov)

# Urban Forestry permits

Good pruning plans rely on ANSI A300 to communicate your intent.

**PRUNING PLAN CHECKLIST - REQUIRED FOR ALL PRUNING PERMITS**

- Sight line clearance:** Remove canopy of tree over walk and road. Remove down limbs or branches at intervals of 10 feet over the canopy and 8 feet over the sidewalk.
- Clear clearance:** Remove limbs or cut reduction cuts to provide a minimum of 8 feet clearance to a foundation of 10 feet clearance over roofs, signage or other infrastructure.
- Crown clearing:** Remove dead limbs \_\_\_\_\_ (included in diameter and greater) Remove crossing limbs and water sprouts. No more than \_\_\_\_\_ % of live crown to be removed.
- Structural pruning - young tree:** Remove or reduce an dominant stem in young trees to provide dominant leader. Establish spaced branch spacing of 18 inches to 24 inches. Remove \_\_\_\_\_ % of live crown to accommodate grade. Where there is included bark as part of the co-dominant condition, preference will be given to the removal of one side, but only if such removal will not disturb the aesthetic value of the canopy or remove more than 25% of the foliage.
- Structural pruning - mature tree:** Remove tree larger than 12 inches in diameter at breast height (DBH). No live branches greater than 8 inches in diameter shall be removed from the tree.
  - Weight on main scaffold limbs with included bark shall be reduced by approximately one third by removing some secondary branches toward the ends of the limb and/or by removing the end of the branch using a thin slash cut.
  - Reduce large co-dominant stems using thin-slash and thinning cuts on all stems except the most dominant leader. Remove branches growing toward the center and those that are pointed outward.
  - Removal of dead and broken limbs in crown.
  - \_\_\_\_\_
- Thinning:** If other scheduled pruning does not exceed 20% of live canopy removal, thin the canopy to allow more light and air penetration into the canopy. The foliage removed shall be taken primarily from the outer edge of the canopy, not from the interior. Interior branches shall be left on the tree. No removal of water sprouts from the interior of the tree.
- Cleanup:** All debris and equipment shall be removed from the site by the end of each workday.
- Note:** Photo documentation, although not required, is an excellent way to show, visually, the extent of your tree work before and after pruning.

**FIELD NOTES**  
SDOT Use Only

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A pruning plan is required with any pruning permit application. The plan must follow ANSI A300 standards and be written clearly such that any trained arborist could follow it.

## Completing a pruning plan

- Reduces need for additional communication with SDOT by making your intentions clear
- Ensures the permit is written in such a way that it supports your desired outcomes
- Protects you from penalties related to misunderstandings of proposed maintenance



## Urban Forestry permits



Street trees must be protected and are required to be preserved.

They may only be removed in special circumstances.

# Urban Forestry permits

Tree Work Type	Number of Trees Affected	Species of Species	Street Location	Documentation Required
<input type="checkbox"/> Pruning				1) Tree Pruning Checklist 2) Tree Pruning Report
<input type="checkbox"/> Pruning				1) Pruning
<input type="checkbox"/> Pruning				1) Pruning
<input type="checkbox"/> Pruning				1) Pruning
<input type="checkbox"/> Pruning				1) Pruning

Street trees can only be removed when they are

- hazardous,
- posing a safety risk,
- in poor health, or
- proven to be unavoidably incompatible with construction

Removed trees generally must be replaced.

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A street tree must be protected and preserved unless SDOT has issued a Street Use Permit authorizing the removal of the tree.

## To qualify for removal a tree must be either:

- Hazardous (as determined by ISA Basic Tree Risk Assessment Form - Street Tree Manual, page 42) and unable to be made safe except through removal
- Posing a public safety risk, such as growing into an arterial intersection
- In such poor health or condition that removal is justified
- Unavoidably incompatible with construction plans such that no alternative to removing the tree exists – contractors are advised to explore all alternatives to removal prior to submitting an Urban Forestry Permit application for tree removal

If removed, a tree must be replaced with a similar approved species, assuming the planting space is large enough to accommodate the replacement. This requirement for replacement may be waived in rare circumstances only.

**Exceptions may exist when working as a subcontractor** on a project with a pre-approved permit. In these cases, please review the prime contractor's Urban Forestry permit for details.

You can find additional tree removal details in the Street Tree Manual on page 21.

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

## Urban Forestry permits

City of Seattle

### PUBLIC NOTICE OF APPLICATION

SDOT Urban Forestry is reviewing a permit application to remove and replace this tree

Address: \_\_\_\_\_

Reason(s) for proposed removal:

- Hazardous Tree
- Poses a Public Safety Hazard
- Exhibits poor health or poor vigor
- Cannot be successfully retained, due to public or private construction or development conflict

Date Notification Posted: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Please direct questions to:  
SDOT Urban Forestry  
P.O. Box 34714  
Seattle, WA 98134-4914  
Seattle.Trees@seattle.gov  
(206) 461-3763 (TDD)

This public notification shall be clearly visible from the adjacent public space for a period of no less than 14 calendar days as outlined in Seattle Municipal Code 11.43.030 (E)

Notice of application postings are required for 14 days prior to removal.

You can place this yourself as soon as you submit your permit application.

Available at Street Use Permit Services Counter  
and online at [www.seattle.gov/transportation/treeplantapp.htm](http://www.seattle.gov/transportation/treeplantapp.htm)

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You can post a Notice of Application as soon as you submit the removal permit application – you do not need to wait for permit approval to post the tree and begin the 14 day posting period. If you do not wish to place the Notice of Application yourself, SDOT Urban Forestry staff will do it for you at some time after receiving your removal permit application. Please note that trees cannot be removed without an approved Urban Forestry permit – the Notice of Application alone is not adequate to begin removal work.

### Notice of Application posting criteria:

- Notices must have black text on a yellow background as shown
- Notices must remain on the tree for 14 calendar days
- Tree Service Providers are advised to put the Notice in a plastic sleeve before posting to make the posting rain resistant – Tree Service Providers are responsible for ensuring Notices of Application they posted withstand the elements for the 14 day period
- Notices must be adhered using tape. Tree Service Providers are advised to wrap the tape around the circumference of the tree to improve its holding ability.
- Please email SDOT Urban Forestry at [Seattle.Trees@seattle.gov](mailto:Seattle.Trees@seattle.gov) once you have placed the Notice

### Notice of Application are available

- At the SDOT Street Use Permit Services Counter, 700 5<sup>th</sup> Avenue, Seattle Municipal Tower, 23<sup>rd</sup> Floor - [www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm)
- Online as a PDF – [www.seattle.gov/transportation/treeplantapp.htm](http://www.seattle.gov/transportation/treeplantapp.htm)

## Urban Forestry permits



Emergency removals are allowed if a tree poses an imminent threat.

Call SDOT's 24-hour line at (206) 386-1218. Request an emergency inspection.



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When a street tree is in a condition that poses an imminent threat to the public place, and no other risk abatement options exist, the tree may be removed without prior City approval and without a 14-day posting period. In these rare circumstances, call the SDOT 24-hour phone line. When speaking with the operator, request to talk the on-call arborist about an emergency tree removal.

Discussing the proposed removal with the on-call arborist before removing the tree reduces your exposure to liability for removing a tree without an Urban Forestry Permit.



# Urban Forestry permits

**SDOT** Seattle Department of Transportation  
1500 4th Avenue North, Suite 2000, Seattle, WA 98107  
Phone: 206.386.3000  
www.seattle.gov/transportation

**2022 Permit Manual**

**SITE PLAN - CORNER FRONTAGE**

Project address: \_\_\_\_\_  
Event: \_\_\_\_\_

**INSTRUCTIONS - use SDOT 2114 for further guidance**

1. Submit an online application.
2. Submit an online application for a permit.
3. Show all dimensions for trees, plants, and other landscape elements.
4. List all proposed changes to the site plan.
5. Show existing features on the site plan.
6. Show tree size, DBH, species, and canopy cover.
7. Show tree location, including root zone.
8. Show tree location, including root zone.
9. Show tree location, including root zone.
10. Show tree location, including root zone.

**MANUFACTURER'S COMMENTS**

**SITE PLAN**

STREET NAME: \_\_\_\_\_

PLANTING ZONE

EXISTING S

STREET NAME

North Arrow

A site plan is required with every Urban Forestry Permit application.

Site plan templates available online  
[www.seattle.gov/transportation/stuse\\_forms.htm](http://www.seattle.gov/transportation/stuse_forms.htm)

This is an example of one style of site plan templates. Other templates with varying street layouts are available. When choosing a site plan template, please use the one that most closely matches your proposed work site.

Site plan templates are available online [www.seattle.gov/transportation/stuse\\_forms.htm](http://www.seattle.gov/transportation/stuse_forms.htm)



# Additional Permits

This document helps you determine if you need additional materials in your Urban Forestry permit application.

**URBAN FORESTRY PERMIT REQUIREMENTS**


Use this document to help you identify when you need to submit as part of your Urban Forestry Permit application package. Please review the "Job Details" column and **CHECK ALL THAT APPLY**.

Job Details	Document(s) Required	Estimated Processing Time	Cost*
<input type="checkbox"/> Planting street trees required as part of an already permitted Street Improvement Project (SIP)	None	NA	NA
<input type="checkbox"/> <b>Minor pruning</b> of street trees: branches or roots less than 2" in diameter and comprising less than 15% of foliage-bearing area	No Urban Forestry permit required. Other permits may be required (see below).	NA	NA
<input type="checkbox"/> <b>Pruning</b> <ul style="list-style-type: none"> <li>• a street tree removal,</li> <li>• a street tree <b>planting</b>,</li> <li>• <b>major pruning</b> of urban tree branches or roots greater than 2" diameter, or</li> <li>• <b>major pruning</b> comprising more than 15% of foliage-bearing area           </li> </ul>	Urban Forestry permit application Site plan Pruning plan if pruning	20 business days	Free
<input type="checkbox"/> Work is on an <b>arterial street</b> and will take more than 2 hours per day	Construction Use permit application <sup>1</sup> Traffic Control Plan Pedestrian Mobility form	20 business days	\$199 + street use fees \$199 review fee Free
<input type="checkbox"/> Work is on a <b>non-arterial street</b> and will take more than 8 hours per day	Construction Use permit application <sup>1</sup> Pedestrian Mobility form	5 business days	\$199 + street use fees Free
<input type="checkbox"/> Work is in Hub Area or High Impact Area downtown	Traffic Control Plan Contact Hub coordinator via phone or email with proposed work dates and hours. Contact 3 weeks prior to proposed dates.	20 business days	\$78 review fee Free

\*Costs accurate as of March 2016. Permit fees available at [www.seattle.gov/transportation/docs/UCIP/UCIP\\_Strip\\_Use\\_Permit\\_Fee\\_Schedule.pdf](http://www.seattle.gov/transportation/docs/UCIP/UCIP_Strip_Use_Permit_Fee_Schedule.pdf).  
<sup>1</sup>\$199 is base fee for Construction Use permit application. Additional fees are based on project size.

Submit completed application package to [UCIPpermits@seattle.gov](mailto:UCIPpermits@seattle.gov) or at the Permit Services Counter on the 23rd floor of Seattle Municipal Tower.

Questions? Please call 206-468-FREE (8733) or email [Seattle.Permits@seattle.gov](mailto:Seattle.Permits@seattle.gov).

 Seattle Department of Transportation

Available at [www.seattle.gov/transportation/treeplantapp.htm](http://www.seattle.gov/transportation/treeplantapp.htm)

This is a very helpful reference for identifying what permits are actions your work requires in addition to an Urban Forestry Permit. Download a copy at [www.seattle.gov/transportation/treeplantapp.htm](http://www.seattle.gov/transportation/treeplantapp.htm)

# Construction Use Permit

Work that exceeds the time limits of an Annual Truck Permit requires a Construction Use Permit.

Construction Use Permits cost \$599 plus an additional fee based on right of way impact.

A screenshot of the SDOT Construction Use Permit Application form. The form is titled "CONSTRUCTION USE PERMIT APPLICATION" and includes sections for "APPLICATION DATE", "PROJECT ADDRESS", "PROJECT TYPE", and "PROJECT DESCRIPTION". The "PROJECT TYPE" section has radio buttons for "New Construction", "Renovation", "Demolition", "Construction of a new structure", "Construction of a new structure with an existing structure", "Construction of a new structure with an existing structure and a new structure", and "Other". The "PROJECT DESCRIPTION" section has a large text area. At the bottom, there are checkboxes for "Construction of a new structure" and "Construction of a new structure with an existing structure".

Available online  
[www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm) 28

## Annual Truck Permit time limits:

- 8 hours on a non-arterial street
- 2 hours on an arterial street

Note that these time limits are per day, not per session. Moving a truck down the block while continuing a single job does not reset the clock.

Construction Use Permits cost \$599 plus an additional fee based on the size of your work site. These fees represents your use of a public resource (the right of way) for operating your business. Citations can be issued to companies who exceed the time limits of their Annual Truck Permit without a Construction Use Permit. Citation fees are in addition to permit fees charged retroactively for work that should have been conducted under a Construction Use Permit.

Construction Use Permit applications are available at the Street Use Permit Services Counter on floor 23 of Seattle Municipal Toward and online at [www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm)

# Construction Use Permit

A Construction Use Permit is related to your use of the right of way.

Please be clear in describing your work footprint by:

- Explaining daytime and off-hours work setup.
- Showing your FULL work footprint on your site plan.

The image shows a screenshot of the SDOT (Seattle Department of Transportation) Construction Use Permit Application form. The form is titled "CONSTRUCTION USE PERMIT APPLICATION" and includes the SDOT logo and contact information. It is divided into four main sections: 1. APPLICATION DATE, 2. PROJECT ADDRESS, 3. PROJECT TYPE, and 4. PROJECT DESCRIPTION. Section 1 has a date input field. Section 2 has fields for "Address Number" and "Street Name (Include St, Rd, Ave, Dr, Blvd, etc.)". Section 3 has a "Project Type" dropdown menu and several radio button options: "New Construction", "Renovation/Alteration", "Construction of a new structure", "Construction of a new structure with an existing structure", and "Other". Section 4 is a large text area for "Project Description". At the bottom, there are fields for "Permit Fee" and "Application Fee", and a "Submit" button.

Available online  
[www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm) 29

# Pedestrian Mobility

**SDOT** Seattle Department of Transportation  
1500 4th Avenue, Seattle, WA 98101-3100  
Phone: (206) 467-2200  
www.seattle.gov/transportation

### PERMITEE CHECKLIST PEDESTRIAN MOBILITY IN AND AROUND WORK ZONES

**1. PROJECT INFORMATION**

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Project Start: \_\_\_\_\_

**2. EXISTING OR NEW PROJECT?**

Existing - permitted under 2008 or 2014 SDOT Street Use Permit  
 New - permitted under 2015 SDOT Street Use Permit

**3. CURRENT PHASE**

Project has not started  
 Construction  
 Planning and construction  
 Shutdown  
 Existing project/traffic work  
 Available in other jurisdictions (state, county, or jurisdiction)

Duration of current phase: \_\_\_\_\_  
Season: \_\_\_\_\_

**4. PEDESTRIAN MOBILITY**

Additional: Does this project include any City Controlled Traffic Control? Check submitted with permit application. How will pedestrians get around your work area? Check all that apply.

TYPE OF MOBILITY	LIST STREET CROSSINGS
<input type="checkbox"/> Open crossing - sidewalk is open	
<input type="checkbox"/> Overhead structures - Overhead structures, cables, towers, etc.	
<input type="checkbox"/> Barrier - There is pedestrian passage adjacent to the work area (e.g. raised concrete barrier)	
<input type="checkbox"/> Detour - Sidewalk is closed, pedestrians are directed to alternative route (e.g. street crossing approval)	
<input type="checkbox"/> Barrier - Depending on type of site, pedestrian mobility is not affected from nighttime mobility permit	
<input type="checkbox"/> Other _____	

Available online  
[www.seattle.gov/transportation/stuse\\_forms.htm](http://www.seattle.gov/transportation/stuse_forms.htm)

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Pedestrian mobility must be preserved and protected with signs and flaggers.

The Pedestrian Mobility Checklist is required when exceeding the time limits of your Annual Truck Permit.

Pedestrian mobility must be protected and preserved at all times, even when working within the limits of your Annual Truck Permit.

The Pedestrian Mobility Checklist is an additional piece of documentation that is required only when your work exceeds the time limits of your Annual Truck Permit.

The Pedestrian Mobility Checklist is available at the Street Use Permit Services Counter on floor 23 of Seattle Municipal Tower and online at [www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm)

## Traffic Control

Traffic control is required when work impacts vehicle or pedestrian traffic.

Traffic Control Plans (TCPs) are required when work is:

- in a Hub Area
- in the High Impact Downtown Area
- on an arterial street for longer than 2 hours

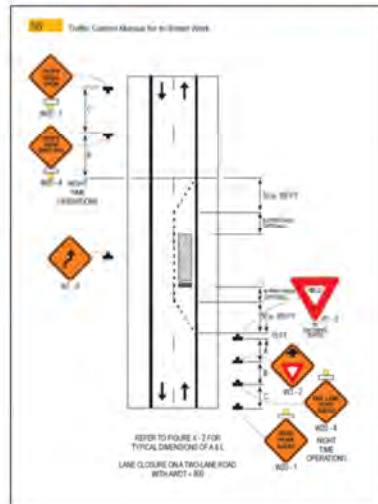


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Traffic control, such as signs and cones, is always required whenever you are impacting vehicle or pedestrian traffic.

A Traffic Control Plan (TCP) is required as part of your Urban Forestry Permit application when you are working: in a Hub Area, in the High Impact Downtown Area, or on an arterial street for longer than 2 hours.

# Traffic Control



Typical TCP from manual

“Typical” TCPs are in the [SDOT Traffic Control Manual](#).

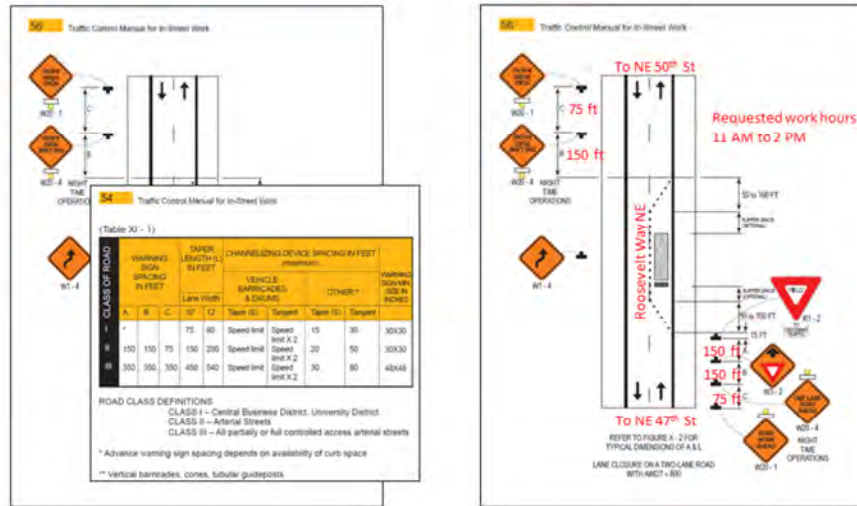
You can use these to make your own TCP, or hire a company to make one for you.

If you need to submit a Traffic Control Plan, you can either make it yourself or hire a company to make it for you.

To make a Traffic Control Plan yourself, you may want to start with the templates found in the SDOT Traffic Control Manual, available at [www.seattle.gov/transportation/trafficcontrolmanual.htm](http://www.seattle.gov/transportation/trafficcontrolmanual.htm). These templates are called typical plans. You can edit a typical plan to fit the specifics of your work zone.



# Traffic Control



Typical TCP from manual

Signed for submission

If you choose to make a Traffic Control Plan yourself, you may want to use a Typical Traffic Control Plan as a template. These typical plans are found in the SDOT Traffic Control Manual ([www.seattle.gov/transportation/trafficcontrolmanual.htm](http://www.seattle.gov/transportation/trafficcontrolmanual.htm)). You can edit whatever typical plan most closely matches your work zone to fit the details of your job. You can make these edits on your computer using a graphics editor like Microsoft Paint or you can write them by hand on a printed copy.

For additional guidance on making a TCP using a typical plan, please see “MAKING A TRAFFIC CONTROL PLAN (TCP) FROM A TYPICAL PLAN” in your workshop packet or on the Tree Service Provider resources web page.

If you are unsure what road class definition (see Table XI-1) the street you are working on is, you can copy and paste Table XI-1 onto your TCP instead of filling in the distance numbers. SDOT staff will help to determine appropriate distances and return them to you with your permit.

## Working as a subcontractor

Prime contractors may already have relevant permits in place.

If you are a subcontractor, ask the prime contractor for a copy of their Urban Forestry permit to determine approved street tree maintenance.

SDOT Urban Forestry permits for approved Tree Service Provider work on street trees for private development or public improvement projects are issued to the prime contractor or owner of the project.

If you are hired to conduct street tree maintenance as part of such a project, request a copy of the Urban Forestry permit from the project representative to:

- confirm the work approved for you to perform.
- coordinate your schedule with a traffic control permit for the project.
- coordinate your schedule with the Urban Forestry lead responsible to confirm and inspect your work on site.

If these details are unclear in the materials the prime contractor provides, the prime contractor should contact their SDOT Urban Forestry contact to clarify.

## Electrocution

- The most common fatal incident among tree workers is electrocution...
- Approximately 50 tree workers die each year as a result of being electrocuted...that's about 1 each week.
- Tree workers, as a percentage, have the highest electrocution rate of any profession.

TCIA video on electrical hazards:

[http://www.tcia.org/TCIA/News/Safety/New\\_Video\\_addresses\\_Worker\\_Safety\\_and\\_Electrical\\_Hazards.aspx](http://www.tcia.org/TCIA/News/Safety/New_Video_addresses_Worker_Safety_and_Electrical_Hazards.aspx)



These are images of a boom truck that touched a powerline.



These are images of a boom truck that touched a powerline.



These are images of a boom truck that touched a powerline.

## Washington Administrative Codes (WAC's)

- WAC 296-24-960: Working on or near exposed energized parts.  
RE: Clearance Distances and Unqualified Operator Distance

(3).a. - (ii) For lines rated 50 kv. or below, minimum clearance between the lines and any part of the equipment or load shall be 10 feet. (interpreted as including vegetation)

(6) Unqualified persons. When an unqualified person is working in an elevated position, or on the ground, near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than specified distances



## ANSI Z133.1 Regulations

- ANSI Z133.1 Part 4: Electrical Hazards
  - Specifies differences between "qualified" and "persons other than qualified" line-clearance arborists.
  - DOES NOT spell out what makes one "qualified"
  - Minimum approach for non-qualified is 10' for 0-50 kV (table 2, section 4)





## ANSI Z133.1 Part 4.1.1

- "All overhead and underground electrical conductors and all communication wires and cables SHALL be considered energized with potentially fatal voltages."



## ANSI Z133.1 Part 4.2.2

- "An inspection shall be made by a qualified arborist to determine whether an electrical hazard exists before climbing, otherwise entering, or performing work in or on a tree."

## How do you know if an electrical hazard exists?

- Enroll in an Electrical Hazard Awareness Training!
- Check out PNW ISA training calendar or TCIA.org safety page for upcoming classes.
- Get the training you need to **STAY SAFE** and **STAY ALIVE!**

## Services Offered

City Light offers several services to tree care companies and the public

### 1) Make-Ready trim – no charge:

- City Light will remove the portions of the tree which create an electrical hazard. Upon completion any non-qualified tree trimmers may enter the tree.
- Typically 1-2 week turn-around.
- City Light reserves the right to “walk-away” from excessive make-readies as qualified line-clearance contractors are available for hire.



## Services Offered

City Light offers several services to tree care companies and the public

### 2) AM/PM drop – no charge:

- City Light will physically drop service lines (lines that run from utility pole to structure) in the AM and resetting in the PM.
- Power to the structure is lost during this time.
- AM/PM on Tuesday and Thursdays only – typically 1-2 week turn around time.



North AM/PM # 206-615-0600

South AM/PM # 206-386-4200



## Services Offered

City Light offers several services to tree care companies and the public

### 3) On-site consultation – no charge:

City Light Certified Arborists are available to work with anxious customers. We can:

- Explain regulations, pruning techniques and required clearances to the public
- Be present when crews are trimming specific trees for increased oversight and peace-of-mind
- Discuss removal/replacement options and protocols



## Services Offered

City Light offers several services to tree care companies and the public

### 4) De-energize lines – no charge:

- City Light can arrange to have lines de-energized if required to allow tree work to commence
- This service is for limited circumstances only and available at the discretion of the Power Line Clearance Coordinator



## Electrical Hazards Resources

### Contact Information:

- David Mutchler – Powerline Clearance Coordinator: 206-794-7528
- Glen Allen – Tree Trimming Representative: 206-684-3857
- Shane Allen- Lineworker Assigned Powerline Clearance: 206-445-5839

[www.seattle.gov/light/vegetation](http://www.seattle.gov/light/vegetation) 206-386-1733





# Questions?

About impacting a tree - [seattle.trees@seattle.gov](mailto:seattle.trees@seattle.gov) | (206) 684-TREE

About impacting the right of way or a permit application - [sdotpermits@seattle.gov](mailto:sdotpermits@seattle.gov)

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

