



PERMIT SUBMITTAL CHECKLIST – PUBLIC WORKS

- **Right of Way Use - Non-Franchise**
- **Right of Way Use - Franchise**

This document summarizes application requirements for permitting activities in the right-of-way. Refer to Tukwila Municipal Code Title 11 for more complete information.

The materials listed below must be submitted at the time of your application.

Please ensure your files conform to [City of Tukwila’s electronic submittal standards](#) prior to upload. NOTE: All files must be PDF.

Permit Type: Right of Way Use Permit (PW)			
Permit Subtype	Description of Permit	Attachments Required	Attachment File Name
Non-Franchise	Short- and long- term activities in the right-of-way and on private property. This includes sewer, water, storm drainage, utility installation and repair, grading, paving, painting/ striping, frontage/ street improvements, curb cuts, driveways, sidewalks, fences, landscaping, trenching, boring, and culverts.	<ol style="list-style-type: none"> 1. Site Plan 2. Civil Plans (Utilities, Erosion Control, Grading, etc., if applicable) 3. Traffic Control Plan (if affecting the right-of-way) 4. Geotechnical Report (if site is on or adjacent to steep slopes, or is within a designated critical area) 5. Hold Harmless Agreement (signed under notary) 6. Performance Bond Template with associated Developer's Project Warranty form (if disturbing hard surface in the right-of-way) 7. Haul Route (if hauling more than 6 loaded vehicles per 8 hour day or if hauling hazardous waste) 8. Valid contractor's license with the Washington State Department of Labor and Industries or an owner affidavit. 9. Current City of Tukwila business license. 	<ol style="list-style-type: none"> 1. Site Plan 2. Civil Plan 3. Traffic Control Plan 4. Geotech Report 5. Hold Harmless Agreement 6. Performance Bond and Developer's Project Warranty 7. Haul Route Map 8. Contractor License or Owner Affidavit 9. Business License

Temp Water Meter	Rent a meter from the City for use of public water, on a short-term basis, where a metered supply does not already exist.	<ol style="list-style-type: none"> 1. Hydrant Number 2. Site Map with hydrant number 3. Valid contractor's license with the Washington State Department of Labor and Industries or an owner affidavit. 4. Current City of Tukwila business license. 	<ol style="list-style-type: none"> 1. Hydrant 2. Site Map 3. Contractor License or Owner Affidavit 4. Business License
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Permit Type: Right of Way Use – Franchise (PWF)

Permit Subtype	Description of Permit	Attachments Required	Attachment File Name
Franchise	Short and long-term activities in the right-of-way, similar to the non-franchise subtype defined above, except that applicant holds a franchise agreement with the City. This includes telecommunications, utilities for connections, repairs, and pulling cable through existing conduit.	<ol style="list-style-type: none"> 1. Site Plan 2. Civil Plans (Utilities, Temporary Sediment Erosion Control Plan, Grading, etc., if applicable) with a PE stamp 3. Traffic Control Plan (if affecting the right-of-way) with Traffic Control Supervisor (TCS) stamp 4. Authorization of Special Billing (if work must be performed after hours) 5. Bore Profile (if performing trenchless excavations) with a PE stamp 6. Valid contractor's license with the Washington State Department of Labor and Industries or an owner affidavit. 7. Current City of Tukwila business license. 	<ol style="list-style-type: none"> 1. Site Plan 2. Civil Plan 3. Traffic Control Plan 4. Authorization of Special Billing 5. Bore Profile 6. Contractor License or Owner Affidavit 7. Business License
Small Wireless	Activities in the right-of-way pertaining to small wireless facilities with applicants who hold a franchise agreement with the City. This includes placement, construction, or modification of a wireless communication facility.	<ol style="list-style-type: none"> 1. Site Plan 2. Civil Plans (Utilities, Temporary Sediment Erosion Control Plan, Grading, etc, if applicable) with a PE stamp 3. Traffic Control Plan (if affecting the right-of-way) with Traffic Control Supervisor (TCS) stamp 4. Authorization of Special Billing (if work must be performed after hours) 5. Pole Design (if applicable) with Structural Engineer stamp 	<ol style="list-style-type: none"> 1. Site Plan 2. Civil Plan 3. Traffic Control Plan 4. Authorization of Special Billing 5. Pole Design 6. Bore Profile 7. Contractor License or Owner Affidavit 8. Business License

		6. Bore Profile (if necessary for new pole construction) with a PE stamp 7. Valid contractor's license with the Washington State Department of Labor and Industries or an owner affidavit. 8. Current City of Tukwila business license.	
Annual Blanket Activities	Issued to franchise holders on an annual basis to undertake blanket activities that does not include cutting, removing or disturbing the pavement surface. This includes simple service disconnects, repair or replacement of existing equipment on poles, access and maintenance of vaults, vegetation management, flushing activities, and all activities listed under TMC 11.08.020.	1. Site Plan 2. Civil Plans (Utilities, Temporary Sediment Erosion Control Plan, Grading, etc., if applicable) with a PE stamp 3. Traffic Control Plan (if affecting the right-of-way) with Traffic Control Supervisor (TCS) stamp 4. Authorization of Special Billing (if work must be performed after hours) 5. Valid contractor's license with the Washington State Department of Labor and Industries or an owner affidavit. 6. Current City of Tukwila business license.	1. Site Plan 2. Civil Plan 3. Traffic Control Plan 4. Authorization of Special Billing 5. Contractor License or Owner Affidavit 6. Business License

Insurance (TMC 11.08.150)

Unless the Director determines that there is not a probability of injury, damage, or expense to the City arising from an applicant's proposed use of the right-of-way or public place, or the applicant holds a current franchise with the City, the applicant shall obtain and maintain in full force and effect, throughout the term of the permit, or as long as the permittee has facilities in the right-of-way, an insurance policy issued by an insurance company satisfactory to the Director, insuring both the applicant and the City against claims for injuries to persons, death or damages to property that may arise from, or in connection with, the exercise of the rights, privileges and authority granted to the applicant under this chapter.

Deposits, Fees and Bonds (TMC 11.08.160)

Before a permit pursuant to the provisions of this chapter may be issued, the applicant may be required, unless otherwise provided in a current franchise, to execute to the City a financial guarantee in a form as approved by the City for the proper protection of the City and conditioned that obligors of the financial guarantee will pay to the City the costs and expenses incurred by the City should the person obtaining the permit fail, neglect or refuse to properly complete the work authorized by the permit within the time limit specified by said permit.

See Tukwila Municipal Code Chapter 11 for more information.