

# TRAFFIC CONTROL PLAN GUIDELINES

Right of Way Permits

City of Tukwila - Permit Center  
6300 Southcenter Blvd, Suite 100,  
Tukwila, WA 98188  
[www.tukwilawa.gov/departments/permit-center/](http://www.tukwilawa.gov/departments/permit-center/)



A **Traffic Control Plan (TCP)** is a site-specific diagram showing how workers and the traveling public will safely share the right-of-way. All work within the City of Tukwila Right-of-Way requires one — the *type* of plan depends on the complexity of your work. Use the three steps below to get started.

## STEP 1: DETERMINE YOUR TIER

Review the conditions below and select the tier that matches your project. When multiple tiers could apply, use the highest tier.

TIER 1: FAST TRACK	TIER 2: STANDARD	TIER 3: COMPLEX
<b>Requirements:</b> <ul style="list-style-type: none"> <li>Reference WSDOT Standard Plan</li> <li><b>NO TCS Stamp Required</b></li> </ul>	<b>Requirements:</b> <ul style="list-style-type: none"> <li>Custom TCP</li> <li><b>TCS Stamp REQUIRED</b></li> </ul>	<b>Requirements:</b> <ul style="list-style-type: none"> <li>Custom TCP</li> <li><b>TCS Stamp REQUIRED</b></li> <li><b>TCS Must Be On-Site</b></li> </ul>
<b>Use this Tier if:</b> <ul style="list-style-type: none"> <li>Speed Limit is 25 MPH or less</li> <li>Work is on Shoulder/Buffer</li> <li>Lane Closure uses Flaggers (TC-420)</li> <li>Pedestrians stay on sidewalk or cross at existing crosswalk (&lt;200 ft)</li> </ul>	<b>Use this Tier if:</b> <ul style="list-style-type: none"> <li>Speed Limit is 30 to 35 MPH</li> <li>Work crosses Centerline</li> <li>Pedestrians detoured &gt;200 ft</li> <li>Unattended Lane Closures</li> <li>Work &gt; 24 Hours</li> </ul>	<b>Use this Tier if:</b> <ul style="list-style-type: none"> <li>Speed Limit is ≥ 40 MPH</li> <li>Work near Traffic Signal (300')</li> <li>Night Work</li> <li>Pedestrian path is IN the Roadway</li> </ul>

*If field conditions prevent exact compliance with a Tier 1 Standard Plan, you must upgrade to Tier 2 and submit a stamped custom plan.*

## STEP 2: PREPARE YOUR PLAN

**Tier 1 – Fast Track:** On your permit application, reference the applicable WSDOT Standard Plan number. No custom drawing is required. Common references: **TC-420** for flagging operations, **TC-16** for sidewalk closures, or the applicable **TC-Series** for shoulder/buffer work.

**Tier 2 & Tier 3 - Stamped Plans:** Submit a custom 11” x 17” plan prepared and stamped by a certified Traffic Control Supervisor (TCS) or Professional Engineer (PE). The plan must include all elements listed below:

ELEMENT	REQUIRED CONTENT
<b>Vicinity Map:</b>	North arrow, scale, street names, and speed limits.
<b>Work Zone:</b>	Dimensions of construction area, staging, and material storage.
<b>Devices:</b>	Location of all signs, cones, barricades, and flashing arrow boards.
<b>Geometry:</b>	Lane widths, taper lengths, and sign spacing (per MUTCD).
<b>Pedestrians:</b>	Clearly show ADA-compliant pedestrian routes. If the path enters the roadway, this is automatically Tier 3.
<b>Contact:</b>	Name and 24-hour phone number of the TCS.

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## STEP 3: EXECUTION AND INSPECTION

- Permit on Site: A copy of the approved permit and TCP must be on-site at all times.
- Tier 3 Only – TCS On-Site: The Traffic Control Supervisor must be physically present during all active work hours and must submit a [TCS Daily Log](#) to the City Inspector for each day of active work.
- Changes: Any deviation from the approved plan requires City approval. For Tier 2/3, deviations are the responsibility of the stamping TCS.



### **Inspection Required – Do Not Skip**

The contractor must schedule a City inspection while the traffic control setup is actively in use. Failure to schedule an inspection before work begins will result in a reinspection fee.

## RESOURCES

- [WSDOT Plan Sheet Library](#)
- [City of Tukwila Speed Limit Map](#)
- [MUTCD Online](#)
- [City of Tukwila Public GIS - ROW Map](#)
- [TC Daily Log Form \(Tier 3 Required\)](#)