

RIGHT-OF-WAY USE: FRANCHISE PERMIT

City of Tukwila - Permit Center
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Tukwila, WA 98188
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OVERVIEW

A **Right of Way Use – Franchise Permit (PWF)** authorizes construction, maintenance, and repair activities performed by **utility companies or service providers that hold an active franchise agreement** with the City of Tukwila.

Franchise agreements grant certain companies—such as telecommunications, electric, gas, water, sewer, and cable providers—long-term permission to occupy and operate within the public right-of-way. This permit ensures that all work conducted under those agreements complies with City standards, protects public infrastructure, and minimizes impacts to residents, traffic, and other utilities.

Applicable Regulations:

- [Tukwila Title 11 – Right of Way](#)

Resources:

- [City Maps](#)
- [Construction Permits Portal](#)

Utilities that do not have a valid franchise agreement and would like to explore this benefit for future work should contact PublicWorks@TukwilaWA.gov to start the process.

The PWF permit covers both **short-term and long-term activities** necessary to maintain, upgrade, or expand utility systems. It also allows coordination with the City to ensure projects are completed safely, efficiently, and with minimal disruption.

Typical franchise work includes:

- Installation, maintenance, and repair of **telecommunications or fiber optic cable**.
- **Underground utility work**, including conduit installation or replacement.
- **Utility connections** to private development or public facilities.
- **Trenchless construction**, such as directional drilling or boring.
- **Cable pulling** through existing conduits.
- **Restoration** of pavement, landscaping, and sidewalks affected by utility work.

All work performed under this permit must comply with the [City of Tukwila’s Infrastructure Design and Construction Standards](#), [Tukwila Municipal Code Chapter 11: Right of Way Use](#), all applicable state and federal safety regulations, specific terms of the current franchise agreement.

ROW: FRANCHISE PERMIT CHECKLIST

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SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as listed below:

CHECKLIST	FILE NAME	DESCRIPTION
DOCUMENTS		
	Authorization of Special Billing	Required for work performed after hours , on weekends, or on holidays. This form authorizes the applicant to be billed for additional inspection costs.
	Business License	Copy of current of City of Tukwila Business License
	Contractor's License	Proof of a valid contractor's license with the Washington State Department of Labor & Industries , or a notarized owner affidavit if the work is performed by the franchise holder directly.
	<u>Request for Alternate Method or Material*</u>	Formal request for the City of Tukwila to consider alternate materials or construction methods to comply with the applicable standards.
	<u>Engineering Deviation Request*</u>	Formal request to the City of Tukwila Public Works Director to consider a deviation request for approval to depart from the City's adopted code or infrastructure design and construction standards.
PLAN SETS		
	Site Plan	A detailed plan identifying the project area, existing and proposed facilities, utility alignments, and work limits. Include north arrow, scale, and clear labeling.
	Civil Plans	Engineering drawings showing utility layout, grading, erosion control, and any proposed surface restoration. Must be stamped by a Professional Engineer (PE) licensed in Washington State.
	Pole Design	Required for new or replacement poles or pole-mounted equipment. Must include structural calculations, foundation details, loading diagrams, and height specifications. Plans must be stamped by a PE.
	Bore Profile	Required when performing trenchless excavation or directional boring. Include bore path, depth, separation from other utilities, and design notes. Must be stamped by a PE.
	Traffic Control Plan*	Required whenever construction affects public travel lanes, sidewalks, or bike routes. Plans must comply with the MUTCD and include a Traffic Control Supervisor (TCS) stamp.
	Haul Route*	Haul route if hauling more than 6 loaded vehicles per 8 hour day or if hauling hazardous waste

*Required only if applicable.

Insurance (TMC 11.08.150)

Unless the Public Works 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.