

UTILITY ROW CONSTRUCTION PERMIT APPLICATION CHECKLIST

Submit complete permit application package combined into a single PDF, less than 30MB, to RES.Permits@kingcounty.gov. Signature by an authorized signer is required prior to submittal.

Application Package to include the following:

- Complete and signed Utility ROW Construction Permit Application**
 - Accurate and current Franchised Utility contact information as Applicant
 - Current Franchise Number or Wireless Use Agreement Number
 - Applicant Job Number/Work Order number (consistent with the plans)
 - Relevant Parcel Number/Address (consistent across all documents)
 - Latitude/Longitude for project (nominal center point of work area, decimal format to 5 places)
 - Concise summary of work shown on the proposed plan
- Vicinity Map**
- Traffic Control Plan**
- Legible Work Plan showing:**
 - North Arrow
 - Delineation of the right-of-way line
 - Identification of County roads
 - Clearly labeled jurisdiction lines where multiple jurisdictions appear on a plan, including private property
 - Defined adjacent property lot lines, labeled with addresses and/or parcel numbers
 - Plans to be organized, pages numbered and in order, following the path of the work and clearly identifying work pertinent to King County review
 - Location of proposed work in relation to the right-of-way with measured distances
 - All existing and proposed utilities, drainage ditches, swales, storm pipes
 - Legend indicating color coding, line types, meters, type of tap, and other appurtenances
 - ALL pole, handhole, manhole, vault identification numbers and/or asset tag numbers
 - Cross sections and details for all installations
 - Temporary Erosion and Sediment Control Best Management Practices
 - Show or indicate permanent stabilization methods, including but not limited to restoration of roadside ditches
 - Area (acres or square feet) of disturbed soil
 - Slopes/Contours (existing and proposed) if applicable
- Certificate of Conformance if any of the following apply:**
 - Installation or Replacement of Pole
 - Installation of Guy Wire
 - Installation of Guy Pole (not needed if installed to an existing anchor)
 - Installation of Anchor
 - Installation of Anchor Pole