

FAQs

What days are you in the office?

We are in the office Monday through Friday, except holidays.

When do I need a Utility ROW Construction permit?

Per King County Code section [14.44.020](#), construction permits are required for all construction work performed by franchised utilities, telephone and telegraph companies and within King County right-of-way shall require a right-of-way construction permit to be issued by the Real Estate Services section of the Facilities Management Division, except that construction work undertaken by King County or under contract to King County or requested by King County due to new construction shall be exempted from this requirement. Construction work shall include but not be limited to the construction and maintenance of waterlines, gas pipes, sewer lines, petroleum pipelines, telephone, telegraph and electric lines, cable TV and petroleum products and any other such public and private utilities.

How do I request a permit?

To request a permit, submit a Utility ROW Construction permit application and all required submittal documents to RES.Permits@kingcounty.gov for processing. Please include your job number, address, and type of request (i.e. APPLICATION) in the subject line of your email.

What if I'm a homeowner or contractor and not a franchised utility?

Please work directly with your local utility, they are responsible for attaining the Utility ROW Construction permit for any work on their infrastructure.

Are submittals made online or mailed to an address?

All submittals are made online, through RES.Permits@kingcounty.gov.

What is the typical time frame for the review of applications?

We typically process a permit application the same day it is received, depending on what time it is received and the quantity of submittals, this can occasionally take 1-2 business days.

What happens after you receive the application?

If the application is accepted, we send a response to your submittal email providing a permit application number (ROWA##-####). Once this email is sent, the time to issuance can vary depending on whether the inspector reviewing the plans requires revisions or more information; they will be in contact with the applicant. Please reach out to the inspector directly with any questions regarding an approved application.

What do I do if my application is rejected?

Make all necessary revisions to the application and/or submittal documents to ensure it meets permit submittal requirements and resubmit. We do not track rejected applications so all resubmittals must be sent as a complete permit submittal package in response to the rejection email. If an application is rejected more than 2 times a \$200 fee will be incurred for each subsequent submittal.

I don't understand why my application was rejected, what should I do?

It is the applicant's responsibility to clearly delineate the work proposed within King County rights of way and to meet King County Real Estate Services submittal requirements prior to submittal. Please carefully review your plans using our [ROWA Checklist](#) for reference and work with your supervisor or permitting manager before reaching out to Real Estate Services. Please note that a response to a question regarding permit rejection may take up to 10 business days.

How do you issue permits?

All our permitting is done digitally; we will respond to the original submittal email with the issued permit attached.

How long are your permits issued for?

Permits remain open for 6 months from their issue date without any action taken, however, once a Job Start is notified to the King County Utility Inspection Unit the permit will remain in force until all work has been completed to [King County Standards](#). Once a permit is expired it cannot be extended or reopened, a new application must be submitted.

What if I need to make changes to a permit request?

Email any requests for changes to RES.Permits@kingcounty.gov with a brief description in your email and the type of request (i.e. REVISION, CANCELATION) in the subject line of your email. Revisions may be made to an application or issued permit and will not extend the expiration date of an existing permit. If a job description changes dramatically, please include a revised application along with revised plans. If you need to cancel a permit, please include the reason for your request and whether any work took place. All emails regarding an existing application or permit should include the ROWA number.

How do I know if my revision was approved?

The Utility Inspector for your project will approve your review or request additional information; if you have any questions regarding the status of your review, please reach out to the inspector directly.

What about permit fees?

Permit fees are billed monthly, directly to the franchise billing contact. A \$200 application fee is charged upon submittal of a Utility ROW Construction permit application; \$320 for an Emergency Utility ROW Construction permit application. All other permit related fees are charged and invoiced separately by the [Road Services Division](#).

Can we pay for permits with a credit card?

All permit fees are invoiced to the franchise billing contact on a monthly basis; however we do accept payment by credit card for individual permits.

To pay an application fee visit our online [Permit Portal](#). You do not need a log-in to do general searches and/or pay fees.

Scroll to the bottom of the portal page linked above to see the link for **Real Estate Services** records. The most reliable way to search permits and applications is with your ROWA number (Record Number), which can be found on your invoice.

Once viewing a record, click the blue arrow next to **Payments** to expand the menu and select **Fees**. You can then click **Pay Fees** to review the total due and **Continue** to the Payment Options page.

How do I request an extension?

We do not offer permit extensions, if no Job Start is notified prior to expiration you must submit a new permit application.

What are Job Starts and Close-Outs? How do I notify the inspector?

Job Start notifications are the date and time you plan to start work on an issued permit, sent to the Utility Inspection Unit. All permits require a Job Start notification 24 to 48 hours prior to working. Also, some of the permits will have a required Pre-construction, noted on the permit.

A Close-Out is to notify the inspector that you are ready for a final inspection.

For inspections, job starts, and close-outs, please contact the King County Utility Inspection Unit (KCUIU) by emailing KCUIU@kingcounty.gov.

What can I submit under a single permit?

Generally, a coherent body of work in a contiguous location, that can be identified, tracked, and administered under one job number.

Who should be listed as the Applicant on my application?

The Applicant information should be the franchised Utility's name and contact information only, as it appears on their franchise agreement.

How do I look up my permit online?

To check the status of a permit you can visit our [Permit Portal](#). You do not need a log in to do general searches.

Scroll to the bottom of the page linked above to see the link for **Real Estate Services** records. The most reliable way to search permits and applications is with your ROWA number (Record Number) or Job Number (Project Name) but you can also search by address. If you only have a partial job number or your search isn't yielding any results you can use the % symbol to expand the search.

For example:

Searching ROWA24-012% will yield all permits containing those numbers. ROWA24-0123, 0124, 0125, etc.

Once you are viewing a record, you will see the status in bold at the top. For more information on the status click the blue arrow next to **Record Info** to expand the menu and select **Status**. You can expand the review sections to see related notes.

Do I have to have the permit on site?

A physical copy of the issued permit must be on site along with access to the approved plan set.

Does the installation of a fire hydrant or watermain require Fire Marshal approval?

Yes. Please contact the Department of Local Services to coordinate with the Fire Marshal.

How do I know if I'm working in King County rights of way?

It is the applicant's responsibility to clearly delineate the work proposed within King County rights of way and to meet King County Real Estate Services submittal requirements prior to submittal. You may choose to utilize the following resources:

[King County iMap](#)

Turn on the **Roads, Highways, and Bridges** layer, and then select **Roads maintained by King County**. Note: permitting is required for work within both maintained and unmaintained rights of way.

[King County eMap Search \(Quarter Sections\)](#)

What do I do if the work crosses through King County owned property?

For any work that will take place on King County property you will need to obtain a [Special Use Permit](#).

What if part of the work crosses through private property?

Contact the [Department of Local Services](#) for information regarding permitting and easements required for work on private property.