



Seattle Department of Transportation  
 Street Use Division  
 700 Fifth Avenue, Suite 2300 | P.O. Box 34996  
 Seattle, Washington 98124-4996  
 (206) 684-5267 | [annualpermits@seattle.gov](mailto:annualpermits@seattle.gov)

SDOT Permit Number(s)

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(Official Use Only)

# PUBLIC SPACE MANAGEMENT ANNUAL PERMIT APPLICATION

Seattle Municipal Code (SMC) 15.04, 15.10, 15.12, 15.16

Intake by: \_\_\_\_\_

(Official Use Only)

## 1 APPLICATION DATE

(mo/day/year)

## 2 PROJECT ADDRESS OR NEAREST LOCATION

**Address Number**

**Street Name (include NE, SW, Ave, St, Blvd, etc.)**

## 3 PROJECT DESCRIPTION

Desired Start Date (mo/day/year)

Total Area of Project in Right of Way  Length (feet) x  Width (feet)

- EXAMPLES:**
- Install a 3-foot by 7-foot double-face sign on a building for my business. It will hang 8 feet above the sidewalk.
  - Build a new rockery in the right of way that is 3 feet in height and 20 feet in length to replace an old rockery that is failing. The new rockery will be located 4 feet behind the sidewalk.
  - Build a 6-foot by 18-foot sidewalk café area outside of our business; surround the area by a 42-inch high fence.

Note: For Block Party and Play Street do not use this application.

### Describe Project and Work in Right of Way

## 4 BACKGROUND

APPLIED ONLINE/BY EMAIL

RELATED PERMITS (if any)

	Permit #
Construction Use	<input type="text"/>
Public Space Management: (Annual/Vending/Term)	<input type="text"/>
Simple Utility	<input type="text"/>

	Permit #
DPD	<input type="text"/>
SIP/Utility Major	<input type="text"/>
Other	<input type="text"/>

Note: DPD Permit #s are 7 digits and usually begin with a 3 or 6.

### INSPECTOR WARNING

Verbal  Written Warning Number

Note: Failure to notify Street Use of Inspector Warning could cause delays in permit processing and may lead to additional fees or fines.

REFERRED BY (name or agency)

## 5 PERMIT TYPE (Check applicable category)

See Section 6 for Activities, Street Closures, and Festivals

BUSINESS AMENITIES	Required at Application
<input type="checkbox"/> Merchandise on Sidewalks (18A) <input type="checkbox"/> Sidewalk Cafés (18B) <input type="checkbox"/> Tables and Chairs (18C) <input type="checkbox"/> Street Decorations, Planters, Benches (52)	<ul style="list-style-type: none"> <li>• Site Plan/Floor Plan (11" x 17" paper size preferred)</li> <li>• Elevation (11" x 17" paper size preferred)</li> <li>• Certificate of Insurance with Endorsements</li> <li>• Fence Details (Sidewalk Café)</li> <li>• Sidewalk Café Letter of Authorization</li> <li>• Construction Use Permit Application</li> </ul>
SIGNS AND GRAPHICS	Required at Application
<input type="checkbox"/> Signs, Awnings, Graphics (6) <input type="checkbox"/> Pole Banner for Events (52A) <input type="checkbox"/> Pole Banner for Identification (52B)	<ul style="list-style-type: none"> <li>• Site Plan or Pole Map (11" x 17" paper size preferred)</li> <li>• Elevation (11" x 17" paper size preferred)</li> <li>• Design Proof</li> <li>• Certificate of Insurance with Endorsements (for Pole Banners)</li> </ul>
BALCONIES, OVERHANGS, AND FENCES	Required at Application
<input type="checkbox"/> Structures and Overhangs (7) <input type="checkbox"/> Fences, Rockeries, Walls, Stairs, Handrails (29A)	<ul style="list-style-type: none"> <li>• Site Plan (11" x 17" paper size preferred)</li> <li>• Elevation (11" x 17" paper size preferred)</li> <li>• Cross Section (height, width, dimensions)</li> <li>• Indemnity Agreement (prior to issuance)</li> <li>• Construction Use Permit Application</li> <li>• Engineer's Report (at request of permit reviewer: geotechnical, structural, etc.)</li> </ul>
COMMERCIAL AND RESIDENTIAL USES	Required at Application
<input type="checkbox"/> Shoreline Street Ends (11) <input type="checkbox"/> State Waterways, Moorage (WW 100, 200) <input type="checkbox"/> Material Storage, Ongoing (12, 12A) <input type="checkbox"/> Private Utility (8, 9, 21A)	<ul style="list-style-type: none"> <li>• Site Plan (11" x 17" paper size preferred)</li> </ul>
OTHER	Required at Application
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• Requirements vary</li> </ul>

## 6 ACTIVITIES, STREET CLOSURES, AND FESTIVALS

ACTIVITIES AND STREET CLOSURES	Required at Application
<input type="checkbox"/> Street Barricading, Special Activities (3A) <input type="checkbox"/> Farmers' Markets (3B) <input type="checkbox"/> Festival Street (3C) <input type="checkbox"/> Block Party or Play Street (Do not use this application. Use project-specific applications available on the Street Use website.)	<ul style="list-style-type: none"> <li>• Site Plan (11" x 17" paper size preferred)</li> <li>• Proof of Neighbor Notification (All affected neighbors must be notified)</li> <li>• Certificate of Insurance with Endorsements</li> <li>• Access Affidavit (at request of permit reviewer)</li> </ul>

Neighborhood Group or Organization Sponsoring Event

EXAMPLE:

Street or Alley Proposed for Closure	From	To	Start Date	End Date	Start Time	End Time
8th Ave	E Harrison St	E Republican St	8/10/2016	8/10/2016	7 p.m.	10 p.m.

Describe the nature and purpose of closure or activity:

Projected number of attendees

We have notified our neighbors of this event  Yes  No

Notification method (by letter or door-to-door, for example)

Provide a copy of this notification with your application

## 7 ALL ANNUAL PERMIT TYPES - ADDITIONAL REQUIREMENTS

**ADDITIONAL DOCUMENTS AND APPROVALS MAY BE REQUIRED - CONSULT WITH PERMIT REVIEW STAFF:**

- Construction Use Permit
- Bond
- Indemnity Agreement
- Proof of Insurance with Endorsements
- Private Encroachment Agreement
- Historic or International District Approval
- Public Art Advisory Committee (PAAC) Approval
- Business Improvement Area (BIA) Approval
- Letter of Authorization
- Engineering Details
- Design Commission Approval
- SEPA Review
- Holiday Moratorium Exception Request (Thanksgiving Day through Jan. 1)
- Traffic Control Plan
- Concept Plans
- Public Notice Contact List
- Other Department Review/Approval

## 8 APPLICANT

Applicant is the:  Home/Property Owner?  Business Owner?  Contractor?  
 Other

Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

## 9 FINANCIALLY RESPONSIBLE PARTY (Receives Annual Renewal invoice)

Will Applicant (listed above) receive future Annual invoice (for renewable permit types)?

Yes - skip this section, proceed to **10**

Is **Applicant applying on behalf** of the Financially Responsible Party?  Yes - **Letter of Authorization (LOA)** required

Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

## 10 24-HOUR CONTACT

Is **Applicant** the 24-Hour Contact?  Yes - skip this section, proceed to **11**

Is **Financially Responsible Party** the 24-Hour Contact?  Yes - skip this section, proceed to **11**

Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

## 11 TERMS AND CONDITIONS

**Indemnification:** The Permittee agrees to defend, indemnify, and hold harmless the City of Seattle, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee's use or occupancy of the public right of way; and (2) all loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

**Acceptance of terms, conditions, and requirements:** Permittee shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the Seattle Department of Transportation, Street Use Division. Permittee

further agrees to comply with all applicable city ordinances, including but not limited to Title 15 SMC, and all applicable requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void.

**Applicant/Permittee or Authorized Agent Statement:** I declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant/Permittee OR the authorized agent of the Applicant/Permittee; that the information provided is correct and complete; and that I have the authority to bind the Applicant/Permittee to this application.

**Deposits, Charges, and Future Billings:** The Permittee is responsible for all permit charges. If a deposit was made for estimated future Street Use services, any unused portion of the deposit will be refunded to the Applicant/Permittee. Any charges in excess of the deposit will be billed to the Applicant/Permittee.

APPLICANT SIGNATURE

DATE