

To: All Businesses and Contractors
Doing Work in the Public Right-of-Way

From: Dan Eaton
Permit Coordinator

RE: Working within the Public Right-of-Way

Obstruction of the public way is forbidden except by permit. (SMC 12.02.0706)

An Obstruction Permit is issued when a project requires the use of any portion of public right-of-way (sidewalks, pedestrian path, parking strips and streets) that will consequently not be available for its intended use of general public travel and emergency vehicle access. Some permits may be exempt from fees, per current SMC's. Street Obstruction Permits shall be available at the worksite for review by the Inspector or other City Official.

The typical types of projects that require an Obstruction Permit include (but are not limited to): replacing sidewalks, driveway approaches, any project requiring the 'digging' of the streets, repair of streets, laying cable/conduit under the streets, accessing service manholes in the streets, lane closures on arterials, water and sewer service installation, tree trimming/removal, operation of equipment in the public right-of-way, sign repair, washing windows, road oiling, house moving, etc.

Cost of a dig permit is \$100.00 for the first 3 consecutive working days. A non-dig permit is \$25.00 per day for the first 3 days. Each additional 3-day period is \$40.00. All work shall be completed and the area restored within the time specified on the original permit. Thereafter, a new permit will be necessary for any work required to complete the project. A long-term permit (over 21 days) can also be obtained at \$.20 per square foot per month. There are also cost recovery fees for parking meter closures. (SMC 08.02.065 D and E)

Requirements for obtaining an Obstruction Permit include (but are not limited to):

- Liability Insurance with the City named as additionally insured in the amount of \$500,000 (SMC 12.02.0718)
- Performance Bond for the sum of \$10,000 when a street cut is required, and \$5,000 when a cut is not required (SMC 12.02.0720)
- Current Business and Contractor Licenses

When work is to be performed on an arterial or high volume roadway, closure of 50% or more of a residential street, or in the downtown business district, a Traffic Control Plan must be submitted and approved in advance of the permit application (SMC 12.02.0724). It is recommended that the traffic control plan be submitted for review a minimum of one week in advance of the permit application to allow time to process and review the traffic control plan. Traffic control plans shall conform to MUTCD standards. There is a Traffic Control Plan review fee of \$50.00.

Internet website for traffic control examples: <http://mutcd.fhwa.dot.gov/pdfs/2003/Ch6H.pdf>
or <http://www.wsdot.wa.gov/publications/manuals/fulltext/M54-44/Workzone.pdf>

****Work performed without the proper permit(s), or work beyond the scope of the permit shall be subject to penalty fee(s). Working beyond scope may include failure to implement Traffic Control, call for inspections, adhere to construction standards, etc... ****

A MINIMUM 24 HOUR NOTICE IS REQUIRED FOR ALL PERMIT APPLICATIONS

Working within the Public Right-of-Way continued...

All construction shall be subject to the current version of the WSDOT Standard Specifications for Road, Bridge and Municipal Construction; City of Spokane General Special Provisions for Private Contracts; and City of Spokane Standard Plans and Specifications.

Restoration of all streets and roadways shall be in accordance with the City of Spokane's Pavement Cut Policy. Use of temporary patching techniques will require prior approval of the Engineer or his designee. The inspector shall be notified prior to back filling operations in an excavated area.

All Concrete flatwork forms shall be inspected and approved prior to any concrete placement. The inspector shall be notified a minimum of 2 hours prior to the arrival of the concrete to be placed. See City of Spokane Standard Drawings Section F, Curbs and Sidewalk for construction details. Driveway approaches shall not be installed or modified without an issued Driveway Approach Permit.

When construction involves removal/replacement of any existing street or traffic signage, all signs, posts, and any appurtenances shall be removed and transported to the City of Spokane Signs and Markers Section of the Street Department, 901 North Nelson Street, for storage. Contact phone number is 232-8803. Any signs, posts, and appurtenances shall subsequently be retrieved from the Signs and Markers Section for re-installation. The Signs and Markers Section requires one (1) working day prior notification of delivery and retrieval of any signs, posts, etc. Delivery and retrieval of signs, posts and appurtenances shall be between the hours of 7:30 A.M. and 2:30 P.M. The Signs and Markers Section requires two (2) working days notification to make arrangements for field verification of the location of each sign/sign post.

When construction involves the removal/replacement of any Parking Meters, coordination with the City of Spokane Parking Enforcement Section (232-8800) is required. Parking Meter posts shall **NOT** be removed until City of Spokane Parking Enforcement personnel have removed Parking Meter Heads. A fee shall be assessed for all work related to the removal and installation.

Permits are not valid without payment. The City accepts cash, checks, Mastercard, and Visa. Arrangements can be made to place money on deposit with the City to pay for obstruction permits requested by phone.

Permits requested after 2 P.M. may not be processed until the following day. Please allow ample time for permit application review and issuance. No work will be allowed without an issued permit.

Permittees must repair, replace and fully restore all portions of the public way affected by their activities.

NOTE: This is a basic interpretation of the Spokane Municipal Codes, and is not all inclusive. Please see SMC 12.02 & 17G.010 for detailed requirements and stipulations.