



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Permit Number: _____	
ROW Use Type:	
<input type="checkbox"/> Limited Use: Type A <input type="checkbox"/> Access <input type="checkbox"/> Limited Use: Type B <input type="checkbox"/> Encroachment <input type="checkbox"/> Limited Use: Type C	
Description: _____	
Area of Use: _____ Square Feet	Date Stamp

SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.

Check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required.

SECTION 2: IMPORTANT INFORMATION

- Want to skip the line? This application can be applied for online at www.MyBuildingPermit.com. No appointment needed. Log on, create an account and begin managing your project electronically.
- All permit application fees are due at intake (see fee schedule).
- Forms are available online at www.kenmorewa.gov/developmentservices.
- The City may require that you provide commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence with the City named an additional insured on the policy for the duration of the event.
- When determined that additional police, emergency, or city personnel is needed additional fees may apply.
- Traffic Control Plans shall conform to the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD). For more information please visit <http://mutcd.fhwa.dot.gov/index.htm>.

SECTION 3: RIGHT-OF-WAY PERMIT TYPES & SUBMITTAL REQUIREMENTS

Limited Use: Type A	<p>Type A permits are for surface or sub-surface alterations; examples include:</p> <table style="width:100%; border: none;"> <tr> <td style="width: 33%;">▪ Open-cut trenching</td> <td style="width: 33%;">▪ Sidewalk</td> <td style="width: 33%;">▪ Above ground pedestal or utility box</td> </tr> <tr> <td>▪ Culvert installation</td> <td>▪ Driveway</td> <td>▪ Shoulder Improvements</td> </tr> <tr> <td>▪ Paving operations</td> <td>▪ Landscaping</td> <td>▪ Beautification (no fee)</td> </tr> </table>	▪ Open-cut trenching	▪ Sidewalk	▪ Above ground pedestal or utility box	▪ Culvert installation	▪ Driveway	▪ Shoulder Improvements	▪ Paving operations	▪ Landscaping	▪ Beautification (no fee)											
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Limited Use: Type B	Type B permits are for temporary use that will not alter the surface or sub-surface (24 hours or less); examples include: <ul style="list-style-type: none"> ▪ Temporary street closure ▪ Temporary parking ▪ Temporary activities ▪ Temporary storage of a dumpster or storage container 																								
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Limited Use: Type C	Type C permits are for temporary use that will not alter the surface or sub-surface (more than 24 hours); examples include: <ul style="list-style-type: none"> ▪ Commercial activities ▪ Street closure ▪ Extended storage 																								
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Access:	Access permits are for use of unopened city right-of-way for a subdivision or property access, typically for a period of time exceeding one year in duration. Open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No																								
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Encroachment:	Encroachment permits are for structures permanent in nature erected or maintained in, over, or under any right-of-way, typically for a period of time exceeding one year in duration. Is the encroachment existing? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this application in response to a code compliance action? <input type="checkbox"/> Yes <input type="checkbox"/> No Examples include: <ul style="list-style-type: none"> ▪ Building extension ▪ Marquee ▪ Shed ▪ Retaining wall ▪ Fence ▪ Stairway ▪ Railing ▪ Artwork 																								
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