



**Permit Center**  
 400 W. Gowe  
 Kent, WA 98032  
 253-856-5300  
 KentWA.gov/permitcenter

Rtg. Type	Tracking Number
Project Name	
Date Submitted	
Projected Review Date	
Application received by	

# Street Use and Street Cut Permit Application

*Please Print in Black Ink Only*

Project Name: \_\_\_\_\_

Project Address or Location: \_\_\_\_\_

Description of Project: \_\_\_\_\_

### Applicant/Contact

Contact Person: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Traffic Impact

- Road Closure/Detour
- Multi-Lane Closure
- Lane Closure
- Lane Shift
- School Zone
- Other (please describe below): \_\_\_\_\_
- Shoulder Closure
- Flagger Control
- Sidewalk Closure/ Pedestrian Detour
- No Traffic Impacts

Approximate Project Start Date: \_\_\_\_\_

Duration of work:

- Long Term Stationary: More than 3 days
- Intermediate-term Stationary: More than one daylight period up to 3 days, or night work over 1 hour
- Short-term Stationary: More than 1 hour within a single daylight period
- Short Duration: Up to 1 hour
- Mobile: Work that moves intermittently or continuously

### OFFICIAL USE ONLY

- Arterial  Non-Arterial
- Work Hours
  - Daylight hours per KCC8.05  9 am-3 pm
  - Night or Weekend Work  Other \_\_\_\_\_

### Contractor

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

License No.: \_\_\_\_\_

### Building Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Permit Type

#### Street Use ONLY

- Oversize/Overweight Load
- Sidewalk Café
- Street Occupation/Street Closure
- Street Use only

#### Street Use with Cut (Check type of cut below)

- 2' x 2' pothole/window
- Pavement cut Size: \_\_\_\_\_
- Trench across roadway Length: \_\_\_\_\_
- Trench along shoulder Length: \_\_\_\_\_
- Sidewalk cut
- Other: \_\_\_\_\_

**Traffic Control Plans are approved for 60 days unless otherwise specified.**  
 I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I am either the owner of the property described or I represent the owner or contractor as signified above and am acting with the owner/contractor's full knowledge and consent.

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Right-of-Way Permit Application Checklist

### Instructions and Checklist for work in Right-of-Way Permit Applications

IN ORDER TO REVIEW A PERMIT APPLICATION THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION:

- Traffic Control Plans**  
 The Traffic Control Plan (TCP) showing how traffic and pedestrians will move safely through the construction area, per City of Kent Design and Construction Standards.  
  
 For a summarized version of these requirements, you may also use the Checklist for Completeness of a Traffic Control Plan, available at KentWA.gov/permitcenter.
- Certificate of Insurance**  
 The Certificate of Insurance must be attached to the permit application. Refer to Development Assistance Brochure #11 for complete information on insurance requirements. Contractor's liability insurance is required for any work in public right-of-way, and must name the City of Kent as additional insured.
- Engineering Plans**  
 Show what work will be done or what facilities will be installed in the right-of-way.

### Instructions and Checklist for House Move/Oversize Load

IN ORDER TO REVIEW A PERMIT APPLICATION FOR OVERSIZE/OVERWEIGHT LOAD, THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION:

- Completed Application Form**
- Certificate of Insurance**
- Route Plan**  
 \_\_\_\_ Description Narrative  
 \_\_\_\_ Map Showing Route
- Description of Load**—Width, Height, Overall Length, Weight or copy of a DOT permit

### Instructions and Checklist for Street Occupation/ Street Closure

A STREET OCCUPATION PERMIT ALLOWS THE USE OR CLOSURE OF THE ROAD OR BLOCK(S) OF ROAD FOR ACTIVITIES OR SPECIAL EVENTS SUCH AS A FESTIVAL OR PARADE. THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION:

- Completed Application Form**
- Certificate of Insurance**
- Descriptive narrative of the event including activities, hours of operation, and estimated number of participants**
- Barricades or traffic control plan needed for event**