



GUIDELINES FOR SPOKANE COUNTY ROAD OBSTRUCTION PERMIT ROAD OBSTRUCTION BONDS AND INSURANCE

See contractor check list included in this package.

APPLICATION

Permit requests need to be received at least **5 working days** prior to work commencing. Any revisions sent and received will elongate the processing time. Pre-applications may be mailed to the address listed below or email to publicworkspermits@spokanecounty.org. The form must be signed and include a start and end date of when the project will be finished including the permanent patching of the asphalt cut, should there be one. Always include the status of the asphalt, either no asphalt involved or the expected size of the cut. **Omitting asphalt language will delay the process of your permit.** Newly paved streets cannot be cut for **three years** unless there is an emergency. On the permit request be sure to describe what you are doing and where. State what you are installing cable, mains, lines, services, etc. also if it is new installation, a replacement or repairs. Also, list who is the service provider or subcontractor (if applicable), as well as contact info for person who will be familiar with the onsite work (Superintendent, General Foreman, Foreman, etc.). In the urban area you may list an address, if the work in a different location, or on another street be sure to include that information. In the rural areas please describe the work location in a manner similar to the following example: On the north side of Coulee Hite Rd. beginning approx. 400 feet east of Wood Rd. and extending east approx. 875 feet. If work is being done on existing facilities (utility poles, surface transformers, carson boxes, communication pedestals, etc.) provide identifying numbers as to which facility work will be done at. **In the event of an emergency, email or call Spokane County Permit Center or inspection staff as soon as safely possible to notify of emergency work.**

APPLICATION PROCESS

After we have accepted and processed your application you will be assigned a permit number. **Please note that being provided with a permit number does not mean that your application has been approved.** You will receive notification when all approvals have been returned and when your permit is ready to be issued.

PROJECT PLANS

Plans need to be submitted along with the application. Utility permit plans should consist of Pole #'s if required and should be limited to no more than 15 locations per permit. Please reference locate numbers when applicable.

TRAFFIC CONTROL PLAN

Traffic control plans are required for road closures, obstructing one or more lanes of traffic and shoulder work. The plan needs to be approved prior to the issuance of the permit. Traffic Control Plans need to be site specific. If you would like to group permits to cover a large area, please contact the Permit Center directly for further assistance. Grouping permit types may require more than one Traffic Control Plan to be submitted. See contractor check list for submittal procedure. See the Manual on Uniform Traffic Control Devices for details on preparing your plan, or Spokane County Traffic Control Plan handout with work site examples. Traffic Control Plans may add up to 2 additional days to the processing time of permit to allow for review by a Traffic Engineer. A new submittal of a Traffic Control Plan is required if there are any changes, modifications, or extension requests after submission of approval. General permit extensions do not include automatic approvals of your Traffic Control Plan.

PERMIT FEE

Fees vary dependent upon permit type. You will be billed later for inspection charges. Work that commences without notification will result in a \$500.00 fine and may be charged up to \$500.00 per day until a permit is applied for. **If your project begins later than the start date on your permit and you do not notify the permit technician of the delay, you may be billed for inspection charges during that timeframe. Please notify Spokane County permit staff or inspection staff when work is complete. If field conditions do not show obvious signs that work is complete, you may receive further inspection charges until staff is notified.**

QUESTIONS

Please contact The Permit Center at 509-477-7151 or email publicworkspermits@spokanecounty.org Monday – Thursday 7:30 a.m. to 4:00 p.m., Friday 7:30 a.m. to Noon.

Spokane County Public Works
Attn: Permit Center
1026 W. Broadway Avenue | Spokane, WA 99260-0170
www.spokanecounty.org/4612/Public-Works | Phone (509) 477-7151 or (509) 477-3600



SPOKANE COUNTY CONTRACTOR CHECKLIST *Please give this Checklist to your Bonding/Insurance Agent*

Spokane County Road Obstruction Bond. The bond must be signed by the principle of the company, must have the agent's seal and the original must be on file with the County. The old bond forms that do not have the agent's address block will no longer be accepted. The new Spokane County Road Obstruction Bond Form can be downloaded from the County's website here: [Permits | Spokane County, WA](#).

Bond in the amount of \$10,000.

NOTE: On the bond form where it states, "for the period of _____ from the date of execution", please have agent enter "1 or 2 years or continuous", not the date.

A Certificate of Insurance, in conjunction with the bond, is required. The amount of liability that you carry for the state is acceptable if it is for one (1) million or more per occurrence. Under descriptions, please have agent add: **Spokane County is additional insured for work performed in County Right of Way.** You may have your insurance agent call the Permit Coordinator at (509) 477-7151 or (509) 477-3600

The Certificate Holder is Spokane County. Please mail or email certificate to:

Spokane County Public Works
Attn: Permit Center
1026 W. Broadway Avenue | Spokane, WA 99260-0170
publicworkspermits@spokanecounty.org

RIGHT OF WAY APPLICATION

Project Plan

Submit a set of plans showing the location, depth, length, asphalt cuts, utility poles, etc., of installation or construction in the Right of Way.

Traffic Control Plan

Submit a Traffic Control Plan by mail or email showing the streets in the area, where the work will be performed, lane closures, how traffic will be diverted, location and types of warning signs and traffic cones, as well as timeline or duration of work. **If a road is proposed to be closed as part of the TCP for more than 12 hours, a 3-day advanced public notice is required.** To ensure that proper notification has taken place, the contractor will be required to fill out a "Road Closure Notification" form after their submitted road closure TCP has been approved and after all notification has been completed. For information and forms, please visit:

Spokane County Traffic Control Plan
[Traffic Control Plan | Spokane County, WA](#)

ALL PERMITS & TRAFFIC PLANS REQUIRE 5 BUSINESS DAYS NOTICE

Traffic Control Plans can be sent by email to publicworkspermits@spokanecounty.org

Notify homeowner/s in affected areas prior to work commencing.

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