

Holiday Lighting in four easy steps:

1. Develop an idea

Where do I want lights? Will I want to incorporate other decorations? Where will the electricity come from? How much electrical load is involved? What safety issues should I be aware of? Can I partner with other businesses/residents?

2. Find a contractor

For installations in the public rights-of-way, you'll need a licensed lighting contractor with an electrician on staff.

3. Apply for a permit

Per Bellevue City Code (14.30), any use of the public rights-of-way requires a Right of Way Street Use Permit. You may apply online at www.MyBuildingPermit.com.

See instructions, requirements and current fees at [Right of Way Permits | City of Bellevue \(bellevuewa.gov\)](http://Right of Way Permits | City of Bellevue (bellevuewa.gov)) Batching multiple sites (street addresses) under a single permit is allowed.

4. Install the lighting

Assuming your application submittal is complete, you'll have your permit within 3-4 weeks (timelines may vary based on all permit volumes). Once the permit is issued, be sure to follow the permit instructions and remember to schedule required pre-con and inspections prior to beginning the installation.

(Installation without a permit will require full removal and paying double of Permit fees prior to reinstalling.)

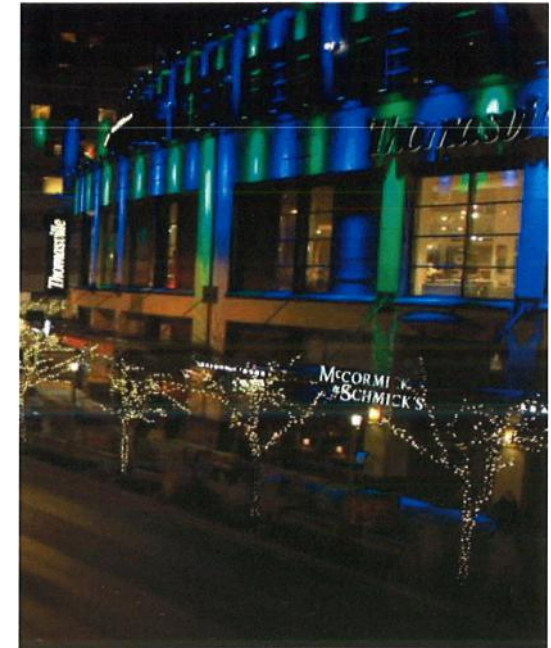
HAPPY HOLIDAYS!



A publication from the City of Bellevue
Transportation Department

City Of Bellevue Holiday Lighting Guide

for installations along public
streets & sidewalks



The holidays are a fun and festive time, especially in a vibrant community like Bellevue. Holiday lighting and decorations along public streets and sidewalks, particularly in retail areas (like the downtown, shown above), can enhance everyone's enjoyment of this joyous season. This guide explains the process for ensuring your installation is safe for all to enjoy.

Thank you for your cooperation!

Attaching Lights/Decorations to Street Trees and/or City Infrastructure

- Trees cannot be pruned, trimmed, or otherwise altered for lighting/decorations. No stapling, nailing, or taping of light strands or cords is permitted (zip ties are OK).
- To prevent damage to trees, light strands must be wrapped loosely and only around branches or portions of branches at least 1" in diameter.
- Trees planted within the past 5 years need to be reviewed by City staff to see if they are strong enough to support lights.
- Lighting/decorations attached to city-owned trees and infrastructure (i.e. street light poles, etc.) cannot be installed before Nov 1, and must be removed by Jan 31. Lighting must be installed by noon the Wednesday before Thanksgiving (or as restricted in accordance with the Holiday Seasonal Corridor and Hourly Restrictions).
- If such holiday lighting installation involves a City Street light poles in the proximity that has Small Wireless Facility (SWF) equipment on it, the contractor/permittee shall contact the equipment owner and indicate it on the plan.
- City power (if available and requested) would be provided only from Nov 1 to Jan 15, and not before the installation as been inspected and approved by a city inspector.



Acceptable methods shown above

Permit Requirements

Installing temporary lighting/decorations in the public right of way (or public sidewalk easement) requires a Right of Way (ROW) Use Permit. To apply for a ROW Street Use Permit, please visit www.MyBuildingPermit.com. Submit your application **at least one month** prior to your planned installation, and include the following:

1. A **site plan** (an aerial photo, street view, architect or engineer's drawing, etc.) or multiple plans one plan for each site if multiple locations are proposed (provide addresses and note sub-locations as A,B,C...). Plans need to clearly show where all lighting/decorations will be installed.
2. An **electrical plan**, which shall include details and descriptions of all light fixtures, decorations, span wires, etc., such plan must clearly show where power will be obtained, and must also comply with the National Electrical Code (NEC) and Bellevue City Code.
3. A proposed **timeline**, including desired installation dates (in compliance with the restrictions listed to the left), turn-on date (not before Nov 1), turn-off date (see restrictions), and removal schedule.
4. An **installation logistics plan**, showing how the contractor will install lighting and/or decorations. If such installation would impede traffic (this includes pedestrian, bicyclist and/or vehicular traffic), the plan shall include a **temporary traffic control plan**.

Questions?

Email: RightofWayUse@bellevuewa.gov

Phone: (425) 452-4189

(expect a reply by end of next business day)

Cord/Receptacle Specifications

- 12 AWG 3 hard or extra hard usage outdoor-rated cord
- GFCI protected, and suitable for wet locations
- Cord continuous in length; no splices
- NEC weatherproof cover for receptacle
- All cords spanning between poles, trees, branches, awnings, etc. must have a separate means of support

Unacceptable methods Shown below



Clearance requirements

- 10 ft minimum from sidewalk to light string (NEC 225-18)
- 18 ft minimum from driveway to light string (NEC 225-18)