



# Appendix J

## Holiday Lighting Brochure

# Holiday Lighting Permit: Permitting Process and Checklist



Please use the following steps to guide your application for the Holiday Lighting Permit. Applications must be submitted **at least one month** prior to your planned installation date.

- 1 **Develop an idea for your holiday lights in public right-of-way.** Where do you want lights? How should the lights be decorated? Where will electricity come from? Can I partner with other businesses/residents?
- 2 **Find a contractor.** A licensed lighting contractor with an electrician on staff is required when installing lighting in the public rights-of-way.
- 3 **Collect the following required DOCUMENTS, submit your application, and pay permitting fees.** Please see City of Bellevue Holiday Lighting Application Guide for design requirements and forms. **Permit fees:** [Fee Schedule for Right of Way Use \(BellevueWA.gov/sites/default/files/media/pdf\\_document/permitfees\\_row.pdf\)](https://BellevueWA.gov/sites/default/files/media/pdf_document/permitfees_row.pdf).
  - A **Site Plan.** Plans need to clearly show where all lighting/decorations will be installed.
  - B **Electrical Plan.** With details and descriptions of all lighting elements. The plan must show where power will be obtained, and it must comply with NEC and Bellevue City Code.
  - C **Proposed Timeline.** Includes desired installation dates, power turn-on date, power turn-off date, and removal schedule.
  - D **Installation Logistics Plan,** showing how the contractor will install lighting, with **Temporary Traffic Control Plan** if installation impacts city ROW.
- 4 Right-of-way team reviews permit application materials and approves permit. Revisions to application materials might be required prior to approval.
- 5 Schedule your Pre-Construction Meeting and Inspections Date.
- 6 Congratulations! You may now begin installing your Holiday Lighting.

## To Submit a Permit Application

1. Go to [mybuildingpermit.com](https://mybuildingpermit.com). Click "apply for a permit" and log in or create and account.
2. Select your jurisdiction (Bellevue), and on the "Application Information" step, make the following selections:
  - **Application Type:** Right-of-Way
  - **Project Type:** Other Project Type
  - **Activity Type:** Street Use
  - **Scope of Work:** Temporary Traffic Control Only
3. Enter your project start and end date.
4. Start your application by following the prompted instructions.

# 1. Holiday Lighting: How Do I Start?

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 downtown), can enhance everyone's enjoyment of this joyous season. This guide explains and provides a detailed process for ensuring your installation is safe for all to enjoy.

## 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 right 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 right of way requires a Right of Way Use Permit. You may apply online at [MyBuildingPermit.com](https://www.bellevuewa.gov/MyBuildingPermit.com). See instructions, requirements and current fees at [Right of Way Permits | City of Bellevue \(BellevueWA.gov/sites/default/files/media/pdf\\_document/permitfees\\_row.pdf\)](https://www.bellevuewa.gov/sites/default/files/media/pdf_document/permitfees_row.pdf) 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 the 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.)**

## 2. Permit Overview

### 2.A What Permit Do I Need?

Holiday lighting are permitted through a Right of Way (ROW) Street Use (TE Type) Permit and are valid between November 1 through January 31 on city owned infrastructure. Longer type lightings will require an additional agreement between the city and the applicant. Please contact our Right of Way Team for more information.

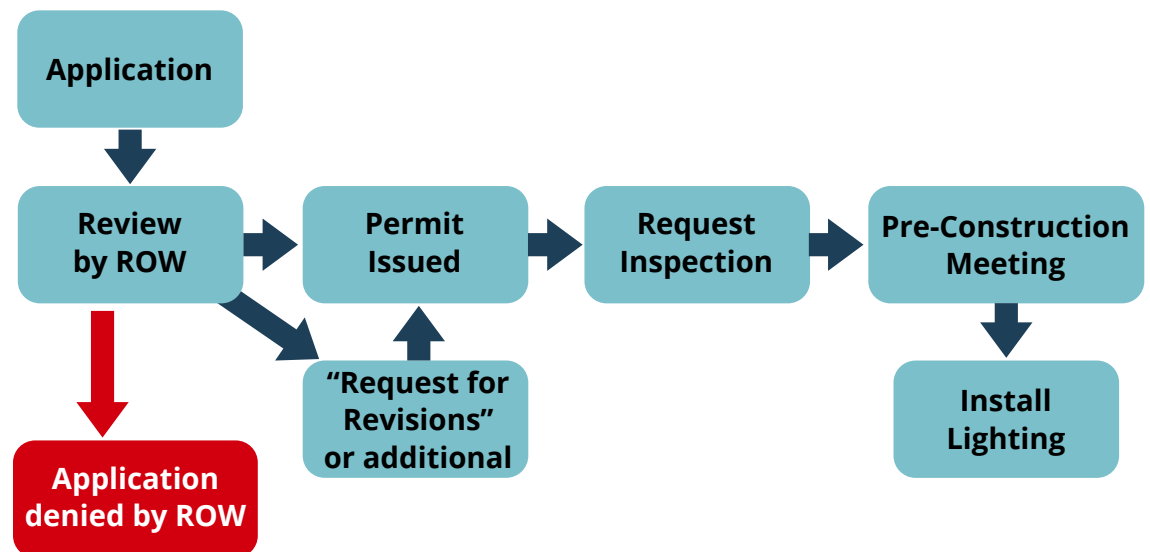
The City of Bellevue's Right-of-Way Management team will review the application and issue a permit if all documents are valid. Revisions and/or additional submittal materials may be required. Please check your email and/or [mybuildingpermit.com](http://mybuildingpermit.com) periodically to see if there are any missing information/documents or updates with your application.

### 2.B Understanding the Street Use Permit

[Bellevue City Code 14.30 \(bellevue.municipal.codes/BCC/14.30.120\)](http://bellevue.municipal.codes/BCC/14.30.120) provides that it is unlawful for any person to make private use of the public Right-of-Way without first obtaining a valid permit issued by the City of Bellevue Transportation Department or other departments designated by the city manager.

### 2.C Permitting Process

Applications should be submitted a minimum of one (1) month prior to planned installation of holiday lighting. The Right-of-Way Team will review your application and issue a permit within 3-4 weeks. No installation is approved within the ROW without first having a ROW permit and completing a pre-construction meeting with Right-of-Way staff.



## 3. Application Requirements

### 3.A Required Documents: *Please see Appendix for fillable forms.*

Installing temporary lighting/decoration 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 [MyBuildingPermit.com](https://www.bellevuecity.org/MyBuildingPermit.com). Submit your application at least one month prior to your planned installation, and include the following:

1. A **proposed timeline**, including desired installation dates (in compliance with the restrictions provided below), turn-on date (not before Nov 1), turn-off date (per Design/Operational Standards/Restrictions), and removal schedule.
2. 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 sublocations as A, B, C...). Plans need to clearly show where all lighting/decoration will be installed.
3. 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.
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, per the City's Traffic Control Plan Guidelines.

### 3.B Design/Operational Standards/Restrictions

#### *Attaching Lighting/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 with Small Wireless Facility (SWF) equipment on them, the contractor/permittee shall contact the equipment owner and indicate the location of the SWF pole on the submitted site plans.
- City power is available from November 1 to January 15. The installation must be inspected and approved by a city inspector.

### *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

### *Clearance Requirements*

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

## **3.C Fees**

The City of Bellevue requires an application fee and an inspection fee for Holiday Lighting, due with the application. Please see the [Fee Schedule for Right of Way Use Permits \(BellevueWA.gov/sites/default/files/media/pdf\\_document/permitfees\\_row.pdf\)](https://www.bellevuewa.gov/sites/default/files/media/pdf_document/permitfees_row.pdf)

### *All Possible Fees:*

- ROW Use
  - ▷ Application/Review Fee
  - ▷ Inspection Fee

## **Contact Information**

For any questions, please contact our Right of Way Team.

**Email:** [RightOfWayUse@bellevuewa.gov](mailto:RightOfWayUse@bellevuewa.gov)

**Phone:** 425-452-4189