



Appendix S

Right of Way Permit Application Walkthrough

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Background:

The Right of Way (ROW) Permit Application process is a critical step in ensuring that construction, utility, and infrastructure projects within the public right of way are conducted safely, efficiently, and in compliance with city regulations. This walkthrough is designed for residents and first-time applicants who are planning projects like tree removals and driveway remodels, or professionals whose work may impact sidewalks, streets, or public spaces.

As projects become more complex and timelines more compressed, it is essential that applicants understand the expectations, required documentation that meets city standards, and review procedures involved in securing a ROW permit. This walkthrough supports that goal by providing a clear, step-by-step overview of the application process, key responsibilities, and best practices for successful permit approval.

Whether you're a seasoned project manager or new to the permitting process, this guide will help ensure your application is complete, accurate, and aligned with city standards—minimizing delays and facilitating smoother project delivery.

TG Permit – Residential Projects

Overview:

Required for residential projects involving work in the right-of-way. Projects may include tree removal, driveway remodel, and additional residential projects.

Application Process:

To apply for a TG permit, you'll need to set up an account on MyBuildingPermit.com. Once you've gathered your application materials (addressed below), follow the steps outlined here to apply for a TG permit. This is an example of a driveway remodel.

Select "Apply" or "Apply for a Permit" from the homepage or from the blue navigation bar in MyBuildingPermit.

MBP Application Steps:

Step 1: Jurisdiction

- Select "Bellevue"

Step 2: Application Type

- Select "Right-of-Way"

Step 3: Project Type

- Select "Single Family Residential"

Step 4: Activity Type

- Select "Modification"

Step 5: Scope of Work

- Select "Driveway Replacement"

Required Materials:

- Bill To Form
- Site Plan

Supplemental Materials:

- City of Bellevue Staff Contact

Timeline:

Anticipate a target review timeline of 14 calendar day.

TE Permits – Temporary Right of Way Uses

Overview:

Required for temporary uses of the right-of-way that are non- disruptive, temporary right-of-way activities lasting up to one year.

Application Process:

To apply for a TE permit, you'll need to set up an account on [MyBuildingPermit.com](https://mybuildingpermit.com). Once you've gathered your application materials (addressed below), follow the steps outlined here to apply for a TE permit:

Select "Apply" or "Apply for a Permit" from the homepage or from the blue navigation bar in MyBuildingPermit.

MBP Application Steps:

Step 1: Jurisdiction

- Select "Bellevue"

Step 2: Application Type

- Select "Right of Way"

Step 3: Project Type

- Select "Other Project Type"

Sidewalk Cafes

Step 4: Activity Type

- Select "Street Use"

Step 5: Scope of Work

- Select "Sidewalk Café"

Required Materials:

- Bill To Form
- Project Timeline
- Right of Way Lease Plan
- Site Plan

Supplemental Materials:

- City of Bellevue Staff Contact

Annual Trucking Permit

Step 4: Activity Type

- Select “Street Use”

Step 5: Scope of Work

- Select “Trucking”

Required Materials:

- Bill To Form
- Certificate of Liability Insurance

Supplemental Materials:

- City of Bellevue Staff Contact

Block Parties

Block Parties are included in the TE Permits, but the route to permit is a different order. After selecting “Right-of-Way” for the Application Type, follow these next steps.

Step 3: Project Type

- Select “Single Family Residential”

Step 4: Activity Type

- Select “Street Use”

Required Materials:

- City Approved Road Closure Map
- Neighborhood Agreement Petition (Block Parties)

Supplemental Materials:

- City of Bellevue Staff Contact

Sidewalk and Lane Closures

Streets, including sidewalks and lanes, may be closed for the face of a building to be repaired. Typical work may include a building being painted or adding a sign.

Step 4: Activity Type

- Select “Street Use”

Step 5: Scope of Work

- Select “Street or Lane Closure”

Required Materials:

- Bill To Form
- Traffic Control Plan
- Site Plan

Supplemental Materials:

- City of Bellevue Staff Contact

Timeline:

Anticipate a target review timeline of 14 calendar days.

TJ Permit – Franchise Utility and Telecommunications Projects

Overview:

Required to authorize Franchise and non-city utilities operating under a Franchise Agreement or Telecommunications Right-of-Way Use Agreement to use the public right-of-way.

Application Process:

To apply for a TJ permit, you'll need to set up an account on MyBuildingPermit.com. Once you've gathered your application materials (addressed below), follow the steps outlined here to apply for a TJ permit.

Select "Apply" or "Apply for a Permit" from the homepage or from the blue navigation bar in MyBuildingPermit.

MBP Application Steps:

Step 1: Jurisdiction

- Select "Bellevue"

Step 2: Application Type

- Select "Right of Way"

Step 3: Project Type

- Select "Franchise Utility"

Step 4: Activity Type

- Select "Franchise Utility Work"

Step 5: Scope of Work

- Select "Disturbance of Surface"

Required Materials:

- Bill To Form
- Site Plan
- Storm Water Pollution Prevention Plan (SWPPP)

Supplemental Materials:

- City of Bellevue Staff Contact

Key Requirements:

Under Project Location, a physical address must be provided at the time of application. For work in the right-of-way or at an intersection, please select the closest address to where the work is occurring. In the description of work, you may state that the work is being done in the intersection. If an address number and street name are not selected, your application will not be accepted.

Timeline:

Anticipate a target review timeline of 14 calendar days (though this may vary by complexity). Small Wireless Facilities have specific FCC timelines of 60 days for existing poles/facilities or 90 days for new/replacement poles.

TK Permits – Government Projects

Overview: Required for government agencies, quasi-governmental entities (e.g., water districts, transit authorities), city departments, or contractors working on city-contracted capital or maintenance projects involving the right-of-way.

Application Process: To apply for a TK permit, you'll need to set up an account on [MyBuildingPermit.com](https://mybuildingpermit.com). Once you've gathered your application materials (addressed below), follow the steps outlined here to apply for a TK permit:

Select "Apply" or "Apply for a Permit" from the homepage or from the blue navigation bar in MyBuildingPermit.

MBP Application Steps:

Step 1: Jurisdiction

- Select "Bellevue"

Step 2: Application Type

- Select "Right of Way"

Step 3: Project Type

- Select "Government"

Capital Improvement Project

Step 4: Activity Type

- Select "Capital Improvement Project"

Step 5: Scope of Work

- Select from the following: "Disturbance of Surface", "Hauling", "Miscellaneous Construction", "No Disturbance of Surface", "Street or Lane Closure", or "Temporary Traffic Control"

Required Materials:

- Bill To Form
- Project Timeline
- Site Plan
- Traffic Control Plan

Supplemental Materials:

- City of Bellevue Staff Contact

Government Agency Example

This type of work, for example, may be the construction of new mailboxes in the right of way by USPS.

Step 4: Activity Type

- Select “Government Agency”

Step 5: Scope of Work

- Select Miscellaneous Construction”

Required Materials:

- Bill To Form
- Civil Plan
- Site Plan
- Traffic Control Plan

Supplemental Materials:

- City of Bellevue Staff Contact

Key Requirements:

Under Project Location, a physical address must be provided at the time of application. For work in the right-of-way or at an intersection, please select the closest address to where the work is occurring. In the description of work, you may state that the work is being done in the intersection. If an address number and street name are not selected, your application will not be accepted.

Infrastructure design elements should be reviewed prior to an agency submitting a TK permit application. TK permits focus solely on final construction logistics and traffic control, not design review.

Timeline:

Anticipate a target review timeline of 14 calendar days.

TN Permits – Commercial Projects

Overview: Required to authorize use of the public right-of-way for commercial construction, maintenance projects, multifamily development, or plat infrastructure tied to Clear and Grade and Building Permits.

Application Process: To apply for a TN permit, you'll need to set up an account on [MyBuildingPermit.com](https://mybuildingpermit.com). Once you've gathered your application materials (addressed below), follow the steps outlined here to apply for a TN permit:

Select "Apply" or "Apply for a Permit" from the homepage or from the blue navigation bar in MyBuildingPermit.

MBP Application Steps:

Step 1: Jurisdiction

- Select "Bellevue"

Step 2: Application Type

- Select "Right of Way"

Step 3: Project Type

- Select "Multifamily Residential"

Step 4: Activity Type

- Select "Modification"

Step 5: Scope of Work

- Select from the following: "Site Development Activities"

Required Materials:

- Bill To Form
- Civil Plan
- Project Timeline
- Traffic Control Plan

Supplemental Materials:

- City of Bellevue Staff Contact

Key Requirements:

For activities identified on the Clearing and Grading permit, TN permits may be issued for extended periods of time.

Timeline:

Anticipate a target review timeline of 28 calendar days. Actual processing timeline may vary based on complexity.