



Appendix T

Single-Family Home Joint Utility Trench Procedure



City of Bellevue Single-Family Home JUT Procedure

Updated: December 23rd, 2025

Background:

Franchise utilities are required to install their underground service connections to new single-family homes within the same trench. This is to minimize the duration of disruptions to the right-of-way and the associated pavement restoration of city streets (BCC 14.60.230).

A separate Joint Utility Trench (JUT) permit is needed from each franchise utility for their installations. It is the developer's responsibility to coordinate with the franchise utilities and ensure timely submittal of their respective JUT permit applications.

This appendix will help guide developers on the preferred internal procedures for each franchise utility and provide contact information for developers to coordinate with during the JUT process.

Figure 1 – Franchise Utilities Contacts

Company Name	Contact Name	Email	Phone
Puget Sound Energy	Jeremy Eusebio	Jeremy.Eusebio@pse.com	425-458-5946
Puget Sound Energy	Regional Permit Specialist	Permits.Central@pse.com	N/A
Lumen	Paula Elsaeed	Paula.Elsaeed@lumen.com	253-458-6583
Lumen	Levi Stockdale	Levi.Stockdale@lumen.com	206-806-7259
Comcast	Albert Johnson	Albert.Johnson@itgcomm.com	720-760-4258
Comcast	Michael Murphy	Michael_Murphy@comcast.com	253-878-4361
Comcast	Caitlin Ovenell	Caitlin@advancedconceptsllc.com	N/A
Ziply	Cheryl Schneider	Cheryl.Schneider@ziply.com	509-820-1262
Ziply	Jacob Lewis	Jacob.Lewis@ziply.com	N/A

Puget Sound Energy

1. Notify Permits.Central@pse.com of the upcoming JUT project. A PSE project manager will provide the developer with a site plan showing the proposed trench path. PSE Permitting Department will submit the JUT permit application with the city.
2. The developer should send the PSE site plan to all other franchise utilities to be used in their JUT permit applications to ensure that all utility designs are coordinated and consistent across the site plans.
3. All future revisions to the original PSE site plan should be distributed by the developer to the other franchise utilities to be updated in their applications.

Lumen

1. The developer should verify that the service area is Lumen. The service area will either be Lumen or Ziply, never both.
2. If the service area is Lumen, the developer should notify Levi Stockdale of the upcoming JUT project and send PSE site plan showing proposed trench path.
3. Lumen will then submit their JUT permit application with the city through [MyBuildingPermit.com](https://mybuildingpermit.com).
4. Place 2-inch conduit from the PSE pole following the JUT path for potential future Lumen services.

Comcast

1. The developer should schedule a JUT pre-con meeting with Albert Johnson or Michael Murphy. The JUT pre-con will be done over Facetime chat. If the meeting can't be done over Facetime due to poor service area, an in-person meeting can be requested. Please ensure the city ROW inspector is present during the meeting.
2. The developer should send PSE site plans to Caitlin Ovenell with Albert Johnson and Michael Murphy cc'd.
3. The developer should perform all necessary utility locates prior to JUT pre-con meeting.
4. Once the trench has been completed and the ROW inspector and PSE have approved/signed off on the trench, there will be no need for any further inspection from Comcast.

Ziply

1. The developer should verify that the service area is Ziply. The service area will either be Ziply or Lumen, never both.
2. If the service area is Ziply, the developer should notify Cheryl Schneider and Jacob Lewis of the upcoming JUT project, and send PSE site plan showing proposed trench path.
3. Ziply owned poles will be fielded for condition and could result in a replacement if found to be in bad condition or unsafe.
4. Ziply typically submits their JUT permit application with the city through [MyBuildingPermit.com](https://mybuildingpermit.com) 3-5 days after being notified and receiving PSE site plan.