

Holiday Lighting in five easy steps:

1. Develop an idea

Where do I want lights? Will I want to incorporate other decorations? Where will the electricity come from? 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 private use of the public right of way requires a Right of Way Use Permit. You may apply online (see instructions inside, and refer to the city's web site for current fees: www.bellevuewa.gov).

4. Install the lighting

Assuming your application submittal is complete, you'll have your permit within 2-4 weeks. Once the permit is issued, be sure to follow the permit instructions prior to beginning the installation.

5. Call for inspection

A City of Bellevue Inspector will ensure the lights are safe for all to enjoy.

(See inside for additional details.)

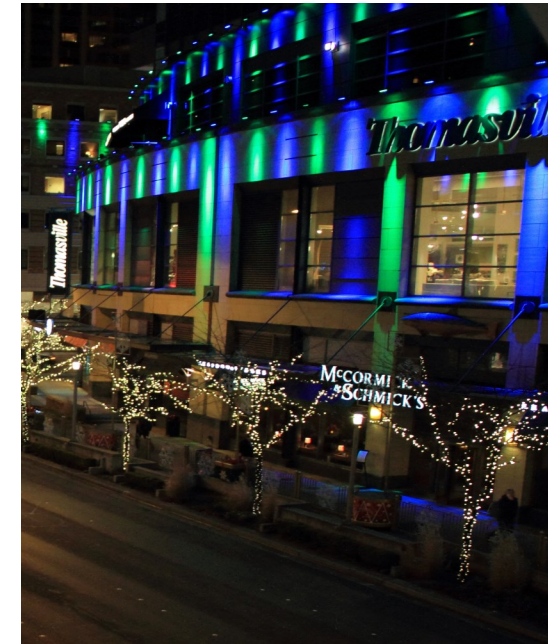
HAPPY HOLIDAYS!



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.
- Loose light strands are preferred over tightly wound strands on branches to prevent damage to trees.
- No stapling, nailing, or taping (zip ties are OK)
- Lights remaining on trees beyond the holiday season may be de-energized and allowed via written agreement with the city (in addition to a permit). The agreement will require an approved maintenance/inspection program.
- Lighting/decorations attached to city-owned infrastructure (i.e. signal poles, street lights, etc.) cannot be installed before Nov 1, and must be removed by Jan 31.
- City power (if available and requested) would be provided only from Nov 1 to Jan 15, and not before the installation has 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. A permit would also be required for lights that will remain on trees (per a written agreement) beyond the holiday season. The fastest, most efficient way to apply for a ROW Use Permit is online at www.mybuildingpermit.com. Submit your application **at least** two weeks prior to your planned installation, and include the following:

1. A **site plan** (an aerial photo, street view, architect or engineer's drawing, etc.), which clearly shows where all lighting/decorations will be installed.
2. An **electrical plan**, which should include details and descriptions of all light fixtures, decorations, span wires, etc., 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 sidewalks or travel lanes will be closed, the plan should include a **temporary traffic control plan** (created by a certified traffic control supervisor).

Questions?

Email: RightOfWayUse@bellevuewa.gov

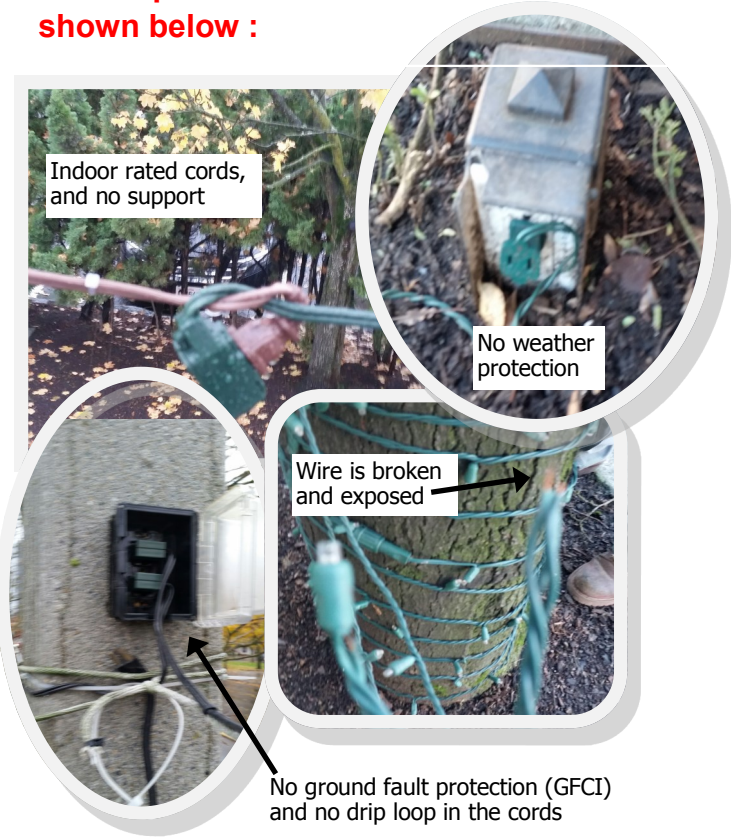
Phone: (425) 452-4189

(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)