

City of Bellevue
Right of Way Use Permit
Small Wireless Facilities Permit (SWF Permit)
Submittal Requirements

Any company applying for a Small Wireless Facility Permit (SWF Permit) must have a current Franchise or Right of Way Use Agreement with the City of Bellevue (per BCC 14.20 or Title 6). Applications for SWF Permit must be submitted electronically (at www.mybuildingpermit.com) by a representative or authorized agent of the utility company which owns (or will own) the facilities being installed, relocated, modified, repaired, accessed, etc. If a developer or subcontractor is doing the work, the application must still come from the company owning the facilities. The same applies when a third party is hired by the utility company to locate its facilities (i.e. when potholing, measure downs, etc. are required for design of a utility project or associated development).

The application submittal packet must include ALL of the following:

1) **All SWF Permit applications must comply with the provisions of Bellevue Code 6.08 and the requirements of the Small Wireless Facility Permit Guidelines.** Applicants should review BCC 6.08 and the Guidelines before submitting an application for a SWF Permit.

2) **Application** forms are completed electronically through the web portal at the address provided above. All of the information required in the application must be completed and provided, including the following:

- A project name, which needs to include the company name and project address;
- A project location, which needs to be a specific address (for projects not tied to a specific address, choose the nearest address, and for a linear project, select an address somewhere in the middle – the “location description” field may be used for additional details, but only after an address has been entered in the “project location” field);
- A detailed description of the work being done, including estimated durations of each phase of the project, construction method (trench, directional drill, etc.), and where applicable, a reference to the larger project to which this work is related;
- Contractor information; and
- Accurate cut lengths (for trenching in hard surface), cut/fill quantities (both hard and soft surfaces), etc.

3) **“Bill To”** Form is on the city’s web site: Bill To form. Print, complete, sign, and scan page 1 of the form as a pdf, and upload with application.

4) **Site Plan and Enlarged Site Plan.** Complete and submit the Site Plan in accordance with the requirements contained in the Standards for Plans & Specifications which are on the City’s website.

5) **Checklists/Narrative:** Every submittal for SWF Permit and related ground equipment, strand-mounted equipment and purpose built pole must include the Checklists and Narratives listed below. The applicant must answer each of the questions and attach each of the documents referenced in the following Checklists/Narratives:

1. **Basic Information Checklist**
2. **Supplemental Information Checklist**
3. **Criteria Compliance Narrative**