



**City of Lake Forest Park  
Building Department**  
17425 Ballinger Way NE Lake Forest Park, WA  
98155 Phone: 206-368-5440 Web: [www.cityoflfp.gov](http://www.cityoflfp.gov)

**ALWAYS CALL 811 BEFORE YOU DIG**

**RIGHT-OF-WAY USE  
PERMIT APPLICATION**

**STAFF USE:**

Application Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**APPLICATION MUST INCLUDE TRAFFIC CONTROL PLAN AND PROJECT DRAWING CLEARLY NOTING SIZE AND LOCATION(S) OF CUTS.**

**PROVIDE PROJECT DESCRIPTION ON PAGE 2.**

IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT ALL APPLICABLE CODES AND ORDINANCES ARE COMPLIED WITH AND THAT ALL CONTRACTORS AND SUBCONTRACTORS ARE LICENSED TO DO WORK IN THE STATE OF WASHINGTON AND HAVE A CURRENT CITY OF LAKE FOREST PARK BUSINESS LICENSE.

<b>Permit Fees</b>	
Base Fee	\$250.00
2 Inspections required (\$100 each)	\$200.00
Subtotal	\$450.00
10% Technology Fee	\$45.00
<b>TOTAL DUE</b>	<b>\$495.00</b>

**Type of Work:**

Utility Installation       Emergency       Drainage Improvements  
 Utility Maintenance       Use of Right-of-Way       Sidewalk Repair/Installation

**DOES THIS UTILITY HAVE A FRANCHISE AGREEMENT WITH THE CITY OF LAKE FOREST PARK?**

YES       NO

CITY BUSINESS LICENSE #: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_ EXP: \_\_\_\_\_

**PARCEL INFORMATION (Include all parcel(s) information. Attach additional sheets, if necessary.)**

Project Address: \_\_\_\_\_

Parcel Number (Property Tax Account Number): \_\_\_\_\_

**PERMITTEE/PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**AUTHORIZED AGENT**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contractor's Registration Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Permits pertaining to property designated as having a Sensitive Area are subject to review and approval by the City Planner. Costs to be paid by Property Owner, Developer or Requesting Agent. Study costs pertaining to Sensitive Area(s) as required by a Responsible Official to be paid by property owner or developer or requesting agency at the time of application submission. Beginning January 1, 2023, per Resolution 1886, a 10% Development Review Technology Surcharge will be added to all permit fees.

The information in support of this permit is true and correct and I agree to comply with the conditions of the permit

Date: \_\_\_\_\_

Signature of **PERMITTEE/PROPERTY OWNER**

Signature of **AUTHORIZED AGENT**

**PROJECT DESCRIPTION (attach additional sheets if necessary):**

**PROJECT DRAWING AND TRAFFIC PLAN (attach additional sheets if necessary):**



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**Planning & Building Department**  
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**RIGHT-OF-WAY  
USE PERMIT  
SUBMITTAL  
CHECKLIST**

The following information and materials may need to be submitted with your application depending on the scope of the project. Right-of-Way permit applications should be submitted *at least* 3 business days before work is scheduled to begin.

If you have any questions on items to include with your application, please call 206-368-5440 or visit the Permit Counter in City Hall Tuesday-Friday, 9:00am-12:00pm & 1:00pm-3:00pm.

**Application Materials**

**All applications require:**

- Completed & Signed Right of Way Permit Application
- Include timeframe for use of the Right-of-Way in project description
- Permit Fee
- Project Drawing—2 sets
- Drawing must clearly note the size and location of any surface cuts
- Traffic Control Plan—2 sets
- Proof of License, Bonding, and/or Insurance
- Civil Engineering Plans

*All permittees must call the Planning and Building Department  
Inspection Line at 206-957-2835 **before beginning work and**  
**after work is completed** to request inspections.*