



CITY OF TENINO

P O Box 4019
149 S. Hodgden Street
Tenino, WA 98589
(360) 264-2368

PERMIT NO. _____

THIS PERMIT IS VALID FOR 60 DAYS FROM
DATE OF ISSUE UNLESS OTHERWISE SPECIFIED

RIGHT-OF-WAY APPLICATION / PERMIT (Including Hold Harmless Agreement)

Any construction, repair, installation or use, within, upon, or above or below any public right-of-way within the City of Tenino shall be covered by a RIGHT-OF-WAY PERMIT issued by the City of Tenino.

Application shall be accompanied by two (2) sets of drawings, with nature of work, position and location of same, giving names, numbers and widths of roads, streets, etc., and showing the relative position of such work to existing improvements and/or utilities within such roads or street right-of-way.

APPLICANT:

Company Name: _____ Phone: _____

Address: _____
(Mailing Address) (City) (State) (Zip)

Contact Name: _____ Phone: _____

Job Address/Location: _____

DESCRIPTION OF WORK: _____

Work to begin approximately _____ and to be completed within _____ days from date of issue.

This permit is granted subject to, and the Applicant hereby agrees to, the following conditions:

- 1) Comply with all City Ordinances.
- 2) Comply with all Public Works regulations, standard specifications and details.
- 3) Notifying the City (a) before starting work, (b) whenever location of work is changed, and (c) for final inspection upon completion of work.

****ALL INSPECTIONS REQUIRE 24 HOURS NOTICE** Call: (360) 264-2368**

- 4) Saving the City harmless from any and all damages which may accrue of any person or property arising of this work, including claims by the Applicant's employees.
- 5) Complying with special conditions: *See Reverse Side of Permit*
- 6) The Contractor is responsible for workmanship and materials for a period of one year following the final acceptance of the job.
- 7) Notify Tenino Police Department at (360) 264-2626 and Thurston County Fire District #12 at (360) 264-4116 of all road closures.
- 8) Call ONE CALL prior to beginning work. (1-800-424-5555)

Applicant Signature: _____ Date: _____

APPROVED BY: _____ Date: _____

(Public Works Director)

SPECIAL CONDITIONS

1. Installation within the right-of-way shall be made by a method approved by the Public Works Director. Cuts shall be made only in areas approved by the Public Works Director. All improved or unimproved areas within the right-of-way shall be restored to an equal or better condition. OPEN CUTS WITHIN THE PAVED AREA WILL NOT BE PERMITTED WITHOUT PRIOR APPROVAL.
2. Excavated material shall be completely removed from the street surface.
3. Signs, cones, barricades, and all other traffic devices to protect and control pedestrian and vehicular traffic in the construction area shall be used as prescribed by the Public Works Director in accordance with the "Manual on Uniform Traffic Control Devices for Streets and Highways".
4. One or more traffic lanes shall be kept open at all times. Moving traffic shall be properly controlled by uniform flagmen if specified. Hours of operation during construction and restoration shall be as specified.
5. Ingress and egress for vehicles and personnel to business property shall be maintained at all times.
6. A guarantee cash deposit as specified below shall be made with the City, if deemed necessary by the City.
7. Backfilling and replacing pavement surface shall be done to the satisfaction of the Public Works Director.
8. This permit is temporary only and all construction authorized hereby is to be completed within (30) days upon notice from the Public Works Director or unless otherwise specified.
9. This permit may be revoked for failure to comply with any Condition of Issuance and may remain revoked until correction methods are approved by the Public Works Director or his representative.

INSPECTORS REPORT:

Work Commenced: _____ Work Completed: _____

Comments: _____

Approved By: _____ Date: _____
(Public Works Inspector)

FEES:

- | | |
|--|---|
| A) Surface Improvements (\$120) | (B) Underground Improvements in Roadway (\$180) |
| C) Underground Improvements Outside Roadway (\$75) | (D) Miscellaneous (\$50) |

DEPOSIT:

Street Cleaning: (\$200)	\$ _____	Receipt # _____	Date: _____
Extra Inspection: (TBD)	\$ _____	Receipt# _____	Date: _____
Street Closure: (\$200)	\$ _____	Receipt# _____	Date: _____

BONDS: 125% Cost of Improvements \$ _____ Receipt# _____ Date: _____

CITY OF TENINO STREET USE PERMIT SOP

POLICY

Any construction, repair, installation or use, within, upon, above or below any public right-of-way within the City of Tenino shall be covered by a Street Use Permit issued by the City of Tenino. This permit is valid for 60 days from date of issue, unless otherwise specified.

PROCEDURE

Application for permit shall be accompanied by:

1. Two (2) sets of drawings with nature of work, position and location of same, giving names, numbers and widths of roads, streets, etc., and showing the relative position of such work to existing improvements and/or utilities within such roads or street right-of-way.
2. Certificate of Liability Insurance naming the City of Tenino as additional insured.
3. Copy of current contractor's license.
4. Current City of Tenino business license.

Application shall be logged in and forwarded to the Public Works Director for processing.

Public Works Director shall:

1. Review the application for completeness
2. Condition the permit as necessary
3. Apply fee amount(s)
4. Sign the application for permit issuance
5. Return approved application to office staff for permit issuance

Intake staff shall notify applicant when permit is ready and advise applicant of fee amount due.

Upon issuance, copies of the Permit shall be distributed as follows:

Original – Applicant

Yellow – Public Works Dept.

Blue – Permit File Copy

Public Works shall inspect all work and complete the appropriate section on the back of the permit. Upon completion of the inspection, the yellow copy should then be returned to the office staff.