



Temporary Right-of-Way Use Permits

A guide to uses of the public right-of-way for construction and related activities.

Examples of activities that require a temporary right-of-way use permit:

- Closure of a street or sidewalk for construction adjacent to the site.
- Mobile crane, lift or pumper
- Dumpster
- Scaffolding

Requirements for Temporary Right-of-Way Use Permit

Complete a Public Works Permit Application form and submit all the following:

- Site specific Traffic Control Plan (TCP) – Your TCP should show streets proposed for closure and how you intend to redirect traffic around the closure. Contact Public Works Transportation Technician at 360-778-7825 for assistance. The Permittee is responsible for renting and placing all traffic control devices required on the final approved TCP. The City of Bellingham does not provide traffic control or traffic control devices for street closure permits.
- A site plan showing proposed streets to be closed and all items to be placed in the right-of-way. Pedestrian access details, whether providing a covered walkway or a detour route must be specified. Covered walkways require approval from the Building Services Division.

Additional information

Meter hoods are required when blocking metered parking spaces on days when meters are active. Meter hoods are available through Parking Services Division at the Permit Center, 210 Lottie St. The fee for each hood is \$15/day. The fee may be paid in advance, but hoods are not issued until the afternoon before the closure. Proof of payment for hoods is required prior to permit issuance. For more information, contact Parking Services at 360-778-7780.

Permits are valid only for the dates and times approved.

Keep the permit at the site of the closure so it is available to City officials upon request.

Temporary no parking signs must be posted 24-hours in advance of the closure. The date and time no parking is allowed and a contact phone number for the closure must be listed on the sign. See example here: <https://www.cob.org/Documents/planning/applications-forms/special-events/no-parking-sign-example.pdf>

For lane closures, refer to Standard Plan TC-330. If flaggers are required, only certified flaggers are permitted. All travel lanes on arterial streets shall remain open from 7:00 to 9:00 a.m. and 4:00 to 6:00 p.m.

Reflective cones or barricades shall be placed around large equipment, dumpsters or trailers parked in the right-of-way.

Fees are available on the City of Bellingham website here:

<https://www.cob.org/Documents/planning/misc/Public%20Works%202019%20Fees.pdf>

For additional information, email pwpermits@cob.org or call Public Works Permitting Staff at 360-778-8329. Applications may be submitted via email to the address above, or to the Permit Center in City Hall at 210 Lottie St. Please note that paper submittals must be on paper 11x17 or smaller.