



# 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, Monday thru Saturday 11:00-6:00. The fee for each meter hood is \$23/day. The meter hood fee will be added to the right of way use permit fee. The fee may be paid in advance, but meter hoods will not be available until the afternoon of the business day before the closure. Meter hoods can be picked

up at Parking Services Division desk, located in the Finance Department, 210 Lottie St. For more information, contact Public Works at 360-778-8329.

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](mailto: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.