

Utility Permit/Franchise Application **Checklist**

Instructions: Please provide the information indicated below. Check off as completed to ensure you've included all information. Be as thorough as possible to ensure that we will be able to complete the processing and approval of your application in a timely manner. If you have any question please contact the WSDOT SCR Region Utility Office at (509) 577-1788

- Complete the **Application for Utility Permit of Franchise**.
 - Determine appropriate Category 1, 2, 3, or 4. See link titled "Utility Permit & Franchise Application Guidelines" on the SCR Utility Home Page for an explanation of the different categories.
 - Review the General Provisions included with the application.
- Complete the **Utility Facility Description** Sheet. See the Utility Facility Description Checklist for an explanation on filling this out.
- Prepare and Include Diagrams/Plans for Exhibits.

Diagrams/Plans shall include construction details with:

 - A cross section of the proposed installation.
 - Highway features noted to pinpoint location of proposed crossing. (Note:the distance from a bridge, road intersection, milepost marker, etc.)
 - Details of the proposed excavation needed to install the facility; dimensions, side slopes, protection, etc.
 - Proposed hours of work and duration of work.
 - Protection of worksite.
 - Traffic control measures